



Philadelphia Area Consortium of Special Collections Libraries

c/o The Historical Society of Pennsylvania
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215-985-1445 voice, 215-985-1446 fax
<http://www.pacscl.org/>

SUMMER MEETING OF THE BOARD OF DIRECTORS
Wednesday, June 15, 2005, 3:30 p.m.
College of Physicians of Philadelphia, 19 South 22 Street

A G E N D A

Welcome to the College of Physicians

Call to Order and Chairman's Remarks

Minutes of the March 16 Meeting

Treasurer's Report

Discussion Items – PACSCL Strategic Self-Assessment:

- Review of the Greater Philadelphia Research Collections Network Initiative
- Collaboration with other consortia and associations
- Outreach and professional development opportunities offered by current initiatives
- Issues of organizational sustainability

Proposed Resolutions:

- Approve associate membership category
- Approve slate of committee assignments
- Authorize a meeting of representatives of PACSCL with PALCI and PALINET

Institutional Announcements

Next meeting: Wednesday, September 21

Adjournment

Attachments

| | | | |
|-------------------------------|---------|-----------------------------|---------|
| Minutes of March 16 quarterly | Page 2 | Committee Roster | Page 15 |
| Minutes of March 16 executive | Page 5 | OPAC Report | Page 17 |
| Executive Director's report | Page 6 | GIS Report | Page 17 |
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| 2004 Income and Expense | Page 11 | Strategic Plan Summary | Page 20 |
| Associate Memberships | Page 14 | | |

Minutes of the Annual Meeting of the Board of Directors (draft)
Wednesday, March 16, 2005, 3:30 p.m.
The Historical Society of Pennsylvania

***In attendance:** Lorena Boylan, Academy of Natural Sciences; Richard Shrake, American Philosophical Society; Eric Pumroy, Bryn Mawr College; Elsa Atson, Chemical Heritage Foundation; Edward Morman, College of Physicians; Jon Williams, Hagley Museum & Library; Robert Kieft; Haverford College Library; David Moltke-Hansen, The Historical Society of Pennsylvania; John Baky, LaSalle University; Ruth Hughes, Library Company of Philadelphia; Karl Krueger, The Lutheran Theological Seminary at Philadelphia; V. Chapman-Smith, National Archives; Janet Evans, Pennsylvania Horticultural Society; Dan Elliott, Philadelphia Museum of Art; Margo Szabunia, Presbyterian Historical Society; Derick Dreher, Rosenbach Museum & Library; Todd Wilmot, St. Charles Borromeo Seminary; Thomas Whitehead, Temple University; BethDeGeorge and James Mundy, Union League of Philadelphia; Michael Ryan, University of Pennsylvania; Lynn Dorwaldt, Wagner Free Institute of Science; Cate Cooney, Winterthur Museum, Garden, and Library; Laura Blanchard, PACSCL staff (nonvoting).*

***Not represented:** Athenaeum of Philadelphia; City of Philadelphia, Department of Records; Swarthmore College; Villanova University.*

David Moltke-Hansen called the meeting to order and welcomed Beth DeGeorge and James Mundy of the Union League of Philadelphia, elected to PACSCL membership at the December meeting.

Minutes. Derick Dreher noted that the previous meeting was held December 15, not December 17 as reported in the minutes. Upon motion duly made, seconded, and unanimously carried, the minutes were accepted with this correction.

Treasurer's Report. Janet Evans reported that the 2004 records sent to PACSCL's accountant reflect a positive balance for 2004, with approximately \$50,000 in assets in checking or money market accounts. She thanked the individual representatives and institutions whose generous year-end contributions helped to erase the modest deficit.

Elections. Edward Morman presented the slate of officers and at-large members recommended by the Nominations and Governance Committee. Upon motions duly made, seconded, and unanimously carried, the following Executive Committee members were elected:

David Moltke-Hansen (chair) -- for a second term, ending March 2007

Robert Kieft (secretary)--for his first term in his own right, ending March 2007

V. Chapman-Smith (at large)--for a first term in her own right, ending March 2007

Derick Dreher as an elected Executive Committee member, replacing Gary Kulik, who is leaving Winterthur effective March 1, 2005. This will be a first term as an elected member, ending March 2007.

Edward Morman (vice chair) and Janet Evans (treasurer) continue to serve their second terms, which both expire March 2006.

Associate Memberships. Reporting on behalf of the Nominations and Governance Committee, Edward Morman presented recommendations for a new category of membership, associate

members. The proposed criteria for this category of membership are set forth in the report of the committee, circulated prior to the meeting and incorporated herein by reference. After some discussion, it was agreed that both regular and associate memberships need more clarity in terms of eligibility requirements. Upon motion duly made, seconded, and unanimously carried, the sense of the proposal was endorsed with the recommendation that the committee return to the board with more specific eligibility requirements.

Committee Assignments. Noting that committee assignments are voted on at the June quarterly meeting, David Moltke-Hansen announced that a proposed committee roster had been enclosed in the meeting packet. Any representative wanting to change his or her assignment is encouraged to contact Laura Blanchard. Additionally, representatives may elect to have other staff at their institutions involved in committees that reflect their particular expertise.

