



DLA Annual Report for 2001/2002

For the first time since the Scholarly Communications Project and the Special Collections Department merged, the Digital Library and Archives began to work as a cohesive unit. With all vacancies filled and the addition of term appointments, the department has had time to plan (see DLA Goals App. A) for the future instead of just reacting to current demands or crises. DLA preserved, organized, and made accessible historical and current resources, and provided reference, instruction, and access to the unique resources in our rare books, manuscript, and archival collections. In addition, DLA worked with the university community to help them create online resources and to use digital library resources and services. More ETDs and digital images were available through systems designed and maintained by the department. Like University Libraries, DLA is dedicated to meeting the university community's information, curricular, and research needs wherever they are located. DLA collaborated with members of the university community to collectively position the university as a top-tier research institution.

TABLE OF CONTENTS

- PERSONNEL
- ORGANIZATIONAL IMPROVEMENTS
- TEACHING AND LEARNING
- MAJOR SPECIAL COLLECTIONS USERS
- SCHOLARLY PUBLISHING
- GRANTS
- PLANNING AND BENCHMARKING
- REPRESENTING THE LIBRARY AND THE UNIVERSITY
- RESEARCH, SCHOLARLY AND PROFESSIONAL ACTIVITIES
 - CONTINUING EDUCATION
 - CONFERENCE ATTENDANCE
 - PRESENTATIONS
 - PUBLICATIONS
 - IN-HOUSE PUBLICATIONS
 - WEB SITES (NEW OR SUBSTANTIALLY MODIFIED)
- SERVICE ACTIVITIES
 - LIBRARY SERVICE
 - EXHIBITS
 - UNIVERSITY SERVICE
 - REGIONAL/STATE SERVICE
 - NATIONAL SERVICE
 - INTERNATIONAL SERVICE
- GOALS FOR 2002/2003
 - GRANT IDEAS UNDER RESEARCH AND DEVELOPMENT:
ADDITIONAL PROGRAMMING SUPPORT MAY BE NEEDED

APPENDIX A: DLA GOALS
APPENDIX B: ACCESSIONS
APPENDIX C: PROCESSED COLLECTIONS
APPENDIX D: EAD FINDING AIDS FOR THE VIRGINIA HERITAGE PROJECT

APPENDIX E: COLLECTION DEVELOPMENT
APPENDIX F: POLICIES AND PROCEDURES
APPENDIX G: REFERENCE STATISTICS
APPENDIX H: CATALOGING STATISTICS
APPENDIX I: TEACHING AND LEARNING

PERSONNEL

Filled librarian/faculty positions

- Jennifer Gunter, Coordinator of Special Collections, Oct. 10
- Catherine O'Brien, Manuscripts Curator/Processor, April 1

Filled staff positions

- John Jackson, Library Practitioner, Sept. 1
- Carolyn Kletnieks, Programmer, May 10
- Clayton McGahee, VHP Editor, Mar. 18

Hosted Library Associate: Colleen Major, Spring Semester

ORGANIZATIONAL IMPROVEMENTS

Now that the department is fully staffed, DLA made exceptional workflow improvements, and made available additional information resources including

- Centralized record keeping, with improved department-wide records on a shared server staff and students distribute
 - Accessioned Collections: See Appendix B
 - Processed Collections: See Appendix C
 - EAD Finding Aids: See Appendix D
 - Collection Development (Materials Allocations/Expenditures): See Appendix E
- 2300 Torgersen established as DLA Cataloging Office, giving three staff quiet environment
- 101A Newman became well organized space processing and storage large format materials (e.g., architecture collections) assisted by Beverly
- 109 Newman principle workstations for student web workers and receiving point for sizeable collections
- Shelf-read unprocessed manuscript collections, Reading Room, and Rare Book Room, updating library's online catalog with accurate location and circulation information
- Reviewed priorities, policies, and web pages; new and continuing staff drafted revisions and documented practices based on research and experience, both locally and from their other institutions. Staff learned to access internal policies on the DLA server and to add public policies to the DLA web site. See Policies in Appendix E.
- Reference Statistics: see Appendix F
- Cataloging Statistics: see Appendix G

TEACHING AND LEARNING

DLA staff taught 19 classes, including the departments of history, education, art, and architecture, and advised graduate students in history, architecture, and computer science. (See Appendix H.)

MAJOR SPECIAL COLLECTIONS USERS

In the Reading Room staff served over 900 on-campus library users during its public hours (35 per week) and by appointment, while responding to 3000 reference queries via computer, telephone, and postal service. DLA staff provided particular assistance, among many others, to

- Connie Anderson—AAUW 75th anniversary video, *American Association of University Women Historic Highlights, 1926-2001, Blacksburg, Virginia*
- Elizabeth Hahn Chancey—video on student unrest in the 1970s

- Hampton University, educational photographic exhibition: *Don't Grieve After Me: The Black Experience in Virginia 1619-2001*
- Biochemistry Department Oral History Project, including augmenting web site with sound clips. Kendall King papers (former department head; groundbreaking work with Mother Craft centers)
- Urban Franklin (class of 1921), one armed baseball player, one of first MAs in agriculture
- German Club History, Henry Dekker and other alumni (goal: 1,000 page book)

SCHOLARLY PUBLISHING

(Charted access statistics will be available by mid-July.)

