Special Collections Task Force Essence Notes

10-2-2018

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Georgia Southern University

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Meeting Notes  
Special Collections Taskforce 9am Oct 2nd, 2018  Georgia Southern Libraries, Henderson Library  

Present: Debra Skinner, Leslie Haas, Jeff Mortimer, Autumn Johnson, Beth Burnett, Caroline Hopkinson  
(note taker)  

1. Debra showed us a sample of the **revised catalog record** for Henderson’s Special Collections.  
   Two things are new:  
   a. Debra created a “Collection” in GIL Find for Henderson’s Special Collections items, so they  
      can be easily searched using a widget from Special Collections website/libguide.  
   b. Each special collection record has a link to LibWizard form researches can fill-in to arrange  
      an appointment to use the spe coll item(s). That form is sent to a generic special collections  
      email account. The record also has a link to the collection finding aid.  

   Jeff commented that he’d like the link reworked so that it isn’t on a “here” but rather something  
   like: **Click here to arrange an appointment in order to use this Collection** (sample notetaker  
   didn’t get the wording.)  

   Leslie suggested that it would be helpful to those answering the query if the information from  
   the catalog record come along with the form/email. Some discussion of how this could be done,  
   might involve coordinating with others, Jeff will think on it more, as Darius.  

   Autumn and Caroline would like to see the archival collections at Lane Library (some are  
   cataloged, some not) cataloged and added to the Henderson Special Collections new  
   “collection” in GIL Find. All archival materials would then be searchable from the Special  
   Collections page, and the same form could be used & the info forwarded to the appropriate  
   campus’ library contact. Please note that we are not including the Minis Room books in this  
   idea/suggestion that location/book collection works well as it is cataloged. Also, it would be  
   good to have the archival collections (e.g. not book, journal, artifact or pamphlet) called  
   something other than “other”, Caro thought Manuscripts would work in a pinch.  

   Caro’s note: We didn’t talk about next steps for this bit, but how about 1)Caroline  
   gathers the finding aids for the Lane Library archival collections, maybe in a Google  
   Drive?  2) Beth catalogs them in the same way as the Henderson special collections  
   records?  

2. We need an **ingest form** for GS faculty/staff interested in adding “stuff” to the Digital Commons  
   and Special Collections. These could be purely digital collections or a mix of digital and physical,  
   & likely special collections. Prompted by a meeting with Robert Batchelor from the History Dept  
   and Digital Humanities, this idea started with student work but it seems the form would go  
   beyond to other authors/creators. Autumn created a draft ingest form and will share it with the  
   group. Ideally the form would gather the information needed in order make decisions about  
   adding the material and where it will go, other info? And collect needed documentation (MOUs,  
   permissions, etc.) from the author/collector.  

3. Autumn will draft a memo with a list of what is new about the **Georgia Peace Officers  
   Association** and will send it to Leslie and Debra, to start up the chain of command, so to speak.
4. Discussed Fort Pulaski Civilian Conservation Corps Oral Histories (digitized) and decided that the next step was to contact families to let them know that the interviews will be available on the web, due diligence, etc. Caroline will follow up & keep folks informed. Only six interviews of CCC men, plus three other interviews included. Link for anyone to view

https://drive.google.com/drive/folders/1heuc4K1R8tAlt3qbyTVUOiU_PY8JbZQI?usp=sharing

Laura Waller of Fort Pulaski wanted to know if she could deposit an external hard drive containing the preservation files for this project at the Henderson Library/Statesboro campus. The group thought yes, Jeff also wanted to upload the preservation files to the Digital Commons. A bit of discussion of a method for keeping track of the hard drives. Caro’s comment: this might prove popular with smaller archives in Savannah/on the Coast. Laura also wanted to know when the files would be in the Digital Commons. Some discussion of platform and alternatives; Caroline will follow up with Laura Waller and get her feedback.

5. ContentDM is being phased out. Wendy Harrison will work on moving files out of ContentDM and then the files will be adding to the Digital Commons.

6. Jennifer Gerrald and Wendy Harrison joined the group for a training session about adding Finding Aids to the Digital Commons, as well as answering related questions and some planning for processing special collections in the Digital Commons.

We plan to meet every two months, alternating campuses. Meeting ended about 11am.