Funding Initiatives. Robert Kieft (Consortial Survey), David Moltke-Hansen (GeoHistory Network) and Ruth Hughes (OPAC/Z39.50) reported on initial progress in fulfilling these three grants, whose scope is reported in the meeting packet. Ruth Hughes also reported that Library Technologies, Inc., who will be performing authority control on participating members' records, will extend the same 10% discount to any PACSCL members, whether they are part of the OPAC project or not. Interested members may contact Ruth Hughes for additional information.

David Moltke-Hansen reported that work on a scaled-down cultural records management project, drawing extensively on the resources of the NARA Mid Atlantic office, will commence in the next few months.

Civil War History Consortium. David Moltke-Hansen reported on the progress of this group of 22 institutions, 10 of whom are PACSCL members. The CWHC has received a \$150,000 planning grant from Heritage Philadelphia to foster economic development and build community. Under the grant, CWHC will conduct an assessment of Civil War sites in the greater Philadelphia area and perform a market awareness study. Data collected regarding sites will be added to PACSCL's GeoHistory Network project; also added will be data from three Civil War-era city directories, funded by a grant from the Phoebe Haas Charitable Trusts. This complementary project will add considerably to the value of the Mellon-funded PACSCL initiative.

National History Day/Philly (April 21). V. Chapman-Smith provided an update to the report circulated in the meeting packet. The event is expected to draw upwards of 50 contestants and a total of more than 200 participants (including teachers, community partners, and other stakeholders). The newly-appointed National Archivist is expected to attend the event. Work is also ongoing to align the project with relevant teaching standards. Robert Kieft asked what would be involved in an institution adopting a school.

Member Directory. Laura Blanchard relayed professional development committee chair Terry Snyder's query about the utility of the PACSCL member expertise directory. Michael Ryan commented that it might be more helpful to expand and upgrade the member directory, which he uses regularly. There being general agreement on that point, Laura Blanchard will query that

committee for its sense of the categories of staff to be included in such a directory and will then send a request for information.

Outreach: Upcoming Professional Meetings/Events. Several upcoming meetings in Philadelphia and exhibition/event foci were mentioned:

- Society for Historians of the Early American Republic (late July 2005 and every three years thereafter)
- American Academy of Religion in November
- American Historical Association, January 5-8, 2006
- Ben Franklin Tercentenary (2005-2006)

It was generally agreed that PACSCL should regularly be in touch with professional organizations with meetings in Philadelphia; Robert Kieft and Derick Dreher will work together to develop a mechanism to bring this about. With respect to the Franklin Tercentenary, Laura Blanchard will circulate information on the range of events already planned and query members on their own plans; PACSCL will then organize a member luncheon meeting to consider possibilities.

There being no further business, the meeting was adjourned at 4:55 p.m. for the One Book One Philadelphia reception and lecture by PACSC John S. Baky and Gary Kulik.

Respectfully submitted,
Robert Kieft, Secretary

MINUTES OF A MEETING OF THE EXECUTIVE COMMITTEE (draft)
Wednesday, March 16, 2005 - 2:30 p.m.
The Historical Society of Pennsylvania

***In Attendance:** Eric Pumroy, Bryn Mawr College; Edward Morman, College of Physicians of Philadelphia; Robert Kieft, Haverford College Library; David Moltke-Hansen, The Historical Society of Pennsylvania; V. Chapman-Smith, National Archives; Derick Dreher, Rosenbach Museum & Library; Michael Ryan, University of Pennsylvania Library; Laura Blanchard, PACSCL Staff (nonvoting).*

***Absent:** Janet Evans.*

David Moltke-Hansen called the meeting to order at 2:40 p.m.

Minutes. The Minutes of the December 15, 2004 meeting were approved as circulated.

Elections. On motion duly made, seconded, and unanimously carried, the committee endorsed the slate of candidates presented by the Nominations and Governance Committee as circulated in the Quarterly Meeting packet.

Associate Memberships. It was agreed that the Nominations and Governance Committee's recommendations, as circulated in the Quarterly Meeting packet, be placed before the Board.

Funding Initiatives. Robert Kieft suggested that the consortial survey steering committee move forward with work on the job descriptions for project staff and that it consider the appropriate composition of a search committee in view of the possibility that some applicants may be from member institutions. David Moltke-Hansen discussed the need for a timely meeting of the GIS advisory group, and V. Chapman-Smith suggested a representative from Comcast to help the group envision technological possibilities.

Outreach Committee: Fundraising Appeal and Annual Report. It was agreed that the outreach committee should draft a document that can serve as an annual report to be used as (or as a supplement to) an appeal to potential corporate donors. The appeal would use photos from the NHD/Philly event and talk about the Research Collections Network. It was also suggested that Laura Blanchard do the follow-up to the annual appeal to avoid any potential conflict or confusion on the part of PACSCL reps who also approach these individuals and organizations on behalf of their own institutions.