- Worked with 13 ejournal editors to ensure timely and accurate publishing, and three potential new ejournals: *Banistera*, *College Literature*, *Journal of Electronic Theses*
- Improved access to ETDs
 - Major overhaul of etd.vt.edu, of primary importance to graduate students for instruction and submitting ETDs
 - Negotiated with authors, advisors, and Graduate School to broaden access and reduce number of ETDs restricted and withheld
 - Added the 4000th ETD!



- Circa 30,000 images available: Wills worked closely with Digital Imaging personnel, continued successful negotiations on pricing with Digital Imaging, financial support from the new resources such as the Culinary History Advisory Board, additional materials digitized, such as those from Christiansburg Institute (1300)
- More classes made Special Collections their classrooms; projects resulted in circa 400 additional art images (See Arnold and Fariello in App. H.)

GRANTS

- SARHC (South Atlantic Regional Humanities Center): Supported successful NEH grant for \$380,000 awarded to Virginia Tech, the Virginia Foundation for the Humanities, and the University of Virginia. McMillan named director of SARHC digital library (see <http://scholar.lib.vt.edu/SARHC>)
- "Birds of a Feather: A Library-Museum Collaboration to Develop a Replicable Model for Dissemination of 3-D Objects" Application to IMLS (\$350,000) with the VT Virginia Natural History Museum and Nueweb (see <http://scholar.lib.vt.edu/BirdsIMLS.pdf>)
- Dr. Martin Luther King, Jr. Living History Memorial and Public Policy Center, supported Virginia Tech's application to the VA General Assembly
- "Documenting Diversity at Virginia Tech," Office of Multicultural Affairs, \$15,000 for Graduate Assistant, renewed 2001-02
- "National Graduate Student Research Development Initiative" led by Prof. Joseph Moxley, University of South Florida, unsuccessful FIPSE ETD grant (\$500,000)
- "Islamic Oral History Narrative and Memory Project" unsuccessful EOAA Diversity Incentive Grant

Continuing grants:

- NEH Virginia Heritage Project (extended through Dec. 2002)
 - Created online survey: VHP User Satisfaction Assessment http://lumiere.lib.vt.edu/surveys/take_survey.php3?set_ID=VHPuserSurvey2002
 - Funding extended through Dec. 31, 2002, funds redistributed: hired McGahee
 - 37 EAD finding aids available from VT at (see list in Appendix D or <http://ead.lib.virginia.edu/vivaead/cgi-bin/eadform.pl>)

NSF DLNET (extended through June 2002) <http://www.dlnet.vt.edu/>

PLANNING and BENCHMARKING

DLA established goals as documented in Appendix A to facilitate planning for 2002/03 and beyond (including establishing collection processing priorities).

- Measured physical space and collections in Special Collections to facilitate architects' conceptual plans for expansion; contributed to improved record keeping procedures
- Libraries' Strategic Planning: McMillan and Kennelly served on the Collections, Preservation, and Physical Spaces committees.
- Provost's Library Review: every DLA staff member served on a goal writing team
 - Gunter: Development
 - Jackson: Staffing
 - Kennelly: Physical Spaces
 - McMillan: Collection Development, Preservation
 - Nester: Instruction
 - Wills: Services
- <http://lumiere.lib.vt.edu/surveys/>
 - Hosted surveys to gather data
 - VHP: User Satisfaction Assessment at lumiere.lib.vt.edu/surveys/
 - LFA: Promotion & Continued Appointment Survey
 - 2002 Humanities Publishers Survey re ETDs
 - Used survey data collected from ETD authors and readers to prepare publications and presentations in addition to influencing web design and document processing

Representing the Library and the University

Individuals and delegations came to VT

- To learn about how we use technology to improve library services and access to information resources, including
 - Immigration and Naturalization Services
 - Bill Ferris, past head of NEH
 - Ann Lally, University of Arizona
 - Brigham Young University delegation
 - Dr. Heinrich Stamerjohanns; University of Oldenburg,
 - Southwest Virginia Medical Librarians
 - University of North Carolina at Greensboro
- To see our unique resources and how we organize, preserve, and provide access in Special Collections and to possibly donate materials or support for the collections. (See Accessions in Appendix B)
 - Ronald Alt, Mr. Thomas Perdue
 - Mr. and Mrs. Perkins
 - Mr. and Mrs. Brown
 - Mrs. Martha Pascoe
 - Mrs. Betty Bailey Carlson
 - Mrs. Ethel Gross

Sometimes we traveled or participated in conferences call to share our experiences:

- Bristol Public Library
- Duquesne University
- University of New Brunswick Libraries
- University of North Carolina at Greensboro

RESEARCH, SCHOLARLY AND PROFESSIONAL ACTIVITIES

DLA's staff understand the importance of actively participating in professional activities. On a variety of levels they contributed professionally by sharing their knowledge and expertise through publications (both traditional and online), by attending as well as by presenting at conferences, and by continuing their education and training.

