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Preservation Working Group Minutes for December 3, 2007

Consortium of Academic and Research Libraries in Illinois

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Preservation Working Group Minutes

December 3rd, 2007

Conference Call

Members Attending: Kathy Boyens (Olivet Nazarene University), Kim Hale (Columbia College Chicago), Anne McKearn (Aurora University), Alyce Scott (Illinois State Library), Jennifer Hain Teper (University of Illinois at Urbana Champaign), Lynne Thomas (Northern Illinois University)

Staff Attending:

Elizabeth Clarage

I. Announcements and Updates

- Lynne will be working on a manuscript for Special Collections 2.0 Guide, for integrating technology into special collections. Any working group members that have ideas to contribute to Lynne are welcomed to do so.

II. Program "Special Collections on a Shoestring" development for March 2008

- Location and dates: Tuesday March 11th (Northern) Wednesday March 19th (Wesleyan) Jennifer will confirm date with Meg Miner at Wesleyan for the library's auditorium.
- Budget: approved for \$1,838 through the Program Planning Committee. This will cover registration and food for participants and travel for speakers.
- Program Schedule: see wiki page for program. Generally, everybody thought the outline looked great.
- Participants:
 - Limit 2 attendees per institution until 1-2 weeks before the program.
 - Open registration in January (allow waitlist in by mid/late February). Will need a final caterer count by February 29th. CARLI will manage the registration
- Elizabeth will send out "Save the Date" in late December/early January. Lynne and Jennifer will get her a short blurb on the program for this purpose by December 14th. By the end of December we should also have a final agenda to Elizabeth for registration purposes.
Any handouts for the program should be sent to Elizabeth by Monday the 3rd of March. Jennifer will pick them up to take to each event from the Urbana CARLI office. CARLI will also take care of name badges.

III. Website Development

- Goal for working group to have significant content by February 4th meeting.
- Elizabeth will send out weekly reminders for each of us to add one link per week to Wiki.

IV. Other Business

- February meeting will be in Chicago at Columbia College in the Conference Room on the 5th floor, 624 S. Michigan Avenue. Meeting will be from 10:30-2:30 pm
- One topic for discussion will be to begin plans for a fall program in September or early October.