National History Day/Philly. V. Chapman-Smith reported on this event, which is likely to attract upwards of 200 participants (contestants, their teachers, and their families.) It was agreed that PACSCL would support the participation of a team of contestants at the Statewide competition.

Respectfully submitted,
Robert Kieft, Secretary

Executive Director's Report

This is a remarkably busy and productive year for PACSCL as we launch three new initiatives and build relationships with organizations and stakeholder groups. This makes the June meeting a good time to pause and take stock of where we are and where we want to go in the context of our strategic plan.

First, some brief progress reports on several fronts:

- **Consortial survey.** We've narrowed the search for software vendor/consultants to three finalists – ContentDM, an open source system (Keystone Digital Library Suite), and a museum system (Multi-Mimsy) -- and should be ready to make a decision by the end of June or early July. Each of the three software approaches offers added value to the consortium. The position description for the project director has been circulated and is available on the PACSCL website and the team is beginning the interview process with an expected start date of early August. Work on the survey fields is now largely completed. The team is now looking at initial training for project surveyors and lead institutions in the fall. Thanks are due to the steering committee, especially to Bob Kieft, Leslie Hunt, and Matthew Lyons, and consultants Linda Bills and Rachel Onuf.
- **OPAC.** The contract with ExLibris has been signed and work is beginning. Records for some participating institutions are expected to be loaded by the end of the year, following which work will commence on creating the first phase of the one-click Z39.50 interface. Thanks are due to the steering committee, especially to Ruth Hughes and Dan Elliott, and to consultant Linda Bills. For additional information, see Ruth Hughes' report (Page 17).
- **GIS.** Bruce Lavery's report on this project is found on Page 17; scanning and georeferencing of nineteenth and twentieth century atlases and land use maps continues and work is going forward on city directories immediately before and after the street name change. Of particular interest to PACSCL members, the Historical Users Symposium is scheduled for Friday, September 23. One of the purposes of this symposium is to challenge collecting institutions and researchers to think of new ways that such a resource can be used both as a research tool and as a repository for data. Minutes of the GIS Advisory Board's April meeting, including a discussion of these issues, are online at http://www.philageohistory.org/geohistory/2005-04-28_Minutes.cfm
- **Open Archive Initiative.** A small working group has met twice to discuss the possibility of applying to The Andrew W. Mellon Foundation for a planning grant for a small project, embracing a maximum of 100,000 records focusing on Philadelphia history, that will include the following two outcomes, both of which expand the range of resources that could be discovered via OA harvesting:
 - The creation of a step-by-step, recipe-like approach to creating records that can be harvested by OA -- or the development, in our case, of consortial means that will make it possible for other institutions, especially smaller ones with less cataloging or technical capacity, to contribute records.

- The development of means to draw in the work of scholars (e.g., their own databases) and thus bringing academic output into the archival community.

Both of these outcomes address the goal of including resources that were not necessarily developed with OA in mind as economically as possible, extending the total range of resources available to researchers. Some members are still gathering data for our online survey. Of the 23 who have responded, 19 are interested or would consider participating in such a project. I will be collating the rest of the results next week and passing them along to the OAI working group.

- **Outreach.** I met with Joan Decker, incoming chair of the outreach committee, in early June in preparation for this meeting. Following up on our conversation about the Benjamin Franklin Tercentenary at the March quarterly meeting, it appears from the survey results that the two projects most appealing to the 16 members who responded are a summary of relevant member collections and PACSCL events calendar, although there was also some strong objection to the latter (it was felt to be redundant). An online exhibition was also suggested. Also attached is V. Chapman-Smith's report on the very successful NHD/Philly event she organized, and for which the Philadelphia historical community is in her debt. Joan and I will convene a meeting of the Outreach Committee to discuss the potential Franklin initiatives as well as any other proposed action steps that arise from our conversations today.
- **Nominations and Governance.** The committee has made the specific recommendations requested for full vs associate memberships and is presenting them for a vote today. The recommendations are presented on Page 14.
- **Financial.** We ended year with an official surplus; a copy of the accountant's report is attached. At the moment, we have close to \$45,000 in checking and \$20,000 in our money market account and are at or under budget in most categories. With careful management, we should end the year in the black.. See Page 10 for the treasurer's report.
- **Consorting with Consortia.** Following on a conversation I had with Catherine Wilts at PALINET, David Moltke-Hansen, Bob Kieft and I met with her to share information about what each organization is doing and ways we might work together. This conversation included some discussion of PALCI activities as well. The idea that emerged from this meeting is a gathering of a small group of board leaders and senior staff from each consortium to continue this conversation. The meeting will take place in mid-November, when both PALINET and PALCI are meeting in Philadelphia. Bob has also been in conversations with ARL and David with IRLA (and other board members with other groups). David reports, from the IRLA meeting, that PACSCL members will be given an opportunity to participate in a web seminar about WorldCat.

With that as background, it is time for a conversation about our strategic plan – both the progress we are making to fulfill the existing plan and the larger issue of what changes we want to make to the plan.