CONTINUING EDUCATION

On their own initiative and with support from their supervisors, DLA staff participated in

- All Else is Moot, April 19
- Continuous Process Improvement, University Leadership Development, August 7
- Customer Service, SOLINET, October 11
- Effective Meeting Skills Workshop, September 25

- History of Cultural Diversity at Virginia Tech, May 21
- Humanities-Funding Workshop, 3/19/02
- Librarians and Information Technology, Horizon Teleconference, November 13
- Plagiarism, December 11
- S.E.A.S. Supervisor Instruction, 12/19/01
- VHP EAD Workshop, 5/21

CONFERENCE ATTENDANCE

- Rare Book and Manuscript Section (ACRL) preconference in Atlanta, GA, June 10-14 (JG)
- 5th International Symposium on ETDs, Brigham Young University, May 29-June 19, 2002
- MARAC Spring Conference, Towson Maryland, April 17-20
- IMLS WebWise 2002, Johns Hopkins University, March 20-22
- MARAC Virginia Caucus Meeting, Roanoke, March 13
- Charleston Acquisitions Conference, Nov. 1-2
- Virginia Tech Intellectual Property Conference, Nov. 8
- Southwest Virginia Archives and Historical Repositories Consortium Workshop, Salem, Nov. 7
- Virginia Library Association Conference, Oct. 18-19
- Virginia Library Association Paraprofessional Forum, [when?]
- Society of American Archivists, Aug. 29 – Sept. 1
- Future of Special Collections in ARL Libraries, Brown University, June 27-29

PRESENTATIONS

McMillan, Gail, with Joan Lippincott (CNI) and John MacColl (University of Edinburgh), "ETDs: Building an Institutional Asset in a Global Context" CNI/JISC Conference, Edinburgh, June 26, 2002.

Kennelly, Tamara, "Oral History on the Internet: Narratives from Pioneering Black Students at Virginia Tech," 12th International Oral History Conference, Pietermaritzburg, KwaZulu-Natal, South Africa, June 25, 2002.

Kennelly, Tamara, "Building Digital Bridges: Special Collections in Cyberspace," Virginia Library Paraprofessional Forum, University of Richmond, May 21, 2002.

McMillan, Gail, "Copyright: Practical Applications for the Future Professorate" Graduate School, Virginia Polytechnic Institute and State University, April 3, 2002.

<http://scholar.lib.vt.edu/copyright/Cright4FutureProfs.ppt>

McMillan, Gail, "Legal Issues in Developing Digital Libraries: Is it Funambulism?" ALICE (Appalachian Library Information Cooperative Endeavors) Library Directors' Retreat, Nov. 9, 2001, East Tennessee State University. <http://scholar.lib.vt.edu/presentations/ALICEright.pdf>

McMillan, Gail, "Electronic Theses and Dissertations: Libraries and Publishers," with John Hagen (WVU) and Nan Seamans (VT). 21st Annual Charleston Conference: Issues in Book and Serial Acquisitions, Nov. 1, 2001.

<http://scholar.lib.vt.edu/theses/presentations/CharlestonETD/gails.pdf>

McMillan, Gail, "Access to Electronic Resources: Archives and Theses Come out of the Attic" Virginia Library Association, Oct. 19, 2001, Richmond, VA.

Kennelly, Tamara, Panelist, "Civil Rights at Virginia Tech; Past, Present, & Future," Civil Rights Weekend, Virginia Tech, September 21, 2001.

Kennelly, Tamara, "Reaching Across Time and Space to Reclaim the History of the First Black Women Students at Virginia Tech," Canadian Women's Studies Association (CWSA) Conference at Congress of the Social Sciences and Humanities, Quebec City, May 25, 2001

McMillan, Gail et al. Copyright, online learning opportunities

- Transition to Digital Advisory Group, Legal Issues Working Group: <https://internal.cns.vt.edu/projects/paperless/wgdocs.html/copyright.pdf>
- FDI 2002: http://www.fdi.vt.edu/FDI_Support/copyright/

PUBLICATIONS

- McMillan, Gail, "The Networked Digital Library of Theses and Dissertations: Changes in the University Community," Edward A. Fox, Marcos André Gonçalves, Gail McMillan, et al. *Journal of Computing in Higher Education*, 13: 2 (Spring 2002): 102 -124.
- McMillan, Gail, *Guide to Electronic Theses & Dissertations*, UNESCO, 2001
<http://etdguide.org/etdguide.pdf> (12 chapters including: The Role of Libraries and Archives, Intellectual Property Rights, Publishers, Human resources and expertise needed, Costs, Assessment and Measurement, Statistics and Usage, Typical Workflow, Metadata, and Cataloguing: MARC).
- McMillan, Gail, "ETDs and Libraries" white paper for OCLC completed Dec. 2001
- McMillan, Gail, "Do ETDs Deter Publishers? Coverage from the 4th International Symposium on ETDs." *College and Research Libraries News*, v. 62, no. 6 (June 2001): 620-621.
<http://scholar.lib.vt.edu/staff/gailmac/publications/pubrsETD2001.html>
- McMillan, Gail, "Virginia Database for African-American History and Culture." *Virginia Libraries*, vol. 47, no. 2 (Summer 2001): 5-7. http://scholar.lib.vt.edu/ejournals/VALib/v47_n2/mcmillan.html
- Eaton, John et al. (McMillan) "ETD 2001: Conference: Highlights and Commentary" *Council of Graduate Schools Communicator*, vol. 24, no. 5 (June 2001): 7
<http://www.cgsnet.org/PublicationsPolicyRes/Communicatorpdfs/2001/June2001.pdf>
- Anderson, Ivy, Ann Schaffner, Gail McMillan, *College & Research Libraries News*, "Scholarly Communications," occasional column, co-editor, Association of College and Research Libraries. <http://www.ala.org/acrl/c&rlnew2.html>

