

SCAMeL Professional Development Librarian Exchange Program
Final Report
May 10, 2016

Participant:

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University of Texas Southwestern Medical Center

Institutions visited:

John P. Isché Library
Louisiana State University Health Sciences Center – New Orleans
February 24, 2016

Rudolph Matas Library of the Health Sciences
Tulane University
February 25, 2016

Goals of visit:

As UT Southwestern Library continues to redefine services and roles, we have found that we must improve access and discovery for our special and digital collections. This includes a growing need to identify, catalog, and classify a wide range of archival materials. As a relatively “new” cataloger, I have never had much exposure to or experience with describing and cataloging finding aids, record groups, letters, medical artifacts, etc. It would be very beneficial to explore how other libraries – in particular, LSU and Tulane – catalog and represent unusual or unique archival collections and items, such as Tulane’s Roger Post Ames Collection ([catalog/finding aid](#)) and the LSU Health Sciences Center Catalog/Bulletin ([catalog/digital library](#)).

The UTSW Library is also exploring using LibGuides to replace or enhance our existing website. I work with other library staff to edit content for our in-house website portals and customized links database. It would be useful to see how both host libraries use LibGuides, especially for managing website links and resources.

Itinerary:

February 23

Flight from Dallas to New Orleans

February 24 – LSUHSC-NO

8:30 – 9:30 a.m.	Arrival/Tour/Introductions – Jennifer Lloyd
9:30 – 10:30 a.m.	Old & Rare Overview – Old & Rare team
10:30 – 11:30 a.m.	Processing Collections – Marlene Bishop
11:30 a.m. – 12:30 p.m.	Cataloging Collections – Hanna Kwasiik
12:30 – 2 p.m.	Lunch

2 – 3 p.m. Digitization – Digitization team
3 – 4 p.m. LibGuides – Jennifer Lloyd & Wesley Lucas

February 25 – Tulane

8:30 – 9:30 a.m. Arrival/Tour/Introductions – Neville Prendergast
9:30 – 10:30 a.m. Access: Indexing and metadata of collection. Cataloging, integration with library discovery tools and general discovery in the online environment. – Mary Holt
10:30 – 11:15 a.m. Digitization process: Issues in digitization and a discussion of selection of materials. Information on the loading of objects into Islandora (Tulane Digital Library) with metadata (converted from CONTENTdm). – Mary Holt
11:15 a.m. – 12 p.m. Tour of Historic Collections. Discussion of evaluation and appraisal, arrangement and housing. Discussion of preservation and conservation issues.
12 – 1 p.m. Lunch
1 – 2 p.m. Use of the LibGuides product for local historic information – Mary Holt
2 – 2:30 p.m. Marketing. Discussion about what we might do in the future and issues. – Mary Holt
2:30 – 3 p.m. Other related issues (website and LibGuides) – Keith Pickett
3:30 p.m. Leave for airport
Flight from New Orleans to Dallas

How goals were or were not met by visit:

All of my goals were met during my visits to the libraries. Both libraries have very different policies and procedures for handling special and digital collections, and it was very informative to see practical applications in both environments. The visits also provided some insight into other ways we might manage the process at our institution.

Lessons learned:

Naturally, there are differences in how each library processes and manages their special and digital collections, primarily because of the different campus organizational structures and available resources. But the visits provided an opportunity to network with colleagues – many of whom I've known for year – on a totally different topic

The provenance or historical background of materials within a collection are essential to understanding the importance of the materials and/or the preservation needs. This is especially true when collections or materials are donated by individuals. LSUHSC shared a copy of their "Donation Details" form (the blank form, as well as an example of an in-progress form), which allows for the recording of who is donating the materials, why they are being donated, and what is being donated (e.g., number of boxes, with specific inventories of the materials in each box).

Being able to see a practical application of LibGuides – such as [Tulane University's Contributions to Health Sciences research and education: A Guide: A-Z List of Notables](#) – also provided some presentation and organization ideas that I could bring back and share with colleagues as we begin to implement LibGuides at UTSW.

Suggestions for improvement:

I can't really think of any suggestions. The application process was very easy—once the proposal was written, of course. And it was indeed a wonderful opportunity to meet with the staff who are involved in processing or maintaining these collections at both libraries.

Final comments:

SCAMeL Board, thank you for the opportunity to visit these institutions! It was definitely worth it, and I learned quite a bit.

And thanks should also go to the LSUHSC and Tulane staff for taking all of the time and trouble to meet with me and share your knowledge and expertise!