

Strategic Planning Group for Unique Collections

Members: Mary Barbosa-Jerez (chair), Karla Jurgemeyer, Tom Lamb, Cynthia Lund, Deanna Olson, Jason Paul. Report submitted May 1, 2014

“We protect and preserve our unique collections, while making them accessible to our community and scholars worldwide.”

Over the past three years, St. Olaf College Libraries have done extensive work to identify, appraise, organize, and document our Special Collections. There remains a great deal of work yet to be accomplished; however, our work to date has been significant. A 2011 insurance appraisal conducted by Robert Rulon-Miller of Rulon Miller Books, helped us understand the scope and value of the collections in the Rolvaag Library Vault, as well as to identify the collection of greatest importance to St. Olaf College, the Nordic-American Immigrant experience, and our regional history: the collection of Nordic-American Imprints. Rulon-Miller’s report (see Appendix A) states:

While not segregated [in the vault] as such, these imprints are, in the appraiser’s eyes, the most interesting part of the library, and it is likely one of the finest such collections in the country, with many unique or near unique examples. Published in out-of-the-way locales, such as Osakis, Minnesota; Clifford, North Dakota; Heartland, Wisconsin; and Poulsbo, Washington (as well as the larger publishing centers for Scandinavian-American books, such as Minneapolis, Chicago, and Decorah, Iowa), these books were typically not saved, and for many years were scorned by special collections libraries. That they exist in such quantities makes the Rolvaag Library a likely destination for scholars working on such topics.

Since the submission of that report, the libraries have worked to segregate these items into a discrete collection, and identified thousands of additional Nordic-American imprints remaining in the general circulating collection.

The work of removing these materials from circulation, of working with our partners – the Norwegian-American Historical Association and the College Archives – to determine policy for the treatment of these materials and to more fully catalog them, has been the primary work of the past three years. It has involved the work of numerous student employees, and the expertise of librarians in cataloging and technical services, ultimately resulting in hiring a new cataloger whose primary focus lies with these materials.

The work has also involved the joint efforts, and the ongoing collaboration, of senior members of the three partner libraries at St. Olaf College: The NAHA Archive, Shaw Center for College History & Archives, and the Hong Kierkegaard Library. And, upon further reflection on the need for an expanded group of advisors, the Libraries formed a Heritage Advisory Group, made up of Norwegian Department Faculty, Archivists, Historians and Librarians.

Work has also extended to early forays into digital preservation of the Library's extensive Norwegian Newspaper Collection. Because of recent staffing changes, we are reevaluating the efficacy of continuing this project in-house, and have begun exploration of outsourcing this important work.

Furthermore, a search is currently underway to hire St. Olaf College's first Special Collections Librarian, who will begin their tenure in the fall of 2014.

As the Strategic Planning Group assigned to this area met and reviewed this progress, and looked to the statement concerning these collections in the vision statement, we focused on two major points. The first is that our definition of "unique collections" is not meant to imply that individual items in the collections are bibliographically unique. Instead, we define *uniqueness* at the collection-level, and at the present time, focus on those collections that carry particular weight in St. Olaf College's heritage as a Norwegian-immigrant, Lutheran, liberal arts community.

Second, we focused on the three verbs in the statement:

- *We protect*
- *We preserve*
- *We make accessible*

Therefore, in addition to work already underway in Special Collections, and the work that will be undertaken as by the new Special Collection Librarian (see the job description, attached as Appendix E), we believe these goals should receive priority over the next 24 to 48 months.

- Develop a comprehensive risk-assessment of the current collections, including condition, location/housing, etc. for future planning purposes. We imagine this assessment will offer critical information as we work together with the Library's Space-Planning Team to envision and create new spaces for Special Collections, and with the Digital Repository Task Force as we develop an enhanced digital repository.
- Develop an intentional plan for outsourcing the digitization of the Norwegian-American Newspapers, and other portions of the Nordic American Imprints collection. This plan should include an annual budget, as well as a description of in-house staffing needs. It should include costs for outsourcing copyright research, indexing, metadata creation, record maintenance and data conservation, etc.; as well as plans for tiered access and staggered release of images and other materials to the community and the general public.
- Work to establish the feasibility of taking on physical and intellectual access management of the Hong Kierkegaard Library collection. This will include weekly meetings during the 2014-15 academic year with the current Kierkegaard Librarian, Cindy Lund, to understand as fully as possible the importance and scope of the collection, its history, and its intellectual relationship to the Rolvaag Special Collection, NAHA, the College Archives, and the Norwegian-American-Lutheran heritage of St. Olaf College. The STO Library Director, Kierkegaard Library Curator,

Deans and (when appropriate) the Kierkegaard Library Committee will continue to engage in discussion.

