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Special Collections Task Force Essence Notes

Georgia Southern University

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Special Collections Team Meeting  
Lane Library  
Thursday, April 25, 2019  
9:30 AM - 11:00 AM

Present: Beth Burnett, Caroline Hopkinson, Autumn Johnson, Jeff Mortimore, Kristi Smith

- **Review of Specolle Forms**

- **Oral History Project at Lane**  
  Discussion of what documentation is needed to secure the rights to the project. Hopkinson has signed oral history release. Consideration of using a Transfer Acknowledgement. None currently exists.

- **Representation of Collections in Digital Commons**  
  Mortimore mentioned that he will defer to Special Collections when it comes to deciding whether materials should be represented in “Special Collections” communities or others.

- **Digital Commons Workflow**  
  Discussion of how new communities and collections should be created. Perhaps a workflow could be developed so there is a clearer understanding of how Lane Library will initiate new collections. Johnson suggested that there was hope that Harrison could initiate all of special collections communities but the decision would of course default to Skinner- “Who does the work” and “what standards are applied>”

  Discussion of how to decide what digital collections are worth pursuing and limiting the promotion of digitization as a service we do. Mortimore suggested that these meetings are the appropriate place to determine what is appropriate and that it would “give shape to a collection development policy that empowers us to say no”

- **Specolle Documentation and Legal**  
  Status of permission for Janet Stone book from legal? Last revision of the Deed of Gift; Geoffrey from legal affairs had come back ‘transfer of copyright interests’ -- language should affect from the author that she transfers all residual interests in the copyright. Communicated via Bede and no other communication.

  Recommending the transfer of ownership portion. Jeff will forward the thread; Caroline needs to get this type of document to Janet Stone.

  Johnson recommended proceeding with the building of the collection and suppressing it until all documentation has been received.

**Action Items?**  
Shared mission  
Shared LibGuide-- SEARCH BOX  
Shared Brochure