I have prepared a document containing the highlights of our strategic plan, with action steps broken out by year. See Page 20. It demonstrates PACSCL's success in a number of areas as well as areas in which PACSCL is behind schedule and, together with this report, can offer background for our main discussion. Some issues the Board may want to consider include:

Collaboration – Recent conversations have suggested that collaboration with other library consortia and associations may offer important new ways of achieving other goals and objectives of the strategic plan and should perhaps become a focus in both the strategic plan and the mission/vision statement. Collaboration will help us to sharpen our own strategic focus by engaging us in conversations with other groups that will in turn help us refine our notion of what PACSCL's unique niche is and should be. The "ThreeP" group (PALCI, PALINET, PACSCL) is one good example; conversations with ARL/Hidden Collections is another. Other associations or organizations in the Greater Philadelphia area may be productive partners in bringing other initiatives to fruition (e.g., GPCA and our cultural records project; HPP and CWHC in enhancing our GIS initiative and later creating some kinds of digitization or cataloging projects).

Access – the Greater Philadelphia Research Collections Network – PACSCL is implementing all of the initiatives bundled under this umbrella except OAI, which is now going forward as a planning grant proposal with discussions in the early stages; and the cultural records management initiative, which The William Penn Foundation declined to fund. Some topics for the Board's consideration in this area include:

- What should the shape and timing of a cultural records management initiative be?
- What topic-specific initiatives should PACSCL pursue in Year 2 as indicated in the strategic plan?
- More generally, what should be the access emphasis in Year 2? (An argument could be made that Year 2 should be a time for implementing and building upon the existing initiatives and re-emphasizing outreach and professional development. On the other hand, a compelling case could be made for the importance of continuing the access momentum with new access initiatives.)

Outreach. Current initiatives offer opportunities to engage particular audiences and it may be useful to use them to shape our outreach priorities. The Network initiatives give PACSCL an opportunity to engage professional organizations and other regional library consortia, and may result in a number of synergies and program/research sharing. (To give one example related to a current PACSCL initiative, PALCI will be creating a state-wide digital initiative using the ContentDM platform, one of the packages under consideration for the consortial survey initiative, and PALINET offers ContentDM training). The NHD/Philly program offers PACSCL and its members a ready-made opportunity to build relationships with the K-12 educational community without the need to create a program *de novo*. The GIS project lets us begin to reach historical users in new ways. Forging these relationships will position PACSCL to promote its new capacities to these and additional audiences when the GPRCN initiatives come online.

As I work on, and think about, our initiatives, it seems clear to me that there is a natural prioritization – or sequencing, if you will -- of target audiences, based on when we are likely to have a message that is meaningful to them. There are three: 1) Our library/archive colleagues, our funders, and a small group of sibling organizations (GPTMC, GPCA, CWHC), who will be

most interested in our strategic thinking and projects in process and who thus present immediate outreach targets; 2) the wider academic, government, and tourism communities, who will be interested in using our resources in their own “products” (research, teaching, tours, policy), and who form the next group of outreach targets when we have more of a product of our own to show them; and 3) students, K-12 teachers, lifelong learners, etc., when we have completed the William Penn-funded OPAC/Z39.50 project and can offer them a brochure and, perhaps, customized portals to help them understand and engage with the resources of PACSCL libraries. If this progression seems appropriate to the Board, a first step is to identify and prioritize those colleagues, funders, and sibling organizations who will be our Phase I audience.

Professional Development. The Professional Development Committee met June 7 and is returning to the Board for clarity. There are three training or professional development opportunities in the near future, all presented by our Mellon/William Penn initiatives: the GIS project and its associated historical users symposium (fall 2005), which offers new ways for members to provide access to some materials in their collections; training in archival collection assessment (fall 2005); and training on how to make use of our new Z39.50 capability (2006). The Committee stands prepared to assist the working groups in maximizing the professional development aspects of these projects should the need arise.

Looking ahead, there is the question of what additional training and professional development activities are possible and appropriate. Potential programs include those presented by PACSCL staffers and those where the content creation is outsourced to another organization (e.g., SAA for the EAD workshops). In the latter connection, the earlier report on collaboration may offer new ways to fulfill professional development needs. The committee notes that an earlier survey, preceding the creation of the GPRCN initiatives, identified three possible topics for professional development events: copyright, conservation, and something on imaging. It now seeks guidance from the board on whether any of these should be pursued or whether the consortial professional development needs are addressed for the short run by training programs relating to the survey, Z39.50, and GIS initiatives.

[The committee has provided guidance on updating a member staff directory as requested at the March meeting.]

Sustainability. At the 2002 retreat, PACSCL members identified a membership level of 30-35 as the natural ceiling for PACSCL as then defined. This has obvious budgetary implications which have been addressed by the tiered dues structure and planned phased increases. Additional operating revenue will have to come from one of three sources: increased membership, additional dues increases, or contributions (either annual gifts or an endowment campaign). There has been an expression of interest from one potential new member, and the associate member category may yield a new revenue stream. I have created a preliminary contents outline for a PACSCL report to accompany a targeted annual appeal for review by the executive and outreach committees as discussed at the last quarterly meeting. Today’s meeting offers topics for much discussion and a conversation on sustainability may not be possible at this time, but if PACSCL wants to increase its activity level the conversation needs to take place at some point.