IN-HOUSE PUBLICATIONS

- "University Libraries Procedures on Promotion and Continued Appointment," Ed Lener, Susan Ariew, Nicole Auer, Gail McMillan, Bruce Pencek
- "ETDs" *What Is It This Time*, McMillan with the WIITT Committee, April 2002
- McMillan, Gail, "The Growing IAWA Collections," *IAWA Newsletter*, No. 13 (Fall 2001)
<http://spec.lib.vt.edu/iawa/news/news13.pdf>
- McMillan, Gail, "2000/01 IAWA Archivist's Report" Oct. 21, 2002
<http://spec.lib.vt.edu/iawa/Archivist/2001ar.pdf>
- McMillan, Gail, *Crossing the Lines: Research Centers, Institutes, Laboratories, and Groups*, Virginia Tech
- "Digital Library and Archives," p. 30
- "International Archive of Women in Architecture," p. 11:
<http://spec.lib.vt.edu/iawa/CrossingLines.pdf>
- See also Processed Collections in Appendix B and their online finding aids at <http://spec.lib.vt.edu/> _____
- See also VHP EAD Finding Aids: App. C

WEB SITES (new or substantially modified)

- *American Indians at Virginia Tech*
<http://spec.lib.vt.edu/archives/diversity/amindian/index.html>
- Biochemistry Department 50th Anniversary:
<http://spec.lib.vt.edu/archives/depthistory/biochem/>.
- *Black History at Virginia Tech* <http://spec.lib.vt.edu/archives/blackhistory/>
- Board of Visitors <http://spec.lib.vt.edu/archives/125th/bov/>
- Culinary History Collection: <http://spec.lib.vt.edu/culinary>
- Cultural Diversity @ Virginia Tech <http://spec.lib.vt.edu/archives/diversity/>
- ETDs: <http://etd.vt.edu/>
- International Archive of Women in Architecture: <http://spec.lib.vt.edu/iawa>: website of the week on www.artwomen.org
- International Students <http://spec.lib.vt.edu/archives/diversity/InternationalVPI/>

- Institute of Ulster-Scots Studies in the United States: <http://scholar.lib.vt.edu/IUSSUS>
- SARHC: South Atlantic Regional Humanities Center: <http://scholar.lib.vt.edu/SARHC>
- Women in the Corps of Cadets
<http://spec.lib.vt.edu/archives/125th/cadets/women/ldocs.htm>

Continuing as well as new DLA staff actively participated in services activities at all levels, from the library to international settings. They are positioned to continue this level of activity next year also.

LIBRARY SERVICE

- Bookmark Project using seed catalogs, Civil War, black history, and IAWA images
- Library Faculty Association
 - Faculty Affairs Committee
 - Junior Trustee
 - Social Committee
 - Travel and Research Committee
- New Employee Orientation Committee
- Promotion and Continued Appointment Committee, secretary
- Exhibits
 - Civil War Medicine, March 18 to date
 - Culinary History: Civil War, July 7 – Dec. 7
 - Al Gross, July 7 – Dec. 7
 - Eudora Welty, Aug. 15 – Dec. 7
 - Jane Hall Johnson, Oct. 26 – Nov. 30 (IAWA)
 - Miscellaneous Books, Dec. 10 – Feb. 1
 - Diversity Timeline Poster, Jan 16 – April 2
 - North Pole Flag, etc., Feb. 5,
 - Civil War Manuscript Cookbook, April 5 to date
 - Speculative and Fantasy Fiction, June 10 to date

UNIVERSITY SERVICE

- Commission on University Support
- Committee on Faculty Ethics
- Multicultural Diversity Research Committee
- Organization of Women Faculty
- Project plan development for Graduate School Historical Archives
- Transition to Digital Advisory Group
 - Legal Issues Working Group
- Virginia Tech Black Alumni Programs Golden Anniversary Commemoration Committee
 - 50th Historical subcommittee
 - Pioneering Women subcommittee

Regional/State Service

- Mid-Atlantic Regional Archives Conference (MARAC)
 - Finding Aid Committee
 - Oral History in the Mid-Atlantic Region
- Peacock-Harper Culinary History Collections Advisory Board
- SARHC: South Atlantic Regional Humanities Center, Grant Writing Technical Advisory Committee
- Southern Oral History Organization
- Virginia Heritage Project:
 - Executive Committee
 - Best Practices Finding Aid Task Force

