**Subcommittee for Institutional History**

**Monday, January 28, 2013, 2-3:30pm**

**D.H. Hill Library**

**Present** – Dr. George Hodge, Chair; Dr. Craig Friend, Director of Public History; Bill Krueger, Alumni Affairs; Dr. Kristen Schaffer, Faculty; Dr. Elvira Vilches, Faculty; Dr. Art Cooper, ULC Association of Retired Faculty (ARF) Representative

**Staff** – Susan Nutter, Vice Provost and Director of Libraries; Greg Raschke, Associate Director for Collections and Scholarly Communication; Chris Tonelli, Special Assistant to the Vice Provost and Director of Libraries; Todd Kosmerick, University Archivist; Eli Brown, Head of Special Collections

**Committee Introductions**

* Susan Nutter and Todd Kosmerick provided the members with a history of the University Archives, noting that in the mid-1960s, North Carolina was one of the first states to employ a professional archivist. After Nutter came to NC State in 1987, the University Archives was moved administratively under the Libraries. It had previously reported directly to the Provost.
* Before there had been a professional archivist, there hadn’t been enough resources and records had been only been passively accepted, including such records for the Chancellor, F & B, photos, etc. However, deposit requirements had been difficult to reinforce.
* In 1995 Special Collections was created to include the University Archives but also to acquire materials from outside the institution in collecting areas tied to the university’s teaching and research mission.
* There had been a University Standing Committee called the Institutional History and Commemoration Committee, but it was dissolved in 2009.

**Charge to the Subcommittee**

* The charge was then discussed, with an emphasis on the first bullet:
	+ advising on comprehensive policies and priorities for the transfer of materials to the University Archives.
* As such this committee would:
* advise the University Archives on the storage and treatment of archival records. However, the fact that it is difficult to get university offices to deposit materials was discussed.
* facilitate outreach
* set priorities
* raise money
* develop proactive practices that include every department and college
* identify permanent transfer and retention into the archives
* facilitate the development of collection descriptions and searchable inventories

**Mission and Role of the University Archives**

* It was pointed out that the archives are in direct alignment with the strategic priorities of the University and the Libraries—to get archives into the hands of users.
* Special Collections was created in 1995 and housed materials that supported NCSU activities. There were two staff members who worked with DLI and other functional units, public services, etc.
* The University Archives contains 9000+ linear feet of physical materials plus its digital collections. It follows state of North Carolina records retention and disposition schedules and campus codification.
* The Special Collections Reading Room is the hub for research and use of University publications and documents.
* The University Archives conducts outreach, going out to meet with groups and display historic materials
* The exhibition program is also a major outreach element.
* More than 70,000 photos, document pages, and videos are digitized and made available through the Historical State website.

**Status of Departmental Histories**

* Departmental histories could be printed and collected and/or online and linked to that department’s site.
* Currently there are histories for more than 50% of the departments, but they may be out of date.
* Art Cooper noted that when ARF attempted to collect them, they received minimal responses from the departments.
* Nutter noted that maybe incentives would improve the response rate.
* College histories need to be developed as well, as there is only a handful currently.

**Potential Roles/Projects for the Subcommittee**

* Advising on the ongoing development of existing timelines and expanding the resources available in Historical State.
* The committee could work with Library Fellows to develop initiatives in this area.
* Advising on capturing oral histories and creating departmental histories.
	+ Projects could involve
		- graduate students (History and CRDM programs)
		- alumni
			* may lead to alumni donating materials
			* could lead to funding from Alumni Association
	+ Develop a list of priorities detailing what is needed for colleges, centers, departments, etc. and updating it regularly.
* Nutter pointed out that UVA’s digital humanities center might be a nice model and that we, like public libraries, could give users easier access to scanners for this specific purpose.