



Philadelphia Area Consortium of Special Collections Libraries

c/o The Library Company of
Philadelphia
1314 Locust Street
Philadelphia PA 19107
215-985-1445 voice
215-985-1446 fax
pacscl@pacscl.org
<http://www.pacscl.org/>

SUMMER MEETING OF THE BOARD OF DIRECTORS
**Wednesday, June 4, 2003, 3:00 p.m., Winterthur Museum, Garden &
Library**

A G E N D A

Member Institutions:
*Academy of Natural Sciences of
Philadelphia*
American Philosophical Society
Athenaeum of Philadelphia
Bryn Mawr College
Chemical Heritage Foundation
*College of Physicians of
Philadelphia*
Free Library of Philadelphia
Hagley Museum & Library
Haverford College
*Historical Society of
Pennsylvania*
Library Company of Philadelphia
*Pennsylvania Horticultural
Society*
Philadelphia Museum of Art
Presbyterian Historical Society
Rosenbach Museum & Library
St. Charles Borromeo Seminary
Swarthmore College
Temple University
University of Pennsylvania
Wagner Free Institute of Science
*Winterthur Museum, Garden,
and Library*

Welcome and Introductions
Executive Director's Report (includes Treasurer's Report)
Discussion of Membership
 Membership/dues structure
 Symposium/open house
Catalog Backlog/OPAC and Potential Fundable Projects
Committee Structure and Assignments
Public Program: Tours of Winterthur Museum or Winterthur Library

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Philadelphia Area Consortium of Special Collections Libraries
Minutes of the Quarterly Meeting
March 19, 2003, 3:30 p.m.—Historical Society of Pennsylvania

Present: C. Danial Elliott (Academy of Natural Sciences), Rob Cox (American Philosophical Society), Roger Moss (Athenaeum of Philadelphia), Eric Pumroy (Bryn Mawr College), Elizabeth Swan (Chemical Heritage Foundation), Edward Morman (College of Physicians), William Lang (Free Library of Philadelphia), David Moltke-Hansen (Historical Society of Pennsylvania), Ruth Hughes (Library Company of Philadelphia), Janet Evans (Pennsylvania Horticultural Society), Mary Wasserman (Philadelphia Museum of Art), Margery Sly (Presbyterian Historical Society), Elizabeth Fuller (Rosenbach Museum and Library), Lisa McColl (St. Charles Seminary), Thomas Whitehead (Temple University), Lynn Dorwaldt (Wagner Free Institute), Gary Kulik (Winterthur Museum Garden and Library), Laura Blanchard (PACSCL staff). Guest: Daniel Richter, Director of the McNeil Center for Early American Studies at Penn.

Not represented: Hagley Museum and Library, Haverford College, Swarthmore College, University of Pennsylvania.

Bill Lang called the meeting to order at 3:30 p.m. He thanked David Moltke-Hansen for hosting the meeting and announced that Daniel Richter would speak on the Society of Historians of the Early American Republic after the business meeting.

Minutes: The minutes of the December 18, 2002 meeting were approved.

Treasurer's Report: The report for March was accepted as circulated and is incorporated into these minutes by reference. Laura Blanchard noted that dues invoices for 2003 have been mailed.

Nominating Committee: Dan Elliott reported for the Nominating Committee, which also included Michael Ryan and Janet Evans. The slate was as follows:

- Gary Kulik, Winterthur
- William Lang, Free Library (re-election for second term)
- David Moltke-Hansen, HSP
- Elizabeth Swan, Chemical Heritage

No other nominations from the floor were made and the slate was elected unanimously.

Executive Committee members completing two terms and rotating off the committee were Dan Elliott, Diana Franzusoff Peterson, and Elizabeth Fuller.

Executive Director's Report : The full report, circulated to the Board prior to the meeting, is incorporated into these minutes by reference. Areas of discussion included the following:

- Laura noted that she was still expecting to receive two more replies to the Collections surveys before reporting to the Access Committee on possible projects. Margery Sly noted that a project related to a proposed exhibition on "Religious Liberty" might be appropriate.

- The Board approved Laura's approaching various foundations for a possible grant proposal for PACSCL operations support.

Next Meeting: The next meeting will be held on June 4. Gary Kulik extended an invitation to meet at Winterthur.

New Officers: After the meeting was adjourned, the new Executive Committee met and elected the following officers:

- David Moltke-Hansen, President
- Edward Morman, Vice President
- Janet Evans, Treasurer
- Elizabeth Swan, Secretary

Respectfully submitted: C. Danial Elliott, Secretary.

PACSCL Executive Committee Meeting
April 8, 2003 at Cassatt House, The Library Company

Minutes

Present:

David Moltke-Hansen, Chair (The Historical Society of Pennsylvania), Edward Morman, Vice Chair (College of Physicians of Philadelphia), Laura Blanchard (Executive Director, PACSCL) Janet Evans (The Pennsylvania Horticultural Society), Gary Kulik via conference call (Winterthur Museum, Garden and Library), and Elizabeth Swan (Chemical Heritage Foundation).

