

PaLA Committee Report, September 2008

Committee: Archives Committee

Committee Chair: Bernadette A. Lear, Penn State Harrisburg Library, Middletown, BAL19@psu.edu, 717-948-6360

Other Committee Members: Janice Trapp, James V. Brown Library, Williamsport, jtrapp@jvbrown.edu, 570-327-2951 (2007/2008); Mary Garm, Albright Memorial Library, Scranton, garm@albright.org 570-348-3003 (2008/2009)

Date of last meeting: December 17, 2007 (however, Bernadette Lear works with archival matters about 2 hours per week from her office)

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- Ensure preservation and organization of PaLA's historical documents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 Since Last Report:

- Revised "Archives" section of PaLA's Policies and Procedures manual (currently under review; see attachment)
- Published one article about PaLA's early history in *PaLA Bulletin* (see June 2008 issue)
- Wrote another article about PaLA's archives for *PaLA Bulletin* (will be published in October issue)
- Provided on-site consultation regarding archival organization and preservation to one library (Cleve Fredricksen Library, Camp Hill, Cumberland County)
- Obtained copies of pre-1945 PaLA-related materials from the ALA archives at University of Illinois and integrated them into PaLA's archives

Tasks in Progress:

- Seeking Penn State IRB approval to begin a PaLA oral history project. Before Penn State employees (such as committee chair Bernadette Lear) can begin research which involves human participants, Penn State's Institutional Review Board must review and authorize the project.
- 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:

None at this time