

**North Carolina State University
University Library Committee
Standing Subcommittee for Institutional History
October 2013**

ULC Standing Subcommittee for Institutional History

The University Library Committee (ULC) is charged with advising the Provost and the Director of Libraries on instructional resource development and research policies, as well as on the documentation of library service to the institution. The Standing Subcommittee for Institutional History will work with the Libraries and University Archives to ensure that collecting, service development, and programming facilitate the campus community's access to the institutions' history by:

- advising on comprehensive policies and priorities for the transfer of materials to the University Archives.
- supporting University Archives' acquisition of written, photographic, audiovisual, and digital records and other records vital to the history of North Carolina State University and its member units.
- facilitating orderly transfer of historical records from the university's units to the University Archives.
- advising on efforts to document the physical environment of the university and its history.
- suggesting development of tools and resources to better expose the history of the institution and its member units to researchers and the university community at large.
- providing a forum for discussion of specific archival projects to facilitate outreach to student organizations, alumni groups, and other members of the university community.
- facilitating the periodic preparation and updating of historical reports on each College or major unit belonging to North Carolina State University.

Membership [length of membership to follow ULC practice]

From ULC [9 members]

- Dr. George Hodge, Faculty, Chair
- Dr. Paul Williams, Faculty, Member
- Dr. Walt Wessels, Faculty, Member
- Dr. John Heitmann, Faculty, Member
- Dr. Elvira Vilches, Faculty, Member
- Dr. Art Cooper, ULC Association of Retired Faculty (ARF) Representative
- ULC Graduate Student, TBD, Member
- Victoria Thompson, ULC Undergraduate Student

Not from the ULC [5 members]:

- Dr. Kristen Schaffer, Faculty, Member
- Dr. Craig Friend, Director of Public History, Member
- Bill Krueger, Alumni Affairs, Member
- Tim Peeler, News Services, Member
- Todd Kosmerick, University Archivist, Member
- Eli Brown, Head of Special Collections, Member

These additional members may vote on issues before the Standing Subcommittee unless it is felt there is an inherent conflict of interest.

The University Archives and University History

The University Archives in the NCSU Libraries' Special Collections Research Center collects, preserves, provides access to, and promotes resources on university history. University Archives is the final repository for historical records of NC State University. Its staff:

- meets with every unit on campus to familiarize departmental staff with permanent record retention--records that have historically important information, and enduring value--and how to transfer these records to the Archives.
- actively pursues history in the making through special documentation projects.
- creates detailed descriptions of collections to improve accessibility for researchers.
- digitizes heavily used collections such as historic photographs, the *Agromeck*, course catalogs, and other materials to make them more discoverable through tools such as Historical State (<http://historicalstate.lib.ncsu.edu/>).
- assists researchers using historical materials both in the Special Collections reading room and online.
- promotes university history by hosting student groups and by supporting events such as CALS Tailgate and Wolfpack Welcome Week, as well as supporting the work of the Association of Retired Faculty and the Alumni Association.
- facilitates the development of programs that enhance community understanding of NC State's impact on individuals, the state, the nation, and the world.