- Begin segregation and assessment, and establish a plan for cataloging heritage periodicals (many of these were produced by Nordic-American Imprints). Know that there are additional copies and runs in the NAHA archives, and work to integrate these into the main collection and other established workflows.
- Plan and implement a community-wide education and outreach campaign about the existence and importance of the Nordic-American Imprints and other historic materials in St. Olaf College's Special Collections. As a result of our community's history, undiscovered items linger around the campus and in community members' homes. We want to be sure these materials are recognized and make their way to special collections (and not to free tables around campus).

The work toward additional accessibility will continue to evolve from the Special Collection Librarian's teaching and outreach efforts, from our continued attention to enriched cataloging, and our digital efforts. Further focus on the expansion of those efforts can (and should) be addressed in an update to the strategic plan in four to five years.

Research

Half-day site-visit to the Minnesota Digital Library, at UMN. Karla Jurgemeyer, Dawn Moder, Jason Paul, Mary Barbosa-Jerez and 3 student employees met with members of the MDL to discuss strategies, metadata creation and management, staffing, long-range planning, access models, platforms, etc.

Two-hour investigational meeting with Robert Lee, Director, Online Publishing and Strategic Relationships; East View Information Services.

The Portuguese-American Digital Newspaper Collection at the University of Massachusetts, Dartmouth. Paper presented at the 2012 IFLA Conference: Newspapers, Genealogy and Local History Section.
<http://conference.ifla.org/past-wlic/2012/119-pacheco-en.pdf>

List of Appendices

Appendix A: Vault appraisal and recommendations by Rulon-Miller Books (2011)

Appendix B: Standardization of coding designating NAHA Ownership (2012)

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Appendix A

Appendix B

Standardization of coding designating NAHA ownership of materials in the St. Olaf College Libraries

Mary Barbosa-Jerez, Head of Collection Development | May 30, 2012

There are only two OWNERS of materials in the St. Olaf College Libraries: the College, and the Norwegian-American Historical Association. Currently, NAHAs ownership is recorded in a variety of areas in the ILS:

- 1) item code 2
- 2) volume number
- 3) call number

Because we have begun identifying collections that should be considered discrete collections (to aid scholars in identifying and browsing discrete collections, as in the case of the Scandinavian-American Imprints; and to aid the library in protecting certain collections during de-selection, as in the Heritage Collections), we will now use i-code 2 to identify materials at the collection level, regardless of ownership.

We will identify the OWNERSHIP of an item in the |b subfield of the call number (either the 090 or the 050) only. This standardization will allow us to capture all NAHA materials by pulling lists searching for NAHA in subfield "b".

The volume field should not be used, because it should be reserved for volume number or volume year, and because we want all ownership data in ONE place.

We will need to do a record clean up in order to standardize data in Millennium. (Note: in the future, we will eventually to remove OMN, MUUS, NORLIE, and others, from call numbers and identify items within those collections using an i-code 2 designation).

Hannah White and Brody Halvorson are beginning to implement the following changes as they work to segregate special collections within the vault.

- Change I-code 2 to the appropriate collection (default to Heritage if it is not Scandinavian-American, Rolvaag, Muus, Norlie, etc.).
- If the book is owned by NAHA, implement the following steps:
 - Delete NAHA from the volume field when it appears there. The volume field should only contain the volume number or volume year.
 - Add NAHA to the end of subfield B in the call number (090 field) in the item record. If there is no call number in the item record, copy the call number from the 090 or 050 field in the bib record, and insert it into 090 in the item record, then add NAHA to subfield B.
- Save all records.

In the ensuing record cleanup to be carried out in the fall of 2012:

- all remaining I-Code 2 NAHA designations should be replaced with HERITAGE.
- All remaining Volume field NAHA designations should be removed. The volume field should only contain the volume number or volume year.

- NAHA should appear at the end of subfield B in the call number (090 or 050 field) in the item record or the bib record (if there is no call number in the item record) if it is not already present there.
- 947 fields should be stripped out of the records to avoid confusion.

Appendix C

HERITAGE CODING FOR INCOMING/NEWLY ACQUIRED MATERIALS/ITEMS

Mary Barbosa-Jerez, Head of Collection Development | Sarah Weeks, Head of Technical Services

June 6, 2012

Incoming/Newly acquired materials/items meeting any of the following criteria should be coded HERITAGE in i-code 2. Those with NAHA ownership should reflect that ownership in subfield |b of the call number (marc record 090 or 050).

