



April 20, 2016

LAUC Archives Implementation Task Force
Librarians Association of the University of California

TO: Kate Tasker, Chair, LAUC Archives Implementation Task Force
FR: Diane Mizrahi, LAUC President
RE: Charge, LAUC Archives Implementation Task Force

I am pleased to appoint you Chair of the LAUC Archives Implementation Task Force for a term beginning immediately.

Administrative Structure

Please note that LAUC Committees fall under LAUC Executive Board purview. The LAUC President sets overall priorities for committee work by means of the committee's charge. The primary duty of each LAUC committee is to fulfill the charge given to it by the LAUC President. Once a committee's charge has been fulfilled, the committee may address other issues, with the approval of the LAUC President.

Committee Background and Significance

In March 2016 the Statewide LAUC Archives Task Force issued their report in which they reviewed the current policies and practices and proposed recommendations that would improve upon the current state. The new Archives Implementation team will act upon these recommendations to bring them into actuality. Membership in this Task Force shall consist of a Chair, the current LAUC Archivist, and two additional members. More members can be recruited if the need arises.

Charges

Charges are taken from the Action item recommendations in the Archives Task Force report. Detailed recommendations below.

- Revise the Archives Guidelines to include digital content and media.
 - address submission guidelines for digital content.
 - specify preferred preservation file types and formats
 - advise how to evaluate different file formats for long-term value.
- Work with the LAUC web manager to determine a fitting point of access on the LAUC Website
- Update the Records Transmittal Form
- Create a transfer and preservation plan for born-digital material
- Create a process that allows comments on digital collecting scope and other suggestions as new formats emerge.
- Create a LAUC Archives Guidelines page on the LAUC website

Timeline:

April 15, 2016 – Task Force appointed
December 31, 2016 – Charge completion target date; may be extended.

Reports should be submitted using the following format:

Reporting Guidelines

SUBJECT LINE: [Committee Name] Report
BODY OF MESSAGE:
TO: LAUC President
FR: [Committee Name]
RE: [year (e.g., 2015-16)] Report Name (e.g., Final Report)]

Committee Charge:
Summary of Action Items:
Body of Report with Discussion and Recommendations [formatted as motions, in keeping with Sturgis]
Names of Committee Members
Attachments (if any)

Committee Work and Meetings

The Executive Board urges the committee to conduct its business through conference call(s), or using other technologies, such as email or chat. Please discuss options with the President.

Committee Expenses

The current LAUC Travel and Reimbursement Policy and Procedures document is linked to the LAUC homepage. Different Divisions may handle transactions differently and Committee members should check with their local accounting officers to find out how their Division handles charges to the LAUC account.

Thank you for your service to the LAUC membership. We all very much appreciate your efforts on our behalf. Please feel free to contact me if you have questions or concerns about the Charge.

LAUC Archives Committee**CHAIR: Kate Tasker, UCB**

Angela Boyd, UCSB
Reference Services
Email: aboyd@ucsb.edu

Julie Goldsmith, UCB
Digital Collections Assistant
Email: jgoldsmi@library.berkeley.edu

Kathi Neal, UCB
Associate University Archivist

Email: kneal@library.berkeley.edu

Kate Tasker, UCB, – Chair

Digital Archivist

Email: ktasker@library.ucla.edu

Task Force Report Recommendations

Policy and document revision:

- Draft preservation plan for LAUC's permanent electronic files, including plan for appropriate storage and processing.
- Draft collection policy for electronic files and resources, specifying file types and formats.
- Draft processing and preservation plan for LAUC sound recordings.
- Revise archives guidelines to include guidance for preservation of digital files.
- Revise website guidelines to include instructions on how to submit digital files to the Archive.
- Draft checklist for evaluating and submitting digital files.
- Revise UARC records transfer guidelines; consider upgrading to an online form.
- Consider amending Committee/Task Force charges or guidelines to include specific instruction to submit final documents to the LAUC Archives.
- Ensure that recommendations set forth in LAUC Archive Guidelines [2006] are implemented.

Archival work:

- Confirm that permanent electronic files on LAUC President and Secretary laptops are successfully transferred to Box storage.
- Select and accession digital files from the Document Library and/or Box as part of the permanent digital archive.
- Review archived LAUC website pages (captured in Archive-It) and add descriptive metadata.
- Update existing finding aid to include description of sound recordings, digital files, and a link to archived LAUC website.
- Prepare digital files for access in the Bancroft Library's Reading Room (in addition to access via LAUC Website or Box).

Additions to LAUC website:

- Create section on Website for LAUC Archives, and include links to OAC finding aid, revised archives guidelines, revised transfer guidelines, link to UC Berkeley Transmittal Form, and new documentation.
- Create web form to allow LAUC members to propose new and emerging digital formats for inclusion in the LAUC Archives (for example, YouTube videos of assemblies and LAUC presentations).

Outreach to members will be implemented by the LAUC Executive Board and officers.