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Articulating a Clear Vision for Archives & Special Collections

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Articulating a Clear Vision for Archives & Special Collections



NADIA NASR
HEAD OF ARCHIVES & SPECIAL COLLECTIONS

**PART OF “VISIONS & REALITIES IN SPECIAL
COLLECTIONS: HOW REORGANIZATIONS, CHANGING
LANDSCAPES, AND NEW DEMANDS & TECHNOLOGIES
IMPACT SPECIAL COLLECTIONS”**

Organization & Reorganization



**ARCHIVES & SPECIAL COLLECTIONS
SANTA CLARA UNIVERSITY LIBRARY**

Fathers' Library

The Fathers' Library, contained “[...] one of the choicest collections of books in the State. Many of the works are rare, some nearly four centuries old, and in an excellent state of preservation.”



Pre-1931: From classic texts and current records to special collections

1st Library Building: Varsi Hall (1931-1964)

Construction for this building commenced on March 12, 1931, and the building was dedicated on October 10, 1931.



**1931: Consolidation of library
collections in Varsi Hall**

2nd Library Building:
Orradre Library (1964-
2008)

Exterior photograph of
Orradre Library. Varsi's
holdings were
transferred to Orradre in
1964



**1964: Collections moved to
expansive Orradre Library**

3rd Library Building: Harrington Learning Commons

Archives & Special
Collections unite!



**2008: Archives & Special
Collections formally established**

1st Archivist: Fr. Edward Boland

Fr. Boland is standing at the center of a group of junior class students, 1914.



Origins of A&SC Staffing



Staffing

Staffing of Archives &
Special Collections,
2000-2014

*Italics denote staff
positions prior to the
reorganization.*

*temporary position

Position	Date (FTE)
<i>University Archivist</i>	2000 (0.5, 1.0)
<i>Public Services Coordinator</i>	2005 (1.0)
<i>Head of A&SC</i>	2009 (1.0)
<i>Digital Initiatives Librarian</i>	2012 (1.0)
SpColl Librarian (temp thru FY17)*	2014 (0.5)
Archives Processing Assistant	2014 (1.0)
Digital Initiatives Assistant	2014 (1.0)
Cataloging Specialist	2014 (1.0)

Resources & Digital Services Unit, FY14



Resources & Digital Services

Head of Archives & Special
Collections



Cataloging & Metadata Librarian
(Technical Services)

Electronic
Resources
Librarian

U. Archivist

Public
Services
Coordinator

Digital
Initiatives
Librarian

Materials
Receipt
Specialist

Serials
Specialist

Acquisitions
Specialist

Materials
Processing
Specialist

Gifts
Specialist

Bindery
Specialist

Resources & Digital Services Unit, FY15



Resources & Digital Services

Head of Archives & Special Collections



Head of
Electronic
Resources &
Serials

Head of Cataloging

Public
Services
Coordinator

Digital
Initiatives
Librarian

University
Archivist

Special
Collections
Librarian
(temp)

Technical
Services
Assistant

Electronic
Resources
Assistant

Cataloging
Specialist

Collections
Specialist

Catalog
Maintenance
Specialist
(temp)

Digital
Initiatives
Assistant

Archival
Processing
Assistant

“Taking Our Pulse”



**ARCHIVES & SPECIAL COLLECTIONS
SANTA CLARA UNIVERSITY LIBRARY**

Charting A Path Forward



**ARCHIVES & SPECIAL COLLECTIONS
WINTER PLANNING RETREATS**

Status of Archives & Special Collections

Panitch, 2001

“Special collections in ARL Libraries: results of the 1998 survey sponsored by the ARL Research Committee”

- Surveyed 124 research libraries in North America
- Reported overall positive status for special collections
- Highlighted hidden collections

Dooley & Luce, 2010

“Taking our pulse: the OCLC Research Survey of Special Collections and Archives”

- Built on Panitch Report
- Surveyed 275 research libraries in North America
- Continued positive status for special collections
- Highlighted increase in hidden collections
- Identified new challenges