National Service

- Association of College and Research Libraries, Poster Review Committee, 2002/03
- IMLS 2002 National Leadership Grant Review Panel for Preservation and Digitization Grants
- Oral History Association
- Society of American Archivists (SAA)
 - Archival Cataloging as a Component of Description, Planned for VT Oct. 7-8, 2002
 - Virginia Key Contact

International Service

- Institute of Ulster Scots Studies in the U.S. Task Force
- IAWA: International Archive of Women in Architecture
 - Developed collection <http://spec.lib.vt.edu/IAWA/news/news13/ColDev13.html>
 - Vetted entries in the Biographical Database http://lumiere.lib.vt.edu/iawa_db/
 - Executive Board member
 - Hosted annual Board of Advisors meeting
- International Oral History Association
- NDLTD: Networked Digital Library of Theses and Dissertations
 - Steering Committee member
 - Chair, Program Planning Committee for 5th International Conference 2002, BYU
- VALA: Victorian Association for Library Automation, Melbourne, Australia
 - 2002 Planning Committee member

Goals for 2002/2003 (supplementing Appendix A)

Scholarly Communications

- VT EPress: evaluate similar activities at SCHEV peers and Top 30; work with Tim Luke on VT initiative; draft a business plan
- Draft a survey (initially) of DLA ejournal editors to determine satisfaction with our services and to identify possible future directions for online publications. Possibly extend this survey to other VT faculty editors to attract additional journals to put online.
- *Publications*
 - WIITT re EReserve (planned for August mailing, McMillan, Mary Lucado, Brenda Pratt)
 - ETD article for *Encyclopedia of Library and Information Science* (McMillan)
 - Copyright and ETD sections for Graduate School handbook: *Facts of Life for Future Faculty: A Handbook for an Academic Career* (McMillan)
 - Kennelly, Tamara, With Dr. Burge, "Silenced Voices of the First Black Women Students at Virginia Tech" submitted to *Memories and Voices*, 3/15/02

Special Collections

- Galax Leaf and String Festival, June 20-21, 2002 exhibit of Special Collections Appalachian materials to share information with the historical music community as well as foster future donations

Initiate grant applications to support digitization, preservation, and access

Grant ideas under research and development:

- Kentland and Hoge Plantations Narrative History Project (TJK)
- Virginia collaborative project—Website on Civil Rights for 2004 50th anniversary of Brown vs. Board of Education decision with other Virginia institutions (Betsy Brinson, VA Historical Society) (TJK)
- Muslims at Virginia Tech and in Montgomery County—although this proposal was not funded by EOAA Diversity Grants, Dr. Dixon has since sent me a note of inquiry regarding how much funding would be needed to get it off the ground (TJK)

- Cultural Heritage of Southwest Virginia: collaborative meetings initiated by Dr. Anita Puckett (Erv Blythe, Kathy Jones (History), Jean Plymale, (Information Systems), etc.) to seek support for regional digital preservation and access to historical materials in support of IUSS and SARHC (GMc, JG)
- Railroad: Use donation to continue McGahee's employment. He and O'Brien will collect in-depth collection attributes in preparation for a preservation and digitization grant application as well as to establish processing priorities and process this archive.
- IAWA: Collaboration among Board of Advisors to support 25th anniversary exhibition.

Additional programming support may be needed

- Imagebase
 - Turn digital images in to meaningful presentations, for example Dr. Muriel Lederman's ebook (Associate Professor, Biology and Women's Studies), online exhibitions, etc.
 - Controlled, descriptive vocabulary
- Turn flat files such as the Manuscripts Guide into robust database that can handle accessioning and shelf locations; programmatically derived sub-guides, e.g., IAWA, Civil War, etc.
- Mapping existing metadata into MARC for programmatic loading into Addison, e.g., ETDs, manuscript and archival collection descriptions, etc.
- Adapt a system at DLA to process and provide access to EAD finding aids currently processed and accessible only through the University of Virginia



APPENDIX A: DLA PLANNING: GOALS

The Digital Library and Archives is a merger of the Scholarly Communications Project (SCP) and the Special Collections Department. A staff of three faculty, three staff, and numerous wage employees preserve, organize, and make accessible the historical as well as the timely resources housed in the department. The Reading Room serves on-campus library users 35 hours per week to provide reference services and access to the unique and primary resources in our rare books, manuscript, and archival collections. These materials are selectively available as online catalog records, finding aids, and digital documents. We also work with the university constituency to help them create online resources such as electronic journals, and to use library services such as electronic reserve with its centralized access to course materials. In addition, Virginia Tech's electronic theses and dissertations and digital images are available through systems designed and maintained by DLA.