- in Scandinavian Languages as identified in the language code field in the ILS
- with OMN or NAHA designations in the call number or i-code 2 field in the ILS
- Dealing with the following subjects:
 - College and Northfield Local History
 - Missionary Literature in Central Asia
 - Norwegian-Americans
 - Norwegian-American Lutheran Churches
 - Norwegian-Americans and Scandinavians in relationship to the Social Sciences
 - Nordic Studies
- and in call number ranges
 - B 4301-4495 Philosophy, Modern – 1450 and forward – Scandinavia
 - BR 972-1019 Christianity in Scandinavia
 - BV 2000-3999 Missions. Evangelism. Revivals.
 - BX 79-00-8090 Lutheran Churches
 - CS 1-3090 Genealogy
 - DL 1-1180 History, Northern Europe – Scandinavia
 - F576-675 United States Local History. WI, MN, IA, ND, SD, N
 - HM 477 Sociology by Region or Country. (with focus on Midwestern US or Scandinavia)
 - JN 7000-7999 Political Institutions and Public Administration. Europe – Scandinavia
 - KJR 0-4999 Law of Europe. Denmark
 - KJT 0-4999 Law of Europe. Finland
 - KKG 0-499 Law of Europe. Iceland
 - KKN 0-4999 Law of Europe. Norway.
Please note: there is no LC range *for Law of Europe. Sweden*)
 - PD 1501-5929 Germanic Languages. (Languages and Literatures). North Germanic.
Scandinavian.
 - PH 501-1200 Finno-Ugrian, Basque (Languages and Literatures). Finnish (Proper)
 - – and – Other Finnish languages and dialects
 - PT 7001-9999 Germanic Literatures. Scandinavian Literature

Appendix D

Guidelines for the treatment of NAHA duplicates in the St. Olaf College Library's Special Collections

Introduction / Rationale

St. Olaf Libraries, in accordance with the 1959 agreement made between the College and Norwegian-American Historical Association (NAHA), will continue to house and care for books and other printed material belonging to NAHA.

In 2012, archivists for NAHA, the Shaw Center for College History & College Archives and the Head of Collection Development for St. Olaf College Libraries met to discuss further protection of items in the St. Olaf Library Collections of significance to Nordic and Nordic-American Studies, and to St. Olaf's heritage. Special attention focused on the extensive collection of Norwegian- and other Nordic-American Imprints, as well as on NAHA materials in the general collection. Since then, a significant number of items have been pulled from the general circulating stacks for protection in the Library's Special Collections.

The Library's Heritage Advisory Committee agreed that NAHA items should be included in this protected body of materials. As a result, in 2012 and 2013, library staff identified materials to be moved to special collections. Materials were also gathered from other disparate locations, including NAHA Offices, and the Shaw Center for College History & College Archives.

Once materials were centralized and cataloged, we became aware of significant duplication. Extensive duplication served as reasonable protection of NAHA and other heritage items in the past because it guarded against loss and damage. However, now that these items are housed in a protective environment, do not circulate, and are available for viewing by appointment only, over-duplication of materials is counterproductive.

To move forward, we are developing a plan for limited duplication and responsible redistribution of materials to other educational and historical institutions. As of January 2013, the Libraries have completed a preliminary list of exchange institutions, and we are in the early stages of creating lists of items to be made available for exchange in the future.

1. Guidelines for Treatment of Duplicate Titles

To guide us as we begin our work, Archivists, Librarians and the members of the Heritage Advisory Group have agreed that for the purposes of this project and collection:

- 1.1 *Duplicates* are defined as items with the same title, authorial, editorial and publication information, and would therefore share a bibliographic cataloging record. Titles in subsequent editions or republication will be considered discrete items.
- 1.2 Materials considered under these criteria are those identified as HERITAGE which reside in the St. Olaf Library Special Collections. These criteria should be applied to items owned by the St. Olaf College, as well as those under ownership of the Norwegian-American

Historical Association. (NAHA materials are identified with the call number suffix NAHA. Additionally, they have been coded HERITAGE in item record code 2.)