Treasurer's Report

As reported at the March meeting, PACSCL ended the year with a modest surplus, the result of the self-assessments and the contributions of several generous individual PACSCL donors. The attached report from our account documents this happy circumstance.

As of May 31, the balance in PACSCL's checking account was \$44,600.29. The March 31 balance of the Vanguard money market account was \$20,211.45, giving PACSCL a total of \$64,811.74 in cash and securities. Barring unforeseen expenditures, we can expect to end 2005 with a modest surplus.

PACSCL is enjoying some savings on the line item for legal contract review as the result of retaining Linda Bills as consultant on the OPAC and consortial survey projects. Her experience in negotiating vendor contracts on behalf of the Tri Colleges has made it unnecessary to seek legal review. Funds from this line item will thus be available for other projects, such as a modest PACSCL report to be used in a corporate giving effort.

Respectfully submitted,
Janet Evans, Treasurer

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James D. De Church
Certified Public Accountant

June 10, 2005

Philadelphia Consortium of Special Collections Libraries
C/o The Blanchard Co.
Attn: Laura Blanchard
2041 Christian Street
Philadelphia, Pa. 19146

Dear Ms. Blanchard:

Attached to this letter are the 2004 financial statements for your group.

Statement of Financial Position as of December 31, 2004

Statement of Activities for the Period January 1, 2004 to December 31, 2004

Please call if you have any questions or concerns relative to this work.

Regards

James De Church, CPA

**PHILADELPHIA AREA CONSORTIUM
OF SPECIAL COLLECTIONS LIBRARIES
STATEMENT OF FINANCIAL POSITION (CASH BASIS)
AT DECEMBER 31, 2004**

ASSETS

CURRENT ASSETS

| | | |
|---------------------------|----|-----------------|
| Cash-Mellon Bank Checking | \$ | 5.05 |
| Citizens Bank | | 29,553.01 |
| Vanguard Money Market | | 20,100.90 |
| Prepaid Insurance | | <u>1,356.12</u> |
| Total Current Assets | \$ | 51,015.08 |

OTHER ASSETS

| | | | |
|---------------------------|----|--------------------|---|
| Organization Costs | \$ | 4059.19 | |
| Less: Accum. Amortization | (| 4059.19) <u>\$</u> | 0 |

| | | |
|----------------------------|------------------|-------------------------|
| <u>TOTAL ASSETS</u> | <u>\$</u> | <u>51,015.08</u> |
|----------------------------|------------------|-------------------------|

LIABILITIES & NET ASSETS

LIABILITIES

\$ 0

NET ASSETS

| | | |
|--------------|-----------|------------------|
| Unrestricted | <u>\$</u> | <u>51,015.08</u> |
|--------------|-----------|------------------|

| | | |
|--|------------------|-------------------------|
| <u>TOTAL LIABILITIES & NET ASSETS</u> | <u>\$</u> | <u>51,015.08</u> |
|--|------------------|-------------------------|

This statement has been prepared for internal management purposes only.

**PHILADELPHIA AREA CONSORTIUM
OF SPECIAL COLLECTIONS LIBRARIES
STATEMENT OF ACTIVITIES (CASH BASIS)
FOR THE PERIOD JANUARY 1, 2004 TO DECEMBER 31, 2004**

CHANGES IN UNRESTRICTED NET ASSETS

REVENUES

| | | |
|--------------------------|---------------|--------------------|
| Contribution/Dues | \$66,650.00 | |
| Interest/Dividend Income | <u>355.92</u> | |
| Total Revenue | | <u>\$67,005.92</u> |

EXPENDITURES

| | | |
|---|-----------|--------------------|
| Bank Service Charges | \$.30 | |
| Computer Services | 179.55 | |
| Dues & Subscriptions | 230.00 | |
| Insurance | 2,034.00 | |
| Graphic Design | 33,300.00 | |
| Miscellaneous | 83.57 | |
| Office Supplies | 887.63 | |
| Professional fees | 26,424.29 | |
| Program Expense | 3,084.35 | |
| Total Expenditures | | <u>\$66,223.69</u> |
| Increase In Unrestricted Net Assets | | \$ 782.23 |
| Total Unrestricted Net Assets @ January 1, 2004 | | <u>\$50,232.85</u> |
| Total Unrestricted Net Assets @ December 31, 2004 | | <u>\$51,015.08</u> |