Absent: William Lang, Chair (Free Library of Philadelphia)

Welcome:

David Moltke-Hansen welcomed attendees and opened the meeting at 4:05 p.m.

Discussion topics for Quarterly Meeting:

1. Prioritize cataloging projects

Draft list of potential priorities

Which do we want to do?

Which will be most likely to receive funding?

Original cataloging for OCLC/RLIN rather than copy cataloging

Thematic selections?

By publication date?

Draft list of possible funding sources

NSF funding for science & related subjects?

NIH for medical & related subjects?

2. Planning

How to push ahead on strategies identified in planning?

Review strategic plan and committees' recommendations.

What to implement, what's working, what's not working?

What other areas from plans do we want to investigate or develop further?

Which to enact?

Which to recommend to Board?

Future review of mission, vision, over next 6-9 months as we apply for major funding

Especially a 3-5 year plan to show to potential funders

3. How to focus funding & fundraising?

1. General operating support

Cultural Management Initiative at Pew and Mellon Foundations

2. Cataloging initiative

Include OPAC migration to new vendor needed for several PACSCL institutions.
Barra or Delmas Foundation?

3. Staff development – shared training, etc.

David and Laura to review funding possibilities

4. Membership

1. Increase dues to support a more robust organization?
 - a. How to scale accordingly to institutional size and/or collection size?
 - b. What kind of added value?
2. Corporate or organizational support?
3. Expand membership?
E.g. University of Delaware, Princeton Libraries, Bucks County and Chester County Historical Societies, Jenkins Law Library, local college libraries with special collections
E.g. through associations including SLA, RBMS, DVAG, etc.
4. Create levels/tiers of membership with different benefits depending upon level of investment.
E.g. associate fees for staff to benefit in staff development, but not to be involved in major grants etc.

Marketing Update:

David congratulated Laura on the Naval Home segment on website.

David reported on a meeting with Molly Espy of Philadelphia Hospitality. We may use opportunities for marketing a subset of PACSCL membership to a niche audience of visitors from outside Philadelphia. E.g.:

A select bibliophile group, equivalent to friends of the Library

By theme, such as Lewis & Clarke, Franklin Tricentenary.

For a fee, host a special program/reception. Average program length 1½ hours (total) including selected tour behind-the-scenes, reception, and visit gift shop.

Laura to request sample marketing pitches from Molly.

Other possible connections: GPMTC Greater Philadelphia Tourist Center, Convention & Visitors Bureau, and via www.phillyfunguide.com

Theme possibilities include science, religion, history, natural world, art, non-american.

Draft a pocket brochure into which individual pieces that can be added to highlight theme, such as Franklin Tricentenary. Laura awaiting sample brochure/folder pieces from printer to review.

Other Business:

There being no other business the Meeting adjourned at 5:10 p.m.

Next Meeting:

The next Executive Committee Meeting will be on Wednesday, May 14, 2003 at Cassatt House,
The Library Company at 4:00 p.m.

Next Quarterly Meeting:

Wednesday, June 4 at Winterthur.

2:00 p.m. Executive Committee Meeting

3:00 p.m. Board of Directors Meeting

3:45 p.m. Tours of Museum & Library.

2 concurrent tours, poll attendees for tour selection

Respectfully submitted,
Elizabeth Swan
May 12, 2003

PACSCL Executive Committee Meeting
May 14, 2003 at Cassatt House, The Library Company

Minutes

Present:

David Moltke-Hansen, Chair (The Historical Society of Pennsylvania), Edward Morman, Vice Chair (College of Physicians of Philadelphia), Laura Blanchard (Executive Director, PACSCL) Janet Evans (The Pennsylvania Horticultural Society), Gary Kulik (Winterthur Museum, Garden and Library), and Elizabeth Swan (Chemical Heritage Foundation).

Absent: William Lang, Chair (Free Library of Philadelphia)

Welcome:

David Moltke-Hansen opened the meeting at 4:00 p.m.

Minutes:

Minutes of the April Executive Committee Meeting were approved.

Reports:

Treasurer's Report was approved. Laura announced that the last Membership Dues have now been received.

Executive Director's Report was approved, with Rosenbach replacing Winterthur in the section titled "Access". Laura announced that Rosenbach's cataloging sheets have just been received. David thanked Laura for her work and efficiency.

The Year's Agenda:

1. Grantsmanship and Action on Strategic Plan
2. Membership and Dues Structure
3. Outreach
4. Committees

1. Grantsmanship and Action on Strategic Plan

Funding needed to transfer the 6 institutions still involved in the PACSCL OPAC to a more stable platform. David spoke with George Farr (NEH Division of Preservation & Access) and Suzanne Lodato (Mellon) regarding PACSCL consortial grants. Both are interested in participating in a half-day Symposium/Open House. Bob Martin (IMLS) to also be invited to participate. Presentations to discuss funding opportunities for special collections support.