- 1.3 Significant provenance will be established in a list vetted (and if necessary, updated) annually by the members of the Library's Heritage Advisory Group.
 - 1.4 The St. Olaf College Libraries will **retain up to four duplicate monographic items.**
 - 1.4.1 If the item is both a Nordic-American Imprint *and* the author or editor is/was a St. Olaf College faculty member, the **Libraries will retain up to six items.**
 - 1.5 The Libraries will retain those items in the best physical condition, taking provenance and significant marginalia into consideration.
 - 1.6 After two copies "in best physical condition" have been attained, those with special provenance or marginalia that makes the item more historically interesting or significant will take precedence over third or fourth "best condition".
 - 1.7 Duplicate 5th+ titles with significant provenance or marginalia will be considered for retention on a case-by-case basis.
 - 1.8 Remaining duplicates, including duplicates of indeterminate provenance (i.e. with no documented or other physical evidence of provenance) will be made available on exchange to other institutions.
2. **Treatment of copies containing miscellaneous inclusions** (newspaper clipping showing a photo of the men who inspired the characters in the book; child's valentine, photographs, etc.):
- 2.1 A note will be made in the book's item record, detailing the items found with as much detail as is available at the time of discovery. So that these items can later be easily searched, each description should begin with "Inclusion(s):"
 - 2.2 A bib-record note should indicate "Copy X contains inclusions". At a later date, the libraries will gather all item records with inclusions and begin digitizing these artifacts, which then can be directly linked to the inclusion note in the catalog.
 - 2.3 If the inclusion is a newspaper clipping, library staff will scan the clipping and email the scan to the Associate Archivist, along with the descriptive information listed in section 2.1 of this document, as well as the item number and all basic bibliographic information.
 - 2.4 The book/item will be boxed, regardless of condition, with an additional label indicating the number of inclusions, and the description for each as listed in 2.1 of this document.
 - 2.5 Inclusions will be sleeved in mylar, labeled to identify it as an inclusion to the book in which it was discovered. The sleeved inclusion will then be placed with the book inside the book box.
3. **Serial and Annual Sets:**
- 3.1 The St. Olaf College Libraries' Heritage Advisory Group will review duplicate serial and annual sets, making decisions regarding retention on a case-by-case basis, and retaining those issues in the best condition. Remaining duplicated runs, or individual volumes and issues will be made available for exchange.

Appendix

Original Agreement

An agreement was reached between NAHA and St. Olaf College at an Executive Board Meeting of the Norwegian-American Historical Association on May 23, 1959. The minutes of that meeting relating to the agreement read as follows:

The St. Olaf College Librarians, Mr. Leigh Jordahl, offered to take over the organization of the Archives. Mr. Jordahl explained that a trained cataloger would take complete charge of cataloging all the material collected by the NAHA. He further explained that one cataloger would be prepared under the name of the Association, while duplicate cards would be integrated with the college catalog.

The following resolution was unanimously carried:

Resolved that the Norwegian-American Historical Association accept with gratitude the generous offer from St. Olaf College to take over the management and organization of the Archives. It is further resolved that the St. Olaf Librarian may, in any manner he thinks fit, integrate the cataloging of the NAHA collection with the card catalog of the St. Olaf Library; also, the librarian and cataloger are to have unqualified authority in all matters pertaining to organization; however, the Association will continue to determine what materials will be included in the collection; finally, the Secretary is to write to President Clemens M. Granskou expressing the gratitude of the Executive Board.

From the October 2007 Agreement between NAHA, Archives and the College

Paragraph 2.6 Archives

St. Olaf will continue to provide space, facilities, and curatorial services for the NAHA manuscript collection at the Center for College History, and continue to catalog and house the NAHA book collection in its library in such a manner as it determines reasonable in its sole discretion (the manuscript collection and book collection collectively referred to as the "Archives"). St. Olaf shall use its best efforts to keep the Archives intact and maintained in a professional manner. The Director of the Center for College History shall be the NAHA Archivist. The cost of day-to-day management and maintenance of the archives shall be funded first by income from the Fosholt-Hyde Fund and, to the extent there are insufficient assets in such Fund, St. Olaf shall bear such costs. NAHA will not be responsible for any of the costs of maintaining the Archives after the Effective Date, but it will continue to seek funds to support and improve the Archives which shall be distributed to St. Olaf for the maintenance and support of the Archives. NAHA will also engage in additional fundraising activities to provide additional support of the Archives as well as special programs or activities.

Appendix E

JOB DESCRIPTION

POSITION TITLE: Special Collections librarian

REPORTS TO: Head of Collection Development

PRIMARY FUNCTION:

The Special Collections Librarian works as part of a team of Librarians devoted to the ongoing preservation and access of the College's unique collections. Reporting to the Head of Collection Development, the Special Collections Librarian ensures that the goals and objectives of the Libraries are met with regard to Special Collections; supervises student workers; works collaboratively with members of the St. Olaf and Carleton library staffs, NAHA, the College Archives, and the Hong Kierkegaard Library.

