

Archives Team Meeting

March 5, 2021

Present: Laura Habecker, Laurie Lounsberry Meehan, Natalie Skwarek

The focus of the meeting was to discuss the next steps in the Archives Team transition (John is moving off the team to focus on his other responsibilities; Laurie will now oversee Laura's work in Scholes related to the Archives). Laurie will also be Laura's supervisor in addition to team leader for Archives.

Laurie and John have a list of items to discuss to work through the transition.

Job titles as they pertain to archives work were clarified:

- Laurie – University Archivist
- Laura – NYSCC Archives Assistant
- Natalie – University Archives Assistant

Laurie created a list of items (no particular order) that will be discussed more fully at future meetings:

- Microsoft Teams use and implementation
- New webpage
- Answering research questions
- Laurie's sabbatical (Fall 2021)
- Archives database software
- Priorities for NYSCC Archives – next steps
- Handling donations (process)
- AURA structurer re: archive collections
- Finding aid template
- Subject database use and training for LH
- Archive Team meetings (frequency)
- Laura & Laurie weekly meetings (to be scheduled)
- Cross training
- U: Drive for University Archives – add LH, show her how we use it
- Defining and refining LH & NS schedules/time to each team
- Scholes webpage update (JH → LH) [done by Brett 3/8/21]
- Material stored in Scholes Archive that's not part of collection (will get more information form JH)

Next meeting: March 10, 2021 – 1:30 pm in the NYSCC Archives Room

Old Business to Finish

- Create a Security & Access Policy
- Develop Citation Guidelines
- Design a graphical template for policies and documents

Future Goals/Projects/Things to Work On

- Create a “Statement Regarding Sensitive Materials” for our repositories and collections. A useful site with examples: <https://cataloginglab.org/list-of-statements-on-bias-in-library-and-archives-description/>
- 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 (Digital and Special Collections assessment and surveys)
- Reach out to the History Department: collaborations & better integration with curriculum & students [similar outreach to targeted curriculums as well]
- 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)