This statement has been prepared for internal management purposes only

Proposed Membership Criteria and Benefits, Full vs Associate
4/18/05

| | Full | Associate |
|--|--|---|
| Special collections library budget size | \$75,000 or more | Less than \$75,000 |
| Location | Within 50 miles of City Hall; full membership also open to Mid-Atlantic libraries outside 50 mile radius who fulfill other full membership criteria and desire full membership | Within 50 miles if budget less than \$75,000; within Mid-Atlantic area for other libraries |
| Nonprofit status | Eligible for 501(c)(3) or comparable | Eligible for 501(c)(3) or comparable |
| Access | Publicly accessible collections and services | Publicly accessible collections and services |
| Organization | Appropriately organized (e.g., staff, services, facilities, etc.) as a library or archive. | ----- |
| Collection Focus | A distinct and recognizable special collections focus: rare books, manuscripts, works of art on paper (prints, photographs, maps, etc.), audiovisual or electronic media | At least one special collection of significant scholarly interest |
| Participation | Ability and willingness to contribute to PACSCL and participate actively in its projects and programs | Ability and willingness to contribute to PACSCL and participate actively in its projects and programs |
| Voting privileges | Yes | No |
| Dues, 2005 | Special collections library budget: Less than \$350,000: \$1,200 annual dues \$350,000-\$750,000: \$1,300 annual dues More than \$750,000: \$1,400 | \$500 |

PACSCL Proposed Committee Structure and Staffing -- June 8, 2005

Standing:

Executive committee

David Moltke-Hansen, *Chair*
Edward T. Morman, Vice Chair
Robert Kieft, Secretary
Janet Evans, Treasurer
Derick Dreher, at-large
V. Chapman-Smith at-large
Eric Pumroy, Access Committee Chair
Michael T. Ryan, Development Committee Chair
Joan Decker, Outreach Committee Chair
Terry Snyder, Professional Development Committee Chair
William Lang, immediate past president
Laura Blanchard (nonvoting), ex officio

Fund-raising committee

Michael Ryan, University of Pennsylvania Library, *chair*
Mary Maples Dunn, American Philosophical Society
Roger W. Moss, Athenaeum of Philadelphia
George L. Vogt, Hagley Museum & Library
John Van Horne, Library Company of Philadelphia
David Moltke-Hansen and Laura Blanchard, ex officio

Nominations and Governance

Edward T. Morman, College of Physicians of Philadelphia, *chair*
Derick Dreher, Rosenbach Museum & Library
Dan Elliott, Philadelphia Museum of Art
Tom Whitehead, Temple University
Susan Glassman, Wagner Free Institute of Science
David Moltke-Hansen and Laura Blanchard, ex officio

Ad-hoc:

Communications and Outreach

Joan Decker, City of Philadelphia Department of Records, *Chair*
Elsa Atson, Chemical Heritage Foundation
V. Chapman-Smith, National Archives
Derick Dreher, Rosenbach Museum & Library
Janet Evans, Pennsylvania Horticultural Society
Charles Greifenstein, American Philosophical Society
Robert Kieft, Haverford College Library
Chris Densmore, Swarthmore College Library
David Moltke-Hansen and Laura Blanchard, ex officio

Professional Development and Staff Communications

Terry Snyder, Hagley Museum & Library, *chair*
John Baky, LaSalle University
Lorena Boylan, Academy of Natural Sciences
Richard Shrake, American Philosophical Society
Karl Krueger, The Lutheran Theological Seminary at Philadelphia
Todd Wilmot, St. Charles Borromeo
Joseph Lucia, Villanova University
Beth DeGeorge, Union League
Cate Cooney, Winterthur
David Moltke-Hansen and Laura Blanchard, ex officio

Cataloging and Access

Eric Pumroy, Bryn Mawr College Library, *chair*
Ruth Hughes, Library Company of Philadelphia, *chair of OPAC working group*
Richard Fraser, College of Physicians of Philadelphia
Bill Lang, Free Library of Philadelphia
Susan Hengel, Hagley Museum & Library
Lee Arnold, Historical Society of Pennsylvania
Margo Szabunia, Presbyterian Historical Society
Mary Wassermann, Philadelphia Museum of Art
Elizabeth Fuller, Rosenbach Museum & Library
Barbara Addison, Swarthmore College Library
Timothy Murray, University of Delaware Library
Lynne Farrington, University of Pennsylvania Library
Lynn Dorwaldt, Wagner Free Institute of Science
David Moltke-Hansen and Laura Blanchard, ex officio

Other Project Planning and Steering Committees:

- **Cultural Records Management.** David Moltke-Hansen; V. Chapman-Smith, Meg Phillips and Lee Webster, NARA.
- **OAI :** Eric Pumroy, Robert Kieft, Michael Ryan, John Ockerbloom, Terry Snyder
- **Consortial Assessment:** David Moltke-Hansen, Leslie Hunt, Robert Kieft, Eric Pumroy, Lynn Dorwaldt, V. Chapman-Smith. Consulting: Linda Bills, Rachel Onuf.
- **GIS:** Joan Decker, Bruce Laverty (advised by Walter Rice), V. Chapman-Smith, Dan Elliott,- David Moltke-Hansen
- **OPAC/Z39.50:** Dan Elliott, Ruth Hughes, plus the OPAC reps. Consulting: Linda Bills

PACSCL representatives are welcome to appoint other staff members from their institutions for the outreach, professional development and access committees.