* David and Laura will send copy of cataloging backlog list to speakers.

Invite all potential members to Symposium as way to introduce PACSCL to them. Invite local funding agencies to attend (not as speakers): e.g. Pew, Penn, State Library, PHMC, Heritage Philadelphia.

Discuss funding requests to address cataloging backlog at June 4th Board Meeting: Which are most interesting? Which are most fundable? Three choices for new PACSCL OPAC platform: Exlibris, Endeavor, and Innovative.

* Directors and cataloging staff of the 6 institutions impacted to review choices on May 20th.

* Laura to send cataloging backlog list to these directors and ask for help in prioritizing projects.

* Executive Committee to meet in summer to review PACSCL Strategic Plan and determine an Action Plan with 5-year horizon and details for 1-2 years. Implementation of Strategic Plan through oversight of activities to be priority for Executive Committee.

2. Membership

David and Laura met with new Librarian and Special Collections Librarian at Villanova. Both Villanova University and Lutheran Theological Seminary at Philadelphia are expected to apply for membership to PACSCL. Current Membership requirements include: Special Collections staff; 501c(3) status; actively collecting; world-class collection.

Future membership levels may include Affiliates or Associates. Discussion included:

Would they participate in business meetings and have votes?

Associate member libraries to be under certain size?

What added value would we provide for full members?

Could individuals become Associates?

What will be the geographic limits for membership?

e.g. Princeton to Baltimore? Lehigh valley?

Determine by time of travel/miles radius?

* David and Laura to draft membership proposal for review by the Executive Committee. Aim to present issue for discussion at Quarterly Meeting on June 4 if Committee reaches consensus.

3. Outreach:

Possibilities of cooperative exhibits, open house for PACSCL members, PACSCL presentation at venues such as Flower Show. Could open future development opportunities. Additional walking tours could be developed and added to website, e.g. PHS, College of Physicians, ANS, MOA, etc.

* Marketing Committee to meet to review RFP from Philadelphia Hospitality, PACSCL brochure, and discuss marketing vendors. Philadelphia Hospitality (PH) tour procedure:

PACSCL member provides mailing list to PH

Molly Espy of PH sends letter co-signed by PACSCL

Small group of attendees tour selected sites, e.g. Mutter Museum, Penn Hospital, etc.

Cost of tour covers expenses for PH and provides some funding to PACSCL member.

4. Committees

Fewer committees per member. Executive Committee members to serve on one additional committee, all other member's representatives to serve on one committee. Committee Chair to be responsible for organizing and reporting Committee's activities.

* David to send invitations to start a Fundraising Committee asap.

* Laura to distribute committee assignments ahead of June 4th meeting for discussion and subsequent revision as needed.

Other Business:

There being no other business the Meeting adjourned at 5:40 p.m.

Next Meeting:

The next Executive Committee Meeting will be on Tuesday, June 4, 2003 at Winterthur at 2:00 p.m., followed by the Board of Directors Meeting at 3:00 p.m., then tours of Museum & Library starting at 3:45 p.m.

Respectfully submitted,
Elizabeth Swan
May 23, 2003

PACSCL Executive Director's Report – May 28, 2003

This has been a busy three months, with a number of exciting new initiatives in development to build organizational capacity and develop programs to benefit PACSCL member organizations and their various publics. Much of this will be discussed elsewhere during this meeting, and this report will bring you up to date on projects not necessarily on today's agenda.

Treasurer's Report

Since our Treasurer will not be able to join us for this meeting, I am presenting a report on the state of the treasury.

PACSCL is currently at or below budget in all expense categories. The April 30 checking account statement reflects the following activity:

Beginning balance	\$31,719.26
Check (Blanchard fees, April)	2,083.00
Debit (new checks)	24.19
Deposit (dues checks)	18,000.00
Interest	12.35
Closing balance	\$47,624.42

The May 30 statement will not arrive until after the quarterly meeting. With outstanding checks in the amount of \$4,776 and the final three dues checks received (\$3,000), the June 4 balance should be \$45,848.42 plus modest interest earned for the month of May.

The balance in the Vanguard money market account was \$19,773.78, effective mid-May. In today's market, it is showing very little activity but is at least holding its own.

Office and General Operations

The by-laws project referred to in my March report has been deferred pending the establishment of a standing committee on nominations and governance, which will be discussed later in the meeting. When that committee is convened, it will likely want to review the by-laws again in view of the new committee structure.

Outreach

Our designer has elected not to take on the redesign of our brochure, so we will need to find another vendor. Rather than redesign the brochure in a vacuum, it seems more reasonable to put this into the RFP for an outreach plan. A draft of the RFP is attached (p. 24). We have three potential design firms so far – Steege/Thompson, Portfolio Associates, and Alvare Associates – and would be pleased to receive names of additional vendors.

