

Special Collections Reference Architecture Task Force

PURPOSE

The purpose of this Task Force is to develop a framework for technically supporting the acquisition, description, management and secure access to special collections and archival resources across the Rutgers University Libraries.

CHARGE

The Special Collections Reference Architecture Task Force is charged with investigating state of the art and emerging technologies in the management of the Libraries' special collections, which reside in many libraries throughout RUL. The Task Force reports to the RUL Cabinet through the Associate University Librarian for Digital Library Systems. The Task Force accomplishes its charge by developing an understanding of the staffing, workflow and challenges facing RUL's special collections departments, and with recommending an architecture that aligns the Libraries' Special Collections with peer institutions and supports local needs. The investigation must take into account the existing and forthcoming technologies at the libraries, including Ex Libris and RUcore. The investigation should also leverage and build forward on the special collections survey report developed under the leadership of the Associate University Librarian for Planning and Organizational Research.

The proposed solution should improve visibility and use to ensure increased impact for these unique resources while providing for their ongoing curation, security and maintenance.

Issues affecting special collections that the Task Force must consider include:

- Management of physical, digital and hybrid collections. Collections include all formats: paper, audiovisual, microform and three-dimensional objects, as well as born digital resources, such as email and web pages.
- Management of physically and administratively dispersed and differently scaled collections
- Special handling and storage of resources to present an integrated view of special collections, including interfaces with external entities that may provide storage for portions of the collection.
- Interfacing with and tracking temperature and humidity controls from smart devices to manage collection health and to alert staff and administrators to physical problems, such as air conditioning failure or flooding.
- Support for the workflow to create digital resources and to link them to their physical surrogates.

- Support for multiple means of resource description including EAD finding aids, EAC authorities and MARC catalog records. Creation of one description form should feed the creation of subsequent forms for maximum access with an efficient workflow.
- Special collections resources should be accessible from the libraries' public facing portals, including the public catalog/discovery service and RUcore, as well as WorldCat and other external resource portals.
- Support for preservation tracking, including inventory, condition assessment and documentation of preservation actions.
- Support for rights and access, including provenance and chain of custody, secure storage, and well as the integration of critical documents such as licenses and deeds of gift associated with collections and individual items
- Support for restricted access, including access limited by IP or UserID, embargo and in-house use
- Support for revenue generation and tracking from the digitizing and licensing of collections and individual resources.
- Support for reference and physical access, including desk scheduling, reference question tracking and on-site checkout, including generation of statistics that can be used to increase efficiency and impact of physical collection use.
- Security of collections that include unique and valuable resources

MEMBERSHIP

Membership should include all special collections units across the Rutgers University Libraries, as well as central units to represent technical architectures, digital collection building and cataloging and metadata needs.

Chad Mills, Digital Library Architect (Chair)

Christine Lutz, NJ Regional Studies Librarian and Head of Reference Services, SC/UA

Julie Still, Reference Librarian/Collection Development Coordinator, Robeson Library, Camden

Adriana Cuervo, Institute of Jazz Studies, Dana Library, Newark

Angela Lawrence, Institute of Jazz Studies, Dana Library, Newark

Robert Vietrogowski, Special Collections Librarian, Smith Library, RBHS

Faculty and staff with expertise in specific areas of workflow and collection need should be consulted as needed, including Caryn Radick, Digital Archivist, SC/UA, Melissa DeFino, Head of Special Collections and Formats Cataloging Unit, CTS, Tom Frusciano, University Archivist, SC/UA and Isaiah Beard, Digital Data Curator, SUS.

The AUL for Digital Library Systems will serve as the liaison between the Task Force and Cabinet

DELIVERABLES AND TIMEFRAME

- Environmental scan, to include:
 - Survey and analysis of current capabilities and practices in the management and workflow for special collections and archives within RUL.
 - Survey and analysis of current technologies available for purchase and as open source to support special collections and archives
 - Analysis of architectures and workflows at peer institutions to identify workable models to follow and to inform a gap analysis of RUL practices vs. aspirant peers. **November 2017**

- Recommended architecture including approximate current cost and possible implementation timetable. **January 2018**

RESOURCES

Survey of Rutgers University Libraries special collections

MEMBERS' WORK COMMITMENT AND ACCOMMODATION

Members' participation in Special Collections Reference Architecture Task Force is a significant part of their primary job responsibilities and shall be evaluated as such during all appropriate performance reviews. Because membership in the group represents a substantial work commitment, unit directors are expected to accommodate the workload requirements for participating library faculty and staff.