PACSCL OPAC Project Progress Report

Our contract with Ex Libris was signed on May 9. We will soon be matched to an Implementation Team. Our server has been ordered and over the next several weeks it will be set-up on a server farm, connected to the internet, and the ALEPH 500 software will be loaded. Due to complex vacation and conference schedules, our Implementation Kick-Off Meeting cannot be scheduled until mid-August at the earliest. From that point on, the members of the group will be busy creating profiles for both LTI and ExLibris, getting trained in various module functions, and designing our end-user interfaces. We expect to stagger migration onto the new system by collection size (largest to smallest), but may change order based on institutional readiness. We hope to have at least one collection migrated before we renew our contract with Auto-Graphics, though that will be difficult to achieve. Once we have a few catalogs migrated to ALEPH 500, we can begin adding z39.50 connections to other PACSCL institutions, followed by connection to non-z39.50 catalogs. The entire process, from kick-off to full PACSCL search interface, is expected to take about 9 months.

Ruth Hughes

GIS Project Report

Mellon. The Hexamer & Locher Atlases, 1858-1862 (200 plates) have been scanned and three of the seven volumes have been geo-referenced to the current street-centerline map of the City of Philadelphia. In addition, the Free Library's Land Use Maps from 1942 and 1962 have been scanned and georeferencing of these is about 30% complete. The project's Advisory Group had its first meeting on April 22 at the Athenaeum at which time subcommittees were established. A place holder website www.philageohistory.org has been set up to serve as a posting site for project components as they develop. Included here is an online forum for general and subcommittee discussion.

Civil War GIS Directory Project (related). Matt Ainslie is preparing a comprehensive tabulation of all the Philadelphia City Directories (1785-1935) available in local repositories. He has completed scanning of the directories from 1856, 1861, and 1866. The scans for the "A" portion of the 1861 directory have been processed with *ABBYY*, an Optical Character Recognition Program (OCR). The OCR files were parsed and a searchable database is now complete for all 3,372 "A" entries. These entries are searchable and sortable by name, street, occupation, and neighborhood.

Bruce Laverty

NATIONAL HISTORY DAY/PHILLY REPORT

Report:

The NHD Philly competition was held on April 21, 2005 at the National Constitution Center attracted approximately 300 attendees, among them 155 student contestants from Philadelphia middle and high schools, the Archivist of the United States (Allen Weinstein), Dr. Gregory Thornton (Chief Academic Officer for Philadelphia School District), and other local officials. Philadelphia City Council declared April 21 NHD by a resolution, which was read at the opening ceremony by the Council President's Special Assistant, Kathleen Murray. The Archivist of U.S. honored the Philadelphia school children with certificates commending their participation in the National History Day Program.

Program statistics:

170 student entrants
155 showed

300 educators attended workshops or orientation sessions.

18 participated in NHD competition

7 new educators from Ben Franklin HS are planning for this coming year. They are incorporating NHD into the school's new discovery academy, which will have 60 students.

37 students qualified for state finals

25 attended; all attending received full scholarships (\$109 each) for state fees. Scholarships provided by participating partners including PACSCL. Conflict with AP exams and prom this year were reasons for non-attendance. We are working with the school district to resolve.

Student distribution at states:

Papers - 0
Exhibits - 14
Documentaries - 5
Performances - 6

2006 Competition: April 5-6, 2006 at the NCC

We reached our maximum capacity at the NCC for a one day event. The only way to grow the program is to have a two-day event. April 5 - junior division; April 6 - senior division. **2006**

Theme: Taking a Stand in History - People, Ideas and Events.

Major accomplishments:

NHD Philly website received high marks from users. On-line registration was a godsend! There were a lot of last minute registrations.

NHD has been incorporated into the public school curriculum as one of the approved activities. The school district also developed a work plan for teachers to get NHD project work accomplished.

Every teacher, parent and student who participated at the state finals rated the program and experience outstanding and plan to return next year. One parent sits on the school district's advisory board and has pledged to promote NHD program districtwide.

The national NHD program is using our Philadelphia program as a model for a national effort to each urban school systems.

Most importantly, we have a great group and many angels. We did the impossible!!

Area of concern: Please circulate the NHD e-mail dated June 6 from the PA State Coordinator. Grassroot support is needed for the national program.

PACSCL members should work to have more content on the web for coming year.

V. Chapman-Smith

Note: V. Chapman-Smith also encourages PACSCL members to review the press release about a National History Day project resulting in the arrest and trial in connection with the 1964 murder of three young civil rights workers. It can be reached from the main page of the National History Day website <http://www.nationalhistoryday.org/> or directly at

http://nationalhistoryday.org/05_newsroom/05_archives/25th%20Anniversary%20%20MS%20Burning.pdf

PACSCL Strategic Plan Highlights 2005-2009

Mission

The Philadelphia Area Consortium of Special Collections Libraries (PACSCL) encourages diverse audiences to explore and engage with member libraries' uniquely rich holdings and, through collaboration, strengthens these collections and the institutions that preserve them.