The Special Collections Librarian will be responsible for developing the rare book collections (both via purchase and gifts). In collaboration with a team of relevant staff members, s/he will help prioritize and coordinate cataloging efforts and collection maintenance for special collections materials. S/he will also provide reference, teaching and outreach services for these collections, and help identify items and sub-collections for digitization.

As a member of the Bridge Consortium, the Special Collections Librarian will work collaboratively and in tandem with peers at Carleton College to ensure that work is not duplicated and that costs are contained or reduced. Additionally, the Special Collections Librarian may be asked to provide services to Carleton College and is responsible for participating in all appropriate Bridge working groups, meetings and functions.

S/he represents the department on library committees and councils as appropriate; and interacts with faculty, students, staff, administrators, alumni, external researchers, and professional and bibliophilic organizations.

AREAS OF RESPONSIBILITY:

1. Planning and executing outreach programs designed to integrate special collections into the curriculum, making rare books and other unique collections accessible to the campus community and broader scholarly community. This includes providing hands-on learning experiences for students in the use of primary sources.

2. Partnering with campus stakeholders to develop innovative ways to use the collections to enhance alumni relations and communication. This includes, but is not limited to, collaborating with library staff on exhibitions, publications, website development, and other projects; developing programs and services to acquire, process, digitize, curate and provide access to special collections and archives; and working collaboratively in a team environment with staff in Technical Services, Reference and Instructional Services, and Digital Projects on a range of ongoing projects and new initiatives.
3. As part of managing the collections, the Special Collections Librarian will be responsible for working with a group to develop new spaces for the use, maintenance and housing of the collection.
4. Contributing to Library strategic planning, service development, and assessment.
5. Play a leading role in determining the feasibility of Rolvaag staff assuming responsibility for collection management, cataloging, and maintenance of the Hong-Kierkegaard Library collection. And if appropriate, develop a long-range plan for integrating the care and maintenance of that collection into the staffing workflows of Rolvaag Library's Special Collections.
6. Supervising a team of student employees.
7. This position is a member of the Bridge Consortium and works collaboratively and in tandem with peers at the Carleton College library to ensure that work is not duplicated and that costs are contained or reduced. Additionally, this position may be asked to provide services to the Carleton College library, and is responsible for participating in all appropriate Bridge working groups, meetings, and functions.
8. Monitors and evaluates trends and developments relevant to academic libraries, particularly in the areas of metadata standards, cataloging practices, authority control and digital collections.
9. Participates in local, regional, and national organizations as appropriate. Represents the Libraries at external forums at the state, regional and national levels.
10. Other responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES:

Supervises student employees.

CONTACTS:

Library staff at St. Olaf and Carleton College. Faculty, staff, and students at St. Olaf. Library and Archives staff at the Kierkegaard Library, NAHA, and the College Archives, as well as outside visitors and guests to Special Collections.

EDUCATION:	Essential:	Master's degree in Library and Information Science from a program accredited by the American Library Association, or an advanced degree with relevant experience.
EXPERIENCE:	Essential:	Minimum 3 years in a library setting with special collections experience with responsibilities in arranging and describing collections, collections management, reference, and project management.
	Desirable:	Reading fluency in Norwegian or another Nordic language.
		Second master's degree in humanities.
		5 or more years in a library setting with special collections experience with responsibilities in arranging and describing collections, collections management, reference, and project management.
KNOWLEDGE, SKILLS, ABILITIES:		Knowledge of current issues and trends in collection management, preservation standards and practices, digital projects, and archival practices and descriptive standards.
		Excellent oral and written communication skills and the ability to speak to a wide range of audiences, such as faculty, students, scholars, donors, development staff, alumni, and the general public.
		Strong organizational and project management skills and the ability to perform effectively in a collaborative environment.
		Successful and creative management of student-staff and operations.
		Ability to work effectively with scholars and donors.
PHYSICAL DEMANDS:		This position requires working with (and in the vicinity of) materials that may contain or produce dust, molds, and other allergens.

WORKING ENVIRONMENT:

Library

WORK SCHEDULE:

FTE: 1.0

Regular business hours. Occasional evenings or weekends may be required for special events.

APPROVAL:

College Librarian

DATE:

December 19, 2013