Charting a Path Forward



- C** WE HAVE A DR/EMERGENCY PLAN & TRAINING
- D** WE SET EXPECTATIONS WITH PATRONS THAT LET US GIVE BETTER SERVICE **CU**
- D** WE FEEL (MORE) PREPARED FOR UNANTICIPATED RESEARCH Q'S → ARCHIVES SPACE WILL HELP **SE**
- CD(A)** DIGITAL COLLECTIONS ARE AVAILABLE TO PATRONS VIA RICHTEL, MORE CONNECTED, **RS, TF** & MORE APPEALING INTERFACE(S)
- AC(D)** ALL THESES/DISS. COME TO US AS ELECTRONIC VERSIONS **RS, TF**
- B(D)** (SOME) FACULTY ARE ACTIVELY ENGAGING W/ SCHOLAR COMMONS **RS**
- BC** WE ACTIVELY CULTIVATE (SOME) DONORS APPROPRIATE TO OUR C.D. POLICY
- ★B** WE MAINTAIN A PRIORITIZED LIST OF PROJECTS (ETC. NEEDING FUNDING) **EL, NN**
- BC** WE SEEK RECORDS THAT REFLECT STUDENTS' EXPERIENCES **SH**
- B** STUDENTS VIEW THEMSELVES AS STAKEHOLDERS
- AB** OUR LIBRARY APPRENTICE PROGRAM SHOWS CONTINUED SUCCESS
- C** WE HAVE A COLLECTIONS ASSESSMENT PLAN **NN**
- ★C** WE HAVE A (REVISED) C.D. POLICY **EL**
- C** WE ARE WORKING W/ I.A. TO CAPTURE AT LEAST THE SCU DOMAIN (MORE IS GOOD) **SA?**
- C** WE ARE (BECOMING) READY FOR DIGITAL DONATIONS (e.g. email)
- ?** WE MONITOR THE UNIVERSITY'S PLANS REGARDING D.H. **RM**
- A** WE REFLECT ON CORE COMPETENCIES WHEN DESIGNING INSTRUCTION
- A** - AS APPROPRIATE, STUDENTS DEMONSTRATE THESE COMPETENCIES
- A** SUPPORT STUDENT SUCCESS AT SCU
- B** MARKETING & DONOR DEVELOPMENT
- C** MANAGE OUR COLLECTIONS
- D** ENGAGE WITH ALL RESEARCHERS

SUCCESS

- DDD
- WORK
- CAMP
- COLLEGE
- PROTE
- TRAIL
- ACCESS
- CHAS
- UNIK
- SHEL
- LEGAL
- ARCH
- PRES

★ WE USE INTERVIEW

5 GALLERY



Manage and Preserve Our Collections

Priority 1

Indicators of success:

- Articulate and communicate a cohesive vision for collection development
- Fine-tune our holdings and assess the magnitude of our backlog
- Create or enhance descriptive records to improve access to archival, special, and digital collections
- Identify and address preservation issues, and develop and implement a collections disaster recovery plan and training program
- Engage in the acquisition and management of born digital material
- Strategically and judiciously increase our holdings on an annual basis



Support Student Success

Priority 2

Indicators of success:

- **Facilitate student use of archival, special, and digital collections through classroom instruction and reference services**
- **Collaborate with faculty and subject librarians to increase use of archival, special, and digital collections in classroom instruction**
- **Assess classroom instruction, keeping in mind important core competencies for using archival, special, and digital collections**
- **Extend the pilot apprentice program into an ongoing, competitive internship program**



Engage With All Researchers

Priority 3

Indicators of success:

- **Develop richer, more connected, and more appealing interfaces through which we make archival, special, and digital collections accessible**
- **Enhance our services, particularly in ways that expand virtual access to archival, special, and digital collections**
- **Collaborate with faculty to encourage development of new courses using archival, special, and digital collections**
- **Facilitate use of archival, special, and digital collections by patrons external to the SCU community**



Marketing and Donor Development

Priority 4

Indicators of success:

- Develop outreach programs to encourage donations of University records and increase faculty engagement with ScholarCommons
- Seek records that reflect the voices and experiences of SCU students
- Cultivate donors whose interests align with our collecting focus
- Create exhibits showcasing archival, special, and digital collections
- Develop and maintain a prioritized list of projects for special funding

A&SC Strategic Priorities, 2016-2018



**ARCHIVES & SPECIAL COLLECTIONS
SANTA CLARA UNIVERSITY**