I met with Molly Espy and Bojana Mozina of Philadelphia Hospitality – a copy of my meeting report is attached as part of this packet (p. 23). I will encourage the outreach committee to review this information with a view to pursuing the project. Several PACSCL institutions have volunteered material for a homepage feature focusing on current exhibitions.

I am in the process of placing new material on the PACSCL homepage to replace the One Book, One Philadelphia coverage.

New Members

At this writing, it appears likely that we will be presenting applications for membership from two institutions at the June meeting – Villanova University and The Lutheran Theological Seminary at Philadelphia. Assuming their applications are accepted, they will pay a prorated share of the annual dues for 2003 and a full share in 2004. Other membership issues are covered extensively in other materials in this meeting packet.

Access

I've received information on important uncataloged collections from all but one PACSCL institution. A spreadsheet with abbreviated information appears on pages 19 through 21. I have asked our two new prospective members, The Lutheran Theological Seminary at Philadelphia and Villanova University, to send along information so that we may take their needs into account in our discussions of potential topical groupings. Additionally, I must add material from the University of Pennsylvania which was sent earlier but did not reach me; and I understand from Tom Whitehead that additional information on some of Temple's manuscript holdings is forthcoming and should be on the copy of this document circulated at the meeting.

Finding Aids

We are now approaching the end of the funding for this project. We have concluded that a premium version of the Picosearch search engine will answer our needs for searching finding aids across PACSCL institutions and will use most of the balance from the Delmas grant to finance this for the next few years. I am working with Diana Franzusoff-Peterson at Haverford regarding the mechanics of making this happen.

OPAC

The six PACSCL institutions still participating in the OPAC project have outgrown our vendor, Auto-Graphics, and will require funding to migrate to a more robust platform. David Moltke-Hansen arranged a meeting of directors and senior staff from the participating institutions to discuss commitment to the project and potential funding sources. This meeting took place Tuesday, May 20, 2003 at 3:00 p.m. Ruth Hughes is gathering the necessary data from the participating institutions and will send bid requests to Endeavor, Innovative Interfaces, and Ex Libris.

Of particular interest is the possibility of adding to this project an overlay that will allow single search access to all PACSCL member catalogs, finding aids and other materials searchable via a Z39.50 interface, which will be of significant benefit to PACSCL's many publics. You will be hearing more about this at the June 4 meeting.

Other Business

In conversations with the Executive Committee, we concluded that it seemed more appropriate to approach the Philadelphia Cultural Management Initiative regarding strategies for capacity-building than the funders mentioned at the March meeting. David Moltke-Hansen and I have a meeting scheduled with Martin Cohen for the morning of June 4 and will report further. I have deferred work on an education initiative (fellowships, internships, K-12 initiatives) until the new committee structure is in place and will ask both the access and the outreach committees which one they feel would logically have the oversight of such initiatives.

Respectfully submitted,
Laura Blanchard

Membership: Introduction

Following is a list of current PACSCL members, together with a list of potential new members drawn from the PACSCL photography directory, the SLA directory, and executive committee suggestions.

In assembling any list of potential new members, two issues arise:

- What are the geographic boundaries of the Philadelphia area?
- Is there a role for institutions which may not fully fill the criteria for membership by virtue of their size, collecting policies, or ability to pay an annual \$1,000 in dues?

In attempting to answer the first question, we have defined "Philadelphia Area" to embrace a comfortable driving distance, including as far north as New Brunswick in New Jersey and the Lehigh Valley in Pennsylvania, York to the west, and Delaware to the south. With only one or two exceptions (who perhaps should be invited to join as a courtesy), we are not considering institutions more logically oriented to New York or to Baltimore/Washington.

In attempting to answer the second, we are proposing an "Associates" category that would enjoy a more limited set of PACSCL benefits but would not participate in setting policy, voting, or sharing in the collaborative funding initiatives. We believe that there may be a significant number of potential "Associates" who would find a reduced package of benefits to be attractive at a lower dues level such as \$200 or \$250. One model for a comparative list of benefits is attached. The Executive Committee will be considering this again at its June 4 meeting with the goal of making a recommendation at the Board meeting.

Finally, we propose to invite potential new members and Associates to attend a half-day PACSCL open house, combined with presentations from such important funders as NEH, IMLS, Mellon, etc., and association representatives. We have already had conditional acceptances: Mellon and NEH. The draft of the invitation memorandum we are sending to potential speakers is attached and describes the symposium in more detail.

Our goal is to raise the PACSCL membership to the equivalent of 30 full-time members in the short term, to provide needed funding for a higher level of program and grant-writing activity.