DLA has identified the following goals:

- **Personnel:** Have a productive and humane working environment that fosters knowledgeable, motivated, and successful staff
- **Resources:** Make more unique materials available in user friendly environments; collaborate locally and nationally to provide consistent and thorough access
- **Grants, endowments, etc.:** Identify and seek funding to support preservation and access to unique and primary resources under the purview of DLA
- **Preservation:** Ensure long term access to appropriate DLA resources
- **Collection Development:** Foster scholarly endeavors by building collections of unique and primary resources of interest to the university and local communities
- **Policies:** Document activities to clarify preservation, security, and access to DLA resources and services
- **Space Planning:** Collaborate to create a physical space for DLA that meets current and future needs of library users, the university community, and DLA staff
- **Work with Library Systems:** Collaborate to effectively preserve and provide access to the department's digital resources and services

- I. Personnel
 - A. Agreement on goals: priorities, strategies, integration
 - B. Job descriptions: everyone becomes familiar with new university/state forms while understanding contributions to department, library, university; meet needs of individuals, supervisors, library, state
 - C. Hire programmer for ongoing maintenance and enhancement of current digital initiatives and to develop new initiatives
 - 1. Orientation to whole department
 - 2. Training and trainer

- II. Make more unique resources available
 - A. Finding aids
 - 1. Standardize format compatible with Web, EAD, and handouts
 - B. Outreach
 - 1. Make more resources and services known to the university community and beyond
 - a. *What Is It This Time?* ETDs planned for spring 2002 (invited)
 - b. *Spectrum* article: integrated resources and services of DLA
 - C. Special Collections and University Archives
 - 1. Establish topical priorities: collecting, processing, publicizing
 - 2. Cataloging
 - a. First in, first out within established priorities
 - b. Work with Technical Services: Jean/mono.; Gail D/adds, serials; Debbie Mac/other formats; John B/epubs.
 - 3. Collection processing: First in first out within established priorities
 - D. Plan new Web sites
 - 1. Board of Visitors
 - 2. Biochemistry Dept. (50th ann.)
 - 3. Civil War medicine
 - 4. VHP user assessment
 - 5. Integrated DLA
 - 6. As determined (e.g., Institute for Ulster Scots Studies)
 - E. Enhance existing Web sites
 - 1. University Diversity
 - 2. Update with 2001 statistics from log analyses
 - 3. VT ImageBase
 - 4. IAWA Biographical Database
 - 5. SARHC
 - 6. Others

- III. Grants: seek funding to support collection development, preservation, and access
 - A. New
 - 1. Agencies: identify, investigate, get samples of successful applications, contact
 - 2. Research collections/areas likely to need/receive grant support: railroad

3. Collaborations with other areas of the university (e.g., Ed Fox re IMLS meeting circa imaging)
- B. Continuing
 1. VHP: Virginia Heritage Project
 2. Institute for Ulster Scots Studies
 - a. Feb. 15-16 Task Force meeting; identify how DLA can give and receive support
 3. SARHC: South Atlantic Humanities Research Center
 - a. What support is coming? What expected?
 4. IAWA: work with subcommittee investigating options
 5. DLNET: where did programmers stop? What is expected still?
- IV. Preservation
 - A. Document policies and practices for archiving online resources
 - B. Collaborations with Technical Services
 1. Review policies for binding, box-making, microfilming
 - C. Digital imaging: Christiansburg Institute, Culinary History, Railroad, Civil War
- V. Collection Development
 - A. Native American
 1. Lib. Assoc. Colleen Major (Jan. – May)
 2. How to continue when CM not in DLA?
 - B. Funded initiatives: Culinary History, Civil War
 - C. Initiate involvement with VT Press
 - D. ETDs: help Graduate School establish a policy to continuously identify withheld and restricted access ETDs to encourage contact with authors and advisors to increase access
- VI. Policies
 - A. Continue documenting as needed and reviewing existing documentation
 - B. Add to Web appropriate public policies
 - C. Add to SCPDROP intradepartmental and intra-library policies
- VI. Space Planning
 - A. Brainstorm ideas, conceptualize areas (storage, public, office, etc.)
 - B. Seek opportunities to work with planners, architects, Dean, Development, etc.
- VII. Work with Library Systems
 - A. Transfer systems administration
 - B. Reinforce security measures
 - C. Upgrade equipment and software as needed
 - D. Documenting as needed and reviewing existing policies, practices, procedures
 - E. CC/GMc hire programmer, training, orientation

- I. Personnel
 - A. Training, continuing education, personal development
 - 1. Share expertise
 - 2. EAD becomes standard procedure
 - B. Agreement on goals: priorities, strategies, integration

- II. Make more unique resources available
 - A. Finding aids: from EAD to HTML programmatically?
 - B. Outreach
 - 1. Make more resources and services known to the university community and beyond *How will we do this?*
 - a. Diversity materials available for celebrations (Web, exhibits, publicity, etc.)
 - b. *What Is It This Time?* EReserve planned for fall 2002 (invited)
 - C. Special Collections and University Archives and Scholarly Communications
 - 1. Standardize processing from receipt to access
 - a. Manuscript and archival collections, digital resources, publications
 - 2. Make more unique resources available
 - a. Catalog manuscript and archival collections for Addison and OCLC (others?)
 - b. Research VT-generated publications for access and archiving through DLA
 - i. Faculty publications, *Collegiate Times*, others?
 - ii. Routinize involvement with VT Press
 - 3. EAD: Encoded Archival Description
 - a. Establish at VT and incorporate from VHP at UVa
 - i. Programming
 - ii. Content: African-American history and culture
 - b. User friendly emphasis: input, searching, etc.
 - c. Mark up based on processing priorities
 - D. Implement planned Web sites and plan additional new ones
 - 1. Integrated DLA
 - 2. New faculty, campus publications (including indexing, logging, server-side includes, etc.)
 - E. Enhance existing Web sites