Vision

As stewards of our documentary heritage, PACSCL members seek to share their internationally important body of unique and rare materials so that:

- **The Philadelphia area generally and PACSCL in particular** will be known internationally as one of the nation's preeminent centers of rare books, manuscripts, photographs, prints, architectural drawings, and works of art on paper.
- **Every potential user worldwide will have access** to records for all materials in all media in the collections of PACSCL libraries via web-mounted catalog records or encoded finding aids.
- **The Greater Philadelphia educational establishment** will rely on PACSCL for resources and programs for curricula and curricular supports for students from early childhood through postdoctoral education and for life-long learners.
- **Tourists and the tourism professionals who serve them** will look to PACSCL and its members to illuminate the historical and cultural riches of the Philadelphia area
- **PACSCL members' staffs at all levels** will build and share in a rich community of common interests and involvements, will have collective access to the highest level of professional training in their disciplines, and also will become inspired and informed about the collections, resources, and available expertise at member libraries

In serving these functions and constituencies, PACSCL will gain growing recognition for providing a national model for regional collaboration among special collections libraries, including utilization of technology in program delivery.

Focus for the Future

PACSCL faces six key challenges that inform the strategic planning process: 1) to make our catalogs and other information about our collections searchable together; 2) to address the preservation and access needs of these holdings on a shared, prioritized basis; 3) to use information technologies to share elements of our collections for researchers, students, and tourists; 4) to market our value to these and other constituencies; 5) to strengthen the professional community doing all this work; and 6) to ensure the sustainability of these initiatives.

To address these challenges, PACSCL has developed a set of interlinked initiatives called "The Greater Philadelphia Research Collections Network." These initiatives offer a vision of a regional network of libraries, museums and other collecting institutions working collaboratively

to build access to, and awareness of, the rich resources in the Greater Philadelphia area. The initiatives in the strategic plan address three key areas: access, outreach, and professional development; and are supported by additional activities to assure sustainability.

KEY LONG RANGE GOALS, STRATEGIC OBJECTIVES

I. ACCESS: Expand public access to the rich cultural resources of PACSCL institutions.

A) Encourage use of collections by researchers, faculty, students, tourism professionals, and the general public by providing enhanced electronic access to collection records

- *Develop collective electronic search capabilities for member online catalogs*
- *Develop a consortium-wide capability to search other electronic records such as finding aids, online exhibitions, digital collections, and other resources*

B) Encourage use of collections by identifying and cataloging important hidden collections.

- *Consortial survey*
- *Cultural records management*
- *Develop priorities and seek funding for cataloging and collection care*

C) Encourage users to consider collections and resources in new ways through a new portal that incorporates a Geographic Information System

II. OUTREACH: Reach out to a local, regional, national and international audience of scholars, tourists and lifelong learners to encourage appreciation of and engagement with collections in PACSCL member libraries

A) Strengthen PACSCL website to support the Greater Philadelphia Research Collections Network.

B) Identify key audiences

C) Build targeted programs to reach key audiences.

III. PROFESSIONAL DEVELOPMENT AND COMMUNICATIONS: Build skills, knowledge and community among member staff

A) Raise the skill and knowledge level of member staff and provide a mechanism for sharing expertise across institutions.

B) Through programming for PACSCL members, allow a broad cross-section of member library staff access to conversations about the latest issues, challenges, and trends in the rare book library and manuscript profession.

C) Develop opportunities for member staff to network and become familiar with collections at other member institutions.

IV. GOVERNANCE AND SUSTAINABILITY: Create a sustainable business model for the organization.

A) Build membership.

B) Introduce dues increases on a sliding scale over several years.

C) Develop new funding sources

**YEAR ONE AND YEAR TWO TASKS
FROM PACSCL 2005-2009 STRATEGIC PLAN**

Year One – 2005

Year Two -- 2006

Access

Start migration to new OPAC
 Start consortial survey project
 Secure funding and perform a cultural records management needs assessment for organizations in region
 Collaborate with other associations to set standards and develop priorities for collection care [in process]
 Secure and implement a GIS planning grant and conduct GIS historical users symposium

Finish OPAC migration; work on Z39.50 interface
 Continue consortial survey project
 Provide records management training and perform surveys and assessments for cultural organizations in region
 Seek funding for cooperative cataloging and conservation of high value or high risk collections
 Seek implementation grant

Outreach

Seek funding and begin planning for a more robust website [funding secured; not ready to plan]
 Identify scholarly associations and interest groups and build a mailing/e-mailing list [in process]
 Participate in National History Day

Begin development of the site
 Continue to build list
 Deepen involvement in National History Day and seek other public outreach opportunities

Professional Development

Plan and put on two workshops per year
 Plan informal social events

Plan and put on two workshops per year
 Plan informal social events

Governance

Organizational growth – increase membership to 30 [currently 28; inquiries from 2]
 [Not in plan – associate memberships]
 Survey members to identify potential sources for an annual fund campaign; develop materials
 Consider pros and cons of building an endowment [task for Development Committee]

Consider new memberships as appropriate
 Implement and assess