Department Goals and Objectives, 2019-2020

Last updated December 5, 2019

Goal I: Identify, appraise, and acquire manuscript collections in accordance with Department’s collection development policy

First Priority
- Acquire material to support the development of the University Archives, National Death Penalty Archive, the New York State Modern Political Archive and the Miriam Snow Mathes Historical Children’s Literature collections (Brian Keough and Gregory Wiedeman)
- Identify items in book collection that are more appropriate for storage in CCBE (Nancy Poehlmann, Jodi Boyle)
- Develop a long range Web archives plan to add to collection development policy (Brian Keough, Gregory Wiedeman)

Goal II: Process, catalog, arrange, describe, manage, and properly preserve Department’s book and manuscript collections

First Priority
- Catalog approximately 500 books published in 16th and 17th centuries that were purchased in the 1970s and 1980s located in the Vault (Nancy Poehlmann)
- Further implement digital processing workflow to better manage collections stored on external drives and digitized items (Gregory Wiedeman, Mark Wolfe, Melissa McMullen)
- Catalog Gregory Maguire books (Nancy Poehlmann)
- Develop a pamphlet describing the Elzevier Collection (Nancy Poehlmann, Brian Keough)
- Clean and ingest Electronic Records Library (Gregory Wiedeman, Mark Wolfe, Jodi Boyle, Melissa McMullen)
- Process, arrange, describe, and create online finding aids for the following manuscript collections (Jodi Boyle, Melissa McMullen, Gregory Wiedeman):
  - Pride Center Records; (DONE)
  - Citizen Action of New York Records (DONE)
  - U.S. Representative John Dunne Papers
  - The K Collection
  - Capital District Regional Planning Commission Records
  - College of Arts and Sciences Records
  - University photo collections
  - New York Civil Liberties Union Records

Second Priority
- Assess and catalog approximately 6,000 books in the backlog (Nancy Poehlmann)
- Make Mathes metadata web accessible (Gregory Wiedeman, Melissa McMullen)
- Update storage locations to box level for all collections (Gregory Wiedeman, Jodi Boyle, Melissa McMullen)
- Arrange, describe, and create online finding aids for the following manuscript collections (Jodi Boyle, Melissa McMullen):
  - Marcia Brown Papers
  - Kenmil Hall Papers
  - Vera Michelson Papers
  - Hudson Valley District Council of Carpenters Records
  - U.S. Representative Paul Fino Papers

Goal III: Utilize digital technology that enhances access to the Department’s collections for students, scholars, and the general public

First Priority
- Continue work on Espy 2.0 (Melissa McMullen, Gregory Wiedeman)
- Shut down Luna by December 31 (Mark Wolfe)
- Move from Footprint to Libanswers (Melissa McMullen)
- Move website to Jekyll and possibly new Drupal (Gregory Wiedeman, Alyssa Panetta)
- Digitize the brittle items in the University Archives, including the student newspaper, course catalogs, commencement programs, directories, news releases, and select yearbooks (Gregory Wiedeman)
- Develop search landing/browse pages for the Espy Project and Student Newspaper (Mark Wolfe, Gregory Wiedeman)
- Ongoing maintenance for Hyrax, ArcLight, ArchivesSpace, transition to Systems (Gregory Wiedeman, Systems)
  - Update ArchivesSpace from 1.5.1 to 2.8.0
  - Update ArcLight to 0.3
  - Update to Hyrax 3

Second Priority
- Digitize and create metadata for WAMC (Melissa McMullen)
- Digitize Milne material (Gregory Wiedeman)
- Develop FAQ in Libanswers (Mark Wolfe, Melissa McMullen)
- Monitor Aeon and future requests/payment systems (Gregory Wiedeman, Mark Wolfe)
Goal IV: Initiate outreach to scholars, researchers, the general public, and others concerned with the preservation and use of historical records

First Priority

- Offer tours to highlight the collections (Brian Keough)
- Host a program regarding the Elzevier books. Bring a noted scholar and appraiser to speak (Nancy Poehlmann, Brian Keough)
- Host Researching New York each November (Brian Keough, Jodi Boyle, Nancy Poehlmann, Melissa McMullen, Gregory Wiedeman, Mark Wolfe)
- Participate in planning for MARAC in Saratoga Springs to be held April 2021 (Jodi Boyle, Brian Keough, Gregory Wiedeman, Mark Wolfe, Melissa McMullen, Nancy Poehlmann)
- Reinforce and develop partnerships with campus faculty and faculty at regional universities, colleges, and high schools to encourage use of our collections and to invite classes for instructional sessions and workshops on the use of the department’s resources (Jodi Boyle, Melissa McMullen, Brian Keough, Gregory Wiedeman, Mark Wolfe, Nancy Poehlmann)
- Pursue public and private grants to process, preserve, and provide access to materials including CLIR, DHP (Brian Keough)

Second Priority

- Create a M.E. Grenander Travel Award to support UAlbany graduate students conducting primary source research at other institutions. (Brian Keough)
- Explore the development of an annual lecture beginning in Spring 2021 connected with special collections. (Brian Keough)

Goal V: Improve administrative operations and capabilities within the Department to ensure the effective operations

First Priority

- Specifically explore rights related to Marcia Brown’s publications to determine copyright
- Equipment: Color printer; Shelving: Create new brochures and handouts that advance the resources and collections that comply with the University branding; Book scanner

Second Priority

- Continue survey of legacy collections to determine which have memoranda of agreement for eventual ingest into ArchivesSpace so rights for each collection are clear and easily accessible (Jodi Boyle)
- Revise fee structure to incorporate new services and collections (Brian Keough)
- Continue to work with facilities to resolve humidity issues in the vault and other storage areas with facilities (Jodi Boyle)