PACSCL Members – July 1, 2003

Academy of Natural Sciences of Philadelphia
American Philosophical Society
Athenaeum of Philadelphia
Bryn Mawr College
Chemical Heritage Foundation
College of Physicians of Philadelphia
Free Library of Philadelphia
Hagley Museum & Library
Haverford College
Historical Society of Pennsylvania
Library Company of Philadelphia
The Lutheran Theological Seminary at Philadelphia
Pennsylvania Horticultural Society
Philadelphia Museum of Art
Presbyterian Historical Society
Rosenbach Museum & Library
Saint Charles Borromeo Seminary
Swarthmore College
Temple University
University of Pennsylvania
Villanova University
Wagner Free Institute of Science
Winterthur Museum, Gardens, and Library

Guidelines for Membership

The following represent guidelines for evaluating potential members of PACSCL. These guidelines are intended to provide structure and direction but do not preclude other considerations as well.

1. Location within the greater Philadelphia area.
2. Eligibility for 501(c)(3) or comparable status.
3. Publicly accessible collections and services.
4. An active collection development program.
5. Appropriately organized (e.g., staff, services, facilities, etc.) as a library or archive.
6. A distinct and recognizable special collections focus: rare books, manuscripts, and works of art on paper (prints, photographs, maps, etc.).
7. Ability and willingness to contribute to PACSCL and participate actively in its projects and programs.

PACSCL Outreach
Potential New Members – May 2003

(culled from PACSCL photograph directory and Seminary list and amended to include suggestions from Ed Morman and Janet Evans)

American Baptist Foreign Mission Society
Cabrini College
Camden County Historical Society
Chester County Historical Society
Chestnut Hill College
Delaware Art Museum
Drexel University
Franklin & Marshall College
Germantown Historical Society
Girard College
Historical Society of York County
Independence National Historic Park
Jenkins Memorial Law Library
Lafayette College
Lancaster County Historical Society
Lancaster Theological Seminary
Lehigh University Libraries
Lincoln University
Masonic Library
Mennonite Historical Library and Archives of Eastern PA
Millersville University
Moore College of Art and Design
Moravian Archives
Moravian College
Pennsylvania Academy of the Fine Arts
Pennsylvania Hospital
Philadelphia City Archives
Philadelphia University
(Princeton University was thought to be too New York focused)
St. Joseph's University
Thomas Jefferson University
Union League
United States National Archives Branch, mid-Atlantic Region
University of the Arts
University of Delaware (Bill Lang advises they inquired once but declined)
University of the Sciences
Ursinus College
Rider University/Westminster Choir College

**PACSCL Membership and Associate Benefits
A Model for Discussion**

Note 1: The objective here is to provide a more robust benefit to full members while allowing limited participation to associates. The numbers involved are only offered as one model.

Note 2: Some years ago Westminster Choir College, then a small independent institution in Princeton NJ, purchased a number of library access (reader) cards from Princeton University. The cards could be checked out for a limited period by faculty, staff, or students from Westminster’s library and allowed them to use Firestone Library. This might be a useful model for the PACSCL reciprocal access issue. It would give the libraries the opportunity to open their doors to each other’s researchers while limiting the number of potential “inter-library” researchers to something manageable. The numbers involved are only offered as one model.

Program	Full Members	Associates
Participate in funded initiatives	Yes	No; <i>or</i> may participate, but must pay own share (no PACSCL funding)
Participate in “single search” Z39.50 overlay (proposed in new OPAC project)	Yes	No
Participate in no-cost professional development activities (e.g., catalogers council, simple lectures, “public” portion of quarterly meetings)	Yes	Yes
Participate in professional development activities for which admission could be charged [note 1]	1 free balance at “member/associate rate”	1 at “member/associate rate” balance full price
Participate in PACSCL policy discussions and vote on issues	yes	no
Listing on website – directory, events, online exhibitions, resource guides, etc.	yes`	yes
Listings in e-newsletter or e-zine, when these are started	major (feature) coverage as appropriate	Brief listings in associate roundup
Contribute to real or online exhibitions	yes	yes
“Inter-library courtesy researcher access cards” [note 2]	5? <i>or</i> yes	1? <i>or</i> no
Listing on inserts in new brochure package`	bigger	smaller
Other?		

Open House and Symposium – draft of memo to invited speakers

To: Bernard Reilly, Center for Research Libraries
Donald Waters and Suzanne Lodato, Andrew W. Mellon Foundation
Robert Martin, Institute of Museum and Library Services
Deanna Marcum, Council on Library and Information Resources
George Farr, National Endowment for the Humanities

From: David Moltke-Hansen, President

Re: **"Consorting with the Future: Issues and Opportunities for Consortia of Academic, Research, and Special Collections Libraries"**

I would like to invite you to participate as a speaker at a half-day open house and symposium for members of the Philadelphia Area Consortium of Special Collections Libraries (PACSCL) and other research and special collections libraries in the tri-state area. Local funders also will be invited as guests.

