

Archive Team Meeting

October 14, 2020 1:30-2:30 pm

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

The Archives at Alfred University
University Archives, Herrick Library
New York State College of Ceramics Archives, Scholes Library

OLD BUSINESS

- 1) New and revised policies
 - a. Laurie will gather the finalized policies together and remove DRAFT from filenames
 - b. John will develop graphic design elements
 - c. John will create a new LibGuide for the Archives and we'll place the policies there, and continue to build it as we work on a combined "webpage"
 - d. We'll place a link to them on the AU Libraries Team Libguide
<https://libguides.alfred.edu/libraries>

- 2) Develop a Security & Access Policy
 - a. John to create draft
 - b. Key recall at Herrick: all but one has been collection by Mechele as of last week
 - c. Laurie mentioned a recent post on the Archivist ThinkTank Facebook page related to who has key access to various archives

- 3) Develop a Citation Guideline document
 - a. John to create draft

- 4) Continue work to re-brand as the Alfred University Archives for terms of promotion and identification on policies and other shared material
 - a. Laurie to follow up with MarCom for Wordmark creation
 - b. We'll use the Wordmark on our polices and the new LibGuide

- 5) Strategic Planning (Brian wants each team to think about how to fill in the chart)
 - a. *Transform Student Lives and Better Our World*
AU brand; Students identifying passions and pursuing them; Preparing graduates for professional success & societal impact; Intersection between opportunity and impact
 - b. *Forge Strength Through Inclusivity*
Increase faculty/staff diversity; Increase cultural competency training; Enhance the global and multi-cultural awareness and mix of our students; Support our community
 - c. *Amplify Our Impact*
Engaged, innovative, collaborative culture; Taking better care of our people

	Transform Student Lives	Inclusivity	Amplify Our Impact
People/Services			
Resources			
Spaces			

We did some brainstorming on ideas. Laurie will create a shared document with the ideas so everyone can continue to add to it.

6) University Archives Subject Database

- a. Laurie needs to figure out how to give access to John and Laura. She will send the link and they can try to login with their AU network access. If that doesn't work, we'll have to ask Brett to help.
- b. Would it be helpful for NYSCC to use it as well for its collections?

NEW BUSINESS

1) Develop a combined webpage

- a. Next step: explore other college/university webpages for overall ideas
- b. Look especially at places using LibGuides since that seems like it will be the best option
- c. Be thinking about ideas for content and layout
- d. For our November meeting, everyone should have one LibGuide to share

2) Projects/Work for extended break

- a. With the added weeks to break between semesters, everyone can be thinking about what projects to work on. We're waiting for more information about the library schedules and open/closed to patrons which will impact individual work schedules.
- b. Given the unknowns of the coming months everyone should have project work identified that can be done remotely.

3) Finding Aids

- a. Questions about finding aids came up at the Digital Projects Team meeting.
- b. We decided to develop a template for reference with information on elements that should be in them along with overall guidelines to consider when creating one.

4) AHA Meeting

- a. Laurie and Laura will attend the next meeting on October 16 @ 10 am

Next team meeting: November 11, 2020 @ 1:30 pm

****Future Goals/Projects/Things to Work On**

3-5 year ambitions

- Create an APEX Archive Internship
- Discuss prioritization of materials to digitize, in conjunction with Digital Projects Team
- Continue to look for grant opportunities
- Investigate ACRL's Project Outcome survey topic for Digital and Special Collections to focus on assessment and surveys
- Reach out to the History Department to discover collaborations and better integration with their curriculum and students
- Review the University's Records Retention Policy see if we have any suggested revisions
- Archive – Digital Projects Team:
 - Digital photos from Athletics and Marketing
 - Press releases and Alfred Today digital files for AURA (Brett has this as a to-do list item)