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# **CARLI Archives Task Force**

# **DRAFT Project Plan 2023-2024**

The Archives Taskforce would like to provide support to CARLI members who steward archive materials in their libraries. We will assist our members in assessing and planning for the care and access of archival collections. This support will apply to all institution and collections sizes.

For this proposal, Archives are defined as “an institution or an administrative unit of a library responsible for managing materials outside the general library collection, including rare books, archives, manuscripts, maps, oral history interviews, and ephemera.” (Dictionary of Archives Terminology)

Our primary project will be to create a **Special Collections & Archives Resource Page** to provide information and resources about managing archival collections. This would be similar to the [CARLI Preservation Resources](https://www.carli.illinois.edu/products-services/collections-management/preservation-resources) webliography of preservation and conservation site.

This resource page would include pdf copies of forms, policies, procedures, and guidelines used in managing archival collections. Also, links to any freely available webinars related to specific archive topics.

These links will be checked by the CARLI Archives Taskforce for accuracy every three months. The **Special Collections & Archives Resource Page** will be for informational purposes only; inclusion of sites will not constitute an endorsement.

**Suggested Resource page topics**

* Administrative (Policies/Statements, loans, permission to publish, transfer forms, Deeds of Gift, Deposit, Transfer Agreement
* Accessions (inventory guidelines, forms)
* Processing
* Access and Use (patron and reading room forms, copying and reproduction forms)

**Next Steps:** To provide guidance to CARLI member libraries, we will compile a list of recommend web resources:

* Create a list of recommended resources by sending out notices to CARLI member libraries to share their content related to specific topics, such as: mission statements, collection policies, etc. (whatever is needed for each resource page)
* A call would be placed for a specific topic (every other month)
* Archives Task force members will assess and evaluate contributions (highlight good examples)
* Create resource page with items and links to short educational videos related to specific topic—include definitions of these items or activities (e.g., Dictionary of Archives Terminology)

**Timeline:**

**December**: Develop email to send to CARLI members as well as calendar of topic to cover.

**January 8:** Task force to share possible forms, policies or suggested links for topic TBD.

**January 16:** Send out email with deadline February 2nd.

**February 5:** Archives Taskforce review contributions and begin draft of webliography (layout of page/information) and send out reminder email for contributions.

**March 4:** Archives Taskforce review draft of webliography page; Task force to share possible forms, policies or suggested links for next topic.

**March 13:** Send out email with deadline of March 29th.

**April 1:** Archives Taskforce review contributions and begin draft of webliography and send out reminder email for contributions.

**May 1:** Archives Taskforce review draft of webliography page; Task force to share possible forms, policies or suggested links for next topic.

**May 15:** Send out email with deadline of May 31st.

**June 3:** Archives Taskforce review contributions and begin draft of webliography and send out reminder email for contributions.

**Future endeavors:**

The Archives Taskforce vision for future endeavors focuses strongly on outreach to all area libraries, with a special focus on smaller libraries with few resources for archives. Several means of achieving this have been proposed. Among them are:

* Training on or how to facilitate internships for students.
* Hosting workshops or online seminars depending on the topic.
  + Sending a survey on types of workshops most helpful to our members