PACSCL began in the mid-1980s out of a desire to bring the riches of Philadelphia's magnificent special collections libraries to the attention of a broader public. Its first project, the *Legacies of Genius* exhibition, took place in 1988 and was followed by collaborative cataloging initiatives, the establishment of a union online public access catalog for those members without a freestanding OPAC; a finding aids initiative; and an exhibition of medieval manuscripts. More recently, PACSCL has engaged in self-study and strategic planning and is poised to take on several new initiatives and expand its membership. This open house/symposium is an outgrowth of this process. (Further information on PACSCL, including mission statement and draft strategic plan, can be found in the "about PACSCL" section of our website, <http://www.pacscl.org>)

The focus of this symposium will be the shape, scope and function of research/special collections library consortia in the years to come. We want to place special emphasis on the ways national associations and funders would like to see special collections libraries and museums in a given region come together to serve their audiences and fulfill their missions more effectively through collaborative effort.

PACSCL's objectives in hosting this event are to foster increased cooperation among a wider range of institutions in its service area and to give staff and invited guests the opportunity to consider issues of how best to work together in the presence of a lively and informed group of colleagues.

The event will be preceded by a luncheon for invited speakers and a small group of PACSCL library directors at the Philadelphia Club, 13th and Walnut Streets. The symposium will consist of a brief presentation on "PACSCL Past, Present, and Future" at 1:30 p.m., followed by two sessions at which funders and association heads will speak, and a reception for speakers and

attendees at 5:30 p.m. The symposium itself will take place at the Historical Society of Pennsylvania (1300 Locust Street) and the reception at the Library Company's recently restored Victorian townhome, the Cassatt House, in the same block.

The dates under consideration are September 24; November 12 or 19; and December 3 or 10. We are prepared to reimburse you for travel and lodging to the extent permitted by your institution. I hope you will be able to join us as a speaker for this event. I will call you to discuss possible dates and presentation topics.

PACSCL Uncataloged Collections, May 27, 2003

(an amended version including collections from member candidates LTSP and Villanova, plus any additional submissions from PACSCL members, including one just received, will be circulated at the meeting)

Inst	Collection Description	#books	#mss In ft	#serials	#pamphlets	#images	#misc	digitization
Acnatsci	Photo archives, b/w negs					4000		yes
Acnatsci	Photo archives, b/w photos					1000		yes
Acnatsci	Maps, late 18c-present						25,000	yes
Acnatsci	Misc photos in Mss and archives collections					20000		yes
Acnatsci	Bound pamphlets , various sciences, 1662-early 20c				4000			yes
Amphilsoc	Books on sciences, esp. space sciences	200						none
Amphilsoc	Books, pamphlets on astronomy and astronomical ephemera	500						
Athenaeum	D'Ascenzo stained glass					13000		yes
Athenaeum	American trade catalogues						1000	yes
Athenaeum	Anglo-American serials, 47 runs pre 1799; 547 19c			828 runs				no
Bryn Mawr	Incunabula	1200						yes
Bryn Mawr	Literary papers		50					no
Bryn Mawr	Early modern European books/pamphlets, 1500-1800	7500			250			yes
ChemHer	Rare books and journals (plus 250 titles on microform)	950		1800titles				no
CollPhy	Old medical films					35		maybe
CollPhy	Pamphlets, esp. tuberculosis/sanatoria and homeopathy				60000			
CollPhy	Pre-1801 serials			150 runs				
Free Library	Incunabula (Coppinger-Widener)	950						no
Free Library	Lewis-Widener European mss	500					2000	yes
Free Library	Richard Gimbel Collection of Edgar Allen Poe	450	20	900 bound				yes
Free Library	Pennsylvania German Fraktur and imprints	1200	Note 2				1000	
Haverford	Douglas and Dorothy Steere Papers (20c Quakers)	200	200		200	Note 3	Note 3	yes
Haverford	James Wood papers (20c Quaker interests)		15			50		
Haverford	Morris-Shin-Maier Family Papers (18-20c)		75			Note 4	Note 4	yes
HSP	Graphics, incl. 4300 maps, 3,200 broadsides, 1,200 vol					9,000	4,300	
HSP	Historic serials			400 runs				
HSP	Finding aids						3000	
HSP	Ethnic serials			6000				
HSP	Ethnic monographs (books & pamphlets together)	4,400						
HSP	Ethnic newspapers			1000 titles				
HSP	Labor, women, children		50		100			
HSP	Transportation & public improvement		200		3,800			
HSP	Industries		200			1,100		
HSP	Natural resources	100	20	100	1500			
HSP	Religious history	100	50		4,300			
HSP	Law and crime	100	150		2,200			
HSP	Centennial		16		1,000			
HSP	Phila politics (plus "huge collection in old hsp classification)		300	50	1000			
HSP	Phila cultural arts		200		1000			
LCP	Prints and graphics (total)					60,000		