- IV. Grants
 - A. New
 - 1. Apply for grant to support preservation and access of at least one collection
 - 2. Continue to identify funding agencies and collections likely to receive funding
 - 3. Look at preservation and access of multimedia materials in Special Collections
 - B. Continuing
 - 1. Institute for Ulster Scots Studies

2. SARHC: South Atlantic Humanities Research Center
3. IAWA: participate in grant application

V. Preservation

- A. Identify areas of the collection needing special attention
- B. Identify materials that are microfilmed and/or bound and review policies in light of online archiving
- C. Security at sign-in to Reading Room

VI. Collection Development

- A. Priorities
- B. Funded initiatives: Culinary History, Civil War (others?)
- C. Ongoing involvement with VT Press
- D. ETDs: implement procedures to routinely notify appropriate Graduate School personnel when withheld and restricted access ETDs should move to greater level of access

VII. Policies

- A. Document as needed and make available to appropriate audiences
- B. Electronic Records Management for University Archives

VIII. Space Planning: DLA Consolidation and Special Collections Expansion

- A. Seek opportunities to work with planners, architects, Dean, Development, etc.

IX. Work with Library Systems

- I. Personnel
 - A. Staff Reading Room one evening a week and one weekend afternoon?
 - B. Equipment and software: evaluate and upgrade

- II. Make more unique resources available
 - A. Finding aids
 - 1. develop and implement policies and practices for retrospective conversion of typed, Word, and HTML
 - B. Outreach
 - 1. Become known on campus as center of primary and digital library resources and services
 - C. Plan new Web sites
 - D. Enhance existing Web sites

- III. Grants, endowments, etc.
 - A. Comply with funded project goals
 - B. Seek new sources of support and collaboration
 - C. Continue identifying materials in need of support for preservation and access

- IV. Preservation
 - A. Faithfully care for and provide access to historic collections donated to the library
 - B. Regular transfers from Records Management
 - C. Digital archiving
 - 1. Refresh media as needed
 - 2. Move CD-ROMs to computer storage

- V. Collection Development
 - A. Strengthen current collections foci—special, archival, digital
 - B. Consider opportunities to add new areas of historic primary resources
 - 1. Women in politics? (build on Lindsay West, Mary Fessler with Joan Mumford, Patricia Givens, women active on the School Board, examples)

- VI. Policies
 - A. Digital archiving: review policies and practices
 - B. Update as needed

- VII. Space Planning
 - A. Move into expanded space on first floor of Newman
 - B. Improve physical arrangement and access
 - C. Improve work environment for all staff

- VIII. Work with Library Systems

APPENDIX B: DLA ACCESSIONED COLLECTIONS 2001/2002

<i>Date of Accession</i>	<i>collection/donor</i>	<i>accession no.</i>	<i>Description</i>	<i>new/add</i>
	Atkinson, Bill	2001-032	4 cu. ft., sports publications and memorabilia	
	King, Kendall, papers	2001-033	2 cu ft., Mother Craft Centers	
2001 June 18	Townes, William	2001-034	0.1 cu ft; 13 letters; VAMC student, 1875	new
2001 June 18	Arnall, Frank H.	2001-035	7 VPI photos--integrated in collections	new
2001 June 18	Heath, Katharine	2001-036	0.1 cu. ft. misc. local history photographs and clippings	new
2001 June 18	American Work Horse Museum/M. Merrill	2001-037	1.4 cu ft/minutes, newsletters, papers	new
2001 June 30	Hertzler, Ann	2001-038	2 6" notebooks of publications, etc., carousel of slides, video tape	add
2001 July 23	VT Sports pubs/Panella	2001-039	VT sports media guides/3 cu. ft.	add
2001 Aug 6	NASA Project Films	2001-040	.3 cu ft 8 mm films/Defiance Pub Library, OH	new
2001 Aug 7	L. C. Angles (through Dr. James Robertson)	2001-041	1 cu. ft Civil War letters, postcards, ledgers	new
2001 Aug 10	Weaver, Lillian	2001-042	1 cu. ft. letters c1892-1919	new
2001 Aug 10	Schrader, Robert	2001-043	3 stamp collection books	new
2001 Aug 10	McCoy, Ralph	2001-044	Lincoln memorabilia	new
2001 Aug 10	Goodhart, Morgan	2001-046	letters	
2000 Mar 13	Murray, John	2001-047	Birding papers	new
2001 Aug 27	Richardson, Andrew Jackson	2001-049	Civil War	new
2001 Sept 4	Davis, Homer E. (and Margaret/Peg)	2001-050	Civil War: publications, research, ephemera; 400 cu. ft.?	new
2001 Sept 7	Bacon, Blake	2001-051	class of 1960 ring @\$500 via Development	new
2001 July 20	Johnson, Jane Hall	2001-052	2 separate shipments	add
2001 Sept.	LAPD	2001-053	5 cu. Ft? community-based theater archives	add
2001 Sept. 26	Avitable, James	2001-054	12 cu. ft. of NASA publications: Gemini and Apollo; space exploration	new
2001 Oct. 30	Alt, Ronald: Civil War Books	2001-055	Alt CW Book Collection, 3 shipments	new
2001 Nov. 2	Janney/Bud Robertson	2001-056	Mss material of Janney Family, Pollock family, etc. 1cu.ft. 9 books removed to RBCat.	add
2001 Nov. 13	Pittenger, Ron: 1863 diary	2001-057	his great grandfather's diary, 1957 newspaper article about it	new

