Collections Committee Meeting

November 18, 2011

DRAFT MINUTES

Present: Matt Blessing, Alan DeLozier, Pat Lawton, Emily Asch, Jennifer Younger, Alan Krieger, John Buchtel. Guest: Lynn Whittenberger, Marquette

Agenda items included:

1. assist new members in adding new content to the portal and
2. revise the set of directions that we agreed needed simplification.

**Revise the set of directions that we agreed needed simplification.**

* Lynn Whittenberger set up a folder and walked members them through “the recipe” or set of instructions for making content available in the portal <http://www.catholicresearch.net/info/content.pdf> . Members agreed that the document does not require much tweaking.
* In correlating collection contributions with themes, collections committee members could be helpful. Discussion could morph into how this could happen (recipe), and it would be helpful to have TS folks in on the conversation.

**Assist new members in adding new content to the portal.**

* Jennifer sees a role for committee members to look at collection strengths of new, old, and prospective members. She noted that at the San Diego meeting (Jan. 2011), Kris Brancolini indicated that LMU had not yet contributed content and expressed a need for guidance in priorities. Our members have collections definitely in scope for the portal that they have not added. 18 of 30 members have contributed records to the portal. To partner with a collections committee, committee comes up with their own recipe for how you go about identifying and selecting materials. Questions on interpretation do come up.
* Alan K. noted that encouragement is as important as advice, people need to be confident to make these decisions on their own.
* Matt referenced Joe Lucia’s comments at Duquesne regarding fostering a climate where people are encouraged to build creatively. Mentoring is also good hospitality for new members.
* Matt: Do we want to continue to focus on three topical areas for priorities [three themes]: **pl: Matt, can you clarify the three themes for me? The following are in the plan, were these the same ones noted at the meeting?** women religious, catholic social action, Vatican 2?. Suggest a boilerplate email, “your institution has xyz collections related to these themes, collections mentor and TS librarian can assist you in adding that content to the portal.”
* Emily: set up a mentoring program for new members, can sign up.
* Jennifer: Establish those relationships; at Duquesne what was significant was not just presentations, but the networking. The volume of conversation was huge.
* Alan D.: break things up geographically or by topic; keep momentum on three major themes.
* John re: three themes – good to keep focus on either short or longer term … phrase carefully so they know we are not excluding other themes. Scholars at Duquesene identified similar themes, the trends and hot topics in getting their hands on. Helps us think about our own cataloging priorities.
* Matt: Committee contacts members with no content once. Need coordinated effort, if divide by place or topic.
* It would be both collections and digital piece. Review revision of the recipe and first draft for EAD. Matt would draft an introductory letter to share with all to liaise at each institution.
* Pat will work with Matt in putting this process into the current workflow.
* Pat raised the issue of defining “rare.”
* Alan K.: rarity may be considered in terms of geography – what is a convenient location for researcher.
* John agreed to do some wordsmithing for Pat, put out to collections committee, weigh against 10-12 items defining rare. Succinct.
* Pat and Eric will revise recipe by next meeting, December.

**Next meeting (December, 2011)**

* Review revisions to recipe.
* Review draft statement on “rare.”
* Encourage committee members to review “Collections at candidate and member institutions” (attach) document with eye toward institutions who have not contributed content and have collections within three priority themes , with an eye toward working to get their content into the portal in 2012.