LCP	Daguerrotype/ambrotype collection, portraits					225			
LCP	Phila photographers					1,000			yes
LCP	mss -- Rush, Logan, Leiper, Dickinson, Powel, Lea&Feb		550						yes
LCP	Economic History - Norris, Breck, etc.		250						yes
LCP	Edwin Wolf papers & LCP archives (incl 2 boxes of misc)	50		100		150			
LCP	Zinman Bindings Collection	3500							yes
LCP	Todd Pattison Binding Collection	400							yes
LCP	Zinman Early American Imprints	6000			50 titles				yes
LCP	Serials/newspapers, 17th to early 20c				4000				yes
LCP	Maps (atlases counted as books)	500					1500		yes
LCP	McAllister scrapbooks/ephemera (Sanitary fair, civil war)						Note 5		yes
LCP	Song sheets and sheet music (19 bound volumes plus...)						Note 6		yes
LCP	Fine Arts, Furnishings and Scientific Instruments						800		yes
LCP	Assorted scrapbooks (15 vols plus...)						Note 7		yes
LCP	Girard College collection, 19c textbooks in Europ. Lang.	350							
LCP	Government docs - fed, state, local, 1780s-1900					5,000			
LCP	Rosenberg Medical Books	300							yes
LCP	George Allen Chess Collection	250		3				Note 8	
PennHort	Seed & nursery catalogues, 1850-1950							5,000	
PennHort	Images of flower show 1920-present, DelVal gardens etc					30,000			yes
PMA	Arenberg book collection	468							yes
PMA	Carl Ziggrosser Collection			16					maybe
PMA	Edwin AtLee Barber collection			21					maybe
Presby	Religion and other topics in early America	100ft							
Presby	Religion later on in America - Friendship Press, NCC, 1908-present	30ft							
Presby	Early/modern European printed books, some religious	190ft							
Presby	Archival - can do missionary/minister collections to match various topics								
Presby	Historic serials -- would be interested if project emerges								
Rosenb	American Newspapers, ca 1725-1870				22 runs				no
Rosenb	Codex mss, 12th-17th centuries	50							yes
Rosenb	First American editions	145							no
Rosenb	Hildegard Lasell Watson papers, mid 19c-1976 (singer/actress)			8		yes	yes		maybe
Rosenb	Judaica, ca 1480-1950	51							yes
Rosenb	Maps, 17th-10thc						85		yes
Rosenb	Marianne Moore colleciton periodicals (many annotated)				250 titles				no
Rosenb	Printed proclamations relating to Mexico, Texas, 1748-1837						216		no
Rosenb	Publications of A.S.W. Rosenbach & Rosenbach Co, 20c	170							no
Rosenb	Rosenbach family books, 1726-1952	200							no
StCB	RC Theology, Patristics, Scripture and Catholic history	9000			540	2100	360		yes
Swarthmore	Annual reports, Friends-related organizations, 1830-1960			80					yes
Swarthmore	Baltiimore Yearly Meeting 1660s, 1900s			300					no
Swarthmore	Quaker-related schools and orgs, pamphlets and vertical files			150					yes

Temple	Chinese language titles, manual to online	2000			
Temple	Hebrew cataloging	500			
Temple	Contemporary culture, monographic and serial	Note 9		Note 9	
Upenn	Mauchly papers (ENIAC etc)		500		yes
Upenn	Van Wyck Brooks papers		250		yes
Upenn	Waldo Frank papers		250		yes
Upenn	Daniel Garrison Brinton Collection (native lang Cent Amer)		30		yes
Upenn	Medici-Gondi archive		50		maybe?
Upenn	Institute for Contemporary Art		500		yes
Wagner	Maps, esp 19-early 20c surveys from US, China, Japan				1,000
Wagner	Serials, late 18c-early 20c, scientific societies			Note 10	
Winterthur	19c rare books, esp. "women's work"	1600			
Winterthur	Trade catalogs, esp. decorative arts and homebuilding				2500
Winterthur	Papers of 20c art conservators		70		yes no

Notes:

- 1 (note deleted)
- 2 Fraktur mss listed as 2000 mss fraktur, probably not 2000 lin ft?
- 3 Steere photos listed as 1-2 lin ft
- 4 Morris-Shinn incl bontaical drawings, colonial currency, photo albums, a box of photos, a few maps, some scrapbooks
- 5 McAllister scrapbook - Civil war posters; Sanitary Fair ephemera; playing cards, valentines, newspaper clippings
1000 broadsides, 25 vol scrapbooks, 20 boxes ephemera -- very rich
- 6 Sons sheets and sheet music, 119 boxes and 13 bound volumes, Union and Confederate songs
- 7 antique furniture, household goods and clocks with provenance, paintings, sculptures, coins and medals, scientific instruments (including Franklin's), fragments of the Star-Spangled banner
- 8 ephemera include 9 volumes of clppings
- 9 no quantity given, but described as "significant numbers"
- 10 no quantity given; includes foreign-language serials