2001 Oct. 8	Col. Temple/book materials, drawings, etc.	2001-058	1cu. ft. + 2.cu. ft. 1/02 photocopies, disks, papers;	add
2001 Nov 5	J. Paxton Marshall/Charlie Coale, Ag. Econ.	2001-059	2 cu. ft. books; notes; papers; correspondence	add?
2001 Aug	John Sheffey/Betty Stewart	2001-060	1 cu. rt., correspondence, illustrations.	new
2001 Dec.	IAWA	2001-061	.3 cubic Ft., IAWA 11/21/2001 Board Mtg. Minutes	add
2001 Dec. 14	Perdue, Thomas	2001-062	30 John Earhart Letters	new
2001 Dec. 14	Earhart: Perkins, Mrs. Richard M.	2001-063	3 Earhart Letters,	new
2001 Dec. 18	donated by J.W. Wood	2001-064	Photograph, Barracks #1, at formation	new
2001 Dec. 18	Samantha Murphey, Editor-in-Chief, The Bugle	2001-065	2001 The Bugle Vol. 104 (Virginia Tech Yearbook)	add
2001 Dec 19	Peacock-Harper Culinary Collection Committee	2001-066	2 looseleaf notebooks with archival record of SPEC archives	add
2001 Dec 19	Johnson Family Papers/Virginia Episcopal School	2001-067	Civil War Letters of Martha Robinson Johnson and Robert C. Johnson	new
2001 Dec 27	AAUW 75th ann. Luncheon program	2001-068	3 programs, 1 videotape "master"	new
2002 Jan	Violet Robinson Merchant	2002-001	0.1 cu. ft. VPI ephemera, photograph, Valentine	new
2002 Feb 25	Ring Dance Materials/Laura Wedin, Alumni Assoc.	2002-002	0.5 cu. ft. class of 2003 ring dance posters, ephemera, booklet, ribbons, t-shirt	add
2002 Feb	Silvia Paun	2002-003	Photos, Correspondence, Book, Notes	
2002 Feb	D Tsevelma		Photographs, Drawings of the National Wrestling Palace, Ulan Bataar, Mongolia Journal Description	new
2002 Feb	Sigrid Rupp	2002--004	Monogolia photographs, article	add
2002 Feb	Rebecca Chestnutt	2002-005	Book: The History of Air	new
2002 Feb	Sonja Miculinic	2002-006	Book: Architect's Bulletin, Brochure of Miculinic's work	new
2002 Feb	Milka Bliznakov	2002-007	Lucy Hildebrand, Anna-Lulja Praun, Margarete-Schutte-Linotzky, Eva Kruger, Sarelle Weisberg, Ute Westrom, Audrey Brians; Doris Cole, Militza Sion, Melita Rodeck	new
2002 Feb	Virginia Currie	2002-008	Biographical Material	new
2002 Feb	Fani Hansen	2002-009	Photos of Pittsburgh Civic Center	new
2002 Feb	Kerstin DorHfer	2002-010	Collection of Drawings, reader "Project Area City and Gender"	new
2002 Feb	Elizabeth Chu Richter	2002-011	Newspaper Articles, Bio. Firm Brochure, Mag. Articles	new
2002 Feb	Sena Sekulic' Gvozdanovich	2002-013	"list of Women Architects from the Beginning through Today"	new
2002 Feb	California Women in Design	2002-014	Newsletters	new
2002 Feb	Women in Architecture	2002-015	Meeting Announcements	new
2002 Feb	Aheta Bulant-Kamenova	2002-016	Firm Brochure	new

2002 Feb	Rengin Holt	2002-017	Print, Exhibit Announcement	new
2002 Feb	Sophia Lourida/Abby F. Gokin	2002-018	Biographical Sketch	new
2002 Feb	Dendron Borden-Archer/Abbye Gorrin	2002-019	Biographical Sketch/ Article	new
2002 Feb	Abby Gorin	2002-020	Articly by Karen Kingsley about Mary Mikolyk	new
2002 Feb	Blanche Lemco Van Binkle	2002-021	Correspondence, article	new
2002 Feb	O. Sarantsatsral	2002-022	Photograph, Journal Description of Margad Shopping Center, xerox, Masterplan Gandantegchilen Monastery, Ulaan Baator, Mongolia	new
2002 Apr	Bugles 1907, 1908/estate of William Blanchard Marshall	2002-023	from Strickland, Smith & Wagnon, attorneys; we will pass these on to the Corps museum or discard	poor
2002 Apr	West, Lindsay B. Papers/Lindsