

Archive Team Meeting

February 12th, 2:30-3:30 pm Seminar Room, Herrick

Present: Laura Habecker, John Hosford, Laurie Lounsberry Meehan, Natalie Skwarek

1. Policy Revisions

- Researcher Use & Registration
 - Add policy title
 - Add brief citation information after signature section. John will draft some language.
- Access to Original Research Materials
 - Reworded bullet #3
- Donation Guidelines
 - No revisions were suggested.
- Exhibit Loan Policy and Agreement
 - Bullet #7 will be specific for each Archive (how to acknowledge items in an exhibit)
- Collection Development Guidelines
 - We will work on these at a future meeting. It will be helpful to look at other policies for examples. We want to add some background and context on each Archive at the beginning, noting that there are two Archives with different collections but they work together. Adding mission statements may be helpful as well.
- Security & Access Policy
 - John will create a draft
- Citation Policy
 - John volunteered to create a draft policy with examples of how researchers would cite material in exhibits, publications, footnotes and bibliographies. We'll have separate examples for each Archive, giving examples for various formats (images, publications, manuscripts, etc.)
- Condition Report
 - John will reformat the Mills College Condition Report so that it's useable for us

- Laurie will update the policies discussed in this meeting and upload them to the shared drive
- We agreed that policies will have the joint header but will prominently feature the name of the specific Archive
- John volunteered to add some graphic design elements to the policies to make them more visually appealing

2. Umbrella Term

The Archives at Alfred University

**University Archives, Herrick Library
NYS College of Ceramics Archives, Scholes Library**

- We need to confirm the official title of the NYSCC Archives
- Once we're settled on the wording, Laurie will ask about having a Wordmark created

3. AHA Display Planning

- Future agenda item

4. Updates on Projects, Etc.

- SCRLC grant
 - John to schedule meeting with Joe Stallman, director of the Seneca Nation Museum
 - We have received the check. It was delivered to the Sponsored Research Office.
 - Deb has ordered the recording device that was part of the grant request.

- John will deliver the tapes to Rochester by the end of February.
- Yearbooks for Scholes
 - Laura and John are working to fill gaps in the collection. Laurie and Natalie have duplicates pulled.
- Question re: unknown artist
 - Laurie received a letter with photos of a painting, asking for help identifying the artist. She asked John and Laura for help.
- Andrew Phelan Donation
 - John and Laurie received letters from Andrew Phelan. He wants to donate material related to his parents and Barbara Williams to the University. Some will go to Herrick but the bulk will go to Scholes.

5. Upcoming Meetings

- AHA – Feb. 14th, 10 am @ Crossroads Building. Laura will be attending.
- Roundtable – Feb. 28th, 10 am @ Crossroads Building. Laurie, Natalie and Laura will attend.
- One Drive Discussion – Feb. 19th, 10:00 am @ Scholes. To share collective knowledge about using and accessing One Drive.
- Next Archive Team meeting – March 11th @ 2:30 pm, Scholes

Items for the future:

- Review the University's Records Retention Policy see if we have any suggested revisions
- How will we want the Archives to be represented when the libraries move to a single website
- Archive – Digital Projects Team:
 - digital photos from Athletics and Marketing
 - Press releases and Alfred Today digital files for AURA