PACSCL Committee List and Committee Charges May 28, 2003

- **Executive Committee:** Secure PACSCL's short term and long-term viability through oversight of day-to-day operations and strategic planning. (Executive committee members also serve on one additional committee to provide executive committee liaison)
- **Nominations and Governance Committee:** Contribute to the effective operation of the organization through ongoing review of the bylaws and recruitment of executive committee candidates representative of the organization's diverse membership.
- **Fund-Raising Committee:** Identify funding sources and approaches to support PACSCL programs and activities; review and comment on funding proposals developed by standing and ad-hoc committees.
- **Access Committee:** Fulfill PACSCL's mission to preserve and improve access to collections by identifying and planning appropriate projects and programs; developing funding proposals in consultation with the fund-raising and executive committees; and carrying out the projects and programs in partnership with central staff and consultants.
- **Professional Development and Communications Committee:** Fulfill PACSCL's mission to facilitate professional development and communication among PACSCL member staff by identifying and planning appropriate projects and programs; developing funding proposals, where needed, in consultation with the fund-raising and executive committees; and carrying out the projects and programs in partnership with central staff and consultants.
- **Outreach Committee:** Fulfill PACSCL's mission to mount public programs and otherwise engage with their several publics by identifying and planning appropriate projects and programs; developing funding proposals in consultation with the fund-raising and executive committees; and carrying out the projects and programs in partnership with central staff and consultants.

Note: there is some overlap among projects that may be considered by the last three committees. For instance, an exhibition or education project combines access and outreach; an e-newsletter can combine professional development and outreach. Laura Blanchard, *ex officio* member of all committees, will make certain that these committees are aware of each others' progress and that they work collaboratively when appropriate. David Moltke-Hansen, President, is also a member of all committees *ex officio* but may not be able to attend all meetings.

Meeting with Philadelphia Hospitality, 4/16/03

Molly Tobin Espey, Executive Director
Bojana Mozina, Director of Programs

1. Direct mail outreach to libraries' lists of interested groups. Each PACSCL library knows of groups of scholars (or enthusiasts) whose interests reflect collection strengths. Some examples that come to mind include civil war historians; scholars/admirers of the works of particular artists, composers, performers, public figures. PH would like to assemble a mailing list, with assistance from PACSCL institutions, and then do a mailing co-signed by Espey and David as PACSCL president and/or a particular library director, depending on which is more likely to resonate with the addressee. The letter will propose a multiple-day visit to Philadelphia that would include behind-the-scenes library tours, visits to other tourist attractions, etc.
2. Attempt to reach the genealogists? Molly suspects they don't often travel in packs, but we both realize we know very little about the changing face of genealogy as a pastime. I suggested that she contact the Genealogical Society of Pennsylvania. I note from their website that they do a Summer Camp – see <http://www.libertynet.org/gspa/SumCamp4.htm> – of course David knows all this. We all wondered if various county or regional societies might want specialty tours such as Phila Hospitality could provide.
3. Manet and the Sea, spring 2004. Philadelphia Hospitality has been joint-promoting this exhibition with the Museum since February, and will probably do something with the Independence Seaport Museum as well. Molly says that it might be nice to do a PACSCL resource guide, along the lines of “Digging for Books and Bulbs,” to showcase PACSCL's sea-related collections. (Probably a good time to approach the Independence Seaport Museum about re-joining, as well.)
4. The specifics. Molly says the goal of this nonprofit is to generate Philadelphia good-will ambassadors outside our region. They're looking to increase heads-on-beds so they do multiple day tours – although they'll be happy to arrange a single-day program in conjunction with another event, such as a meeting. They can do tours for smaller numbers, but in practical terms it doesn't make a lot of economic sense to use them for a group of less than 20.
5. Brochure design. They also work with a folder that can mail in a #10 envelope (standard letter size, 4-1/2” x 9-1/2”). If our brochure design goes that route, they'd be happy to prepare a slipsheet or rack card, keyed to our design, offering their services for tour groups, that we could insert when appropriate.

The ideas presented in this call report will be presented to the outreach committee for further action.

PACSCL Marketing communications RFP outline

Based on existing PACSCL materials (from the organization, and from its member institutions), and on meetings as necessary with a board communications task force, develop a marketing communications plan (components to be funded separately).

Objectives of the plan:

Guide PACSCL in raising the profile of the organization and its member institutions among

- Foundation staffers
- Government entities whose work impacts PACSCL
- Culture “retailers” (tourism industry, meeting planners, content creators such as authors, filmmakers, etc.)
- Scholarly community worldwide
- Area educators
- Constituents of members

The message: Philadelphia is one of the pre-eminent cultural and historical centers of the country, and PACSCL member institutions hold the critical resources, and work together to understand, share, and interpret this priceless heritage.

Draft
April 28, 2003

(PACSCL members are invited to submit names of potential marketing communications firms for consideration)