

PaLA Committee Report, April 2008

Committee: Archives Committee

Committee Chair: Bernadette A. Lear, Penn State Harrisburg Library, Middletown,
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Other Committee Members: Janice Trapp, James V. Brown Library, Williamsport,
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Date of last meeting: December 17, 2007 (however, Bernadette Lear works with the archives about 4 hours per week at PaLA headquarters)

Priorities of the Committee for 2007/2008:

- Ensure preservation and organization of PaLA's historical documents
- Raise awareness about PaLA's contributions to Pennsylvania and library history

Tasks Completed:

- Organized PaLA's existing archival documents into coherent series, including Executive Board Files, Administrative Files, Division Files, Committee Files, Round Table Files, Chapter Files, Conference Files, Legislative Files, Publications/Research Files, and Affiliated Organizations Files
- Returned National Library Week contest scrapbooks and other materials to originating libraries
- Compiled a folder-heading list of the collection as it currently exists. A more descriptive "finding aid" to the collection, including a brief history of PaLA, be added when more recent materials are transferred to the archives
- Published one article about the archives in *PaLA Bulletin* (see February 2008 issue)
- Submitted one article about the archives to ALA Library History Round Table's *LHRT Newsletter* (should be published in Spring 2008)
- Answered one reference question pertaining to PaLA's history (credited in Spring 2008 issue of *Pennsylvania Heritage*)

Tasks in Progress:

- Compiling a chronology of PaLA's history, based on Executive Board files and other archived materials
- Working with Glenn Miller, Ellen Wharton, and others to transfer recent records to the archives
- Identifying the subjects of unlabeled photographs and AV materials; once identified, will interfile them in the archives and list them in the folder-heading list

Questions for the Executive Board:

- The guidelines pertaining to the archives (as written in PaLA's manual) are outdated. What is the procedure for updating them? Do revisions have to be approved by the Board or any other body?
- In order to identify unknown subjects in some of our archival photographs, I would like to publish the photographs in a *Bulletin* article and/or on the PaLA web site, using the theme "PaLA's Most Wanted." The idea is to solicit information from PaLA members to identify the photos, in a similar way as the Enoch Pratt Free Library has done for items in its photograph collection (see <http://www.mdch.org/wanted/>). Does the Executive Board think this idea is in good taste? Besides getting permission from the Pratt Library to use their idea, are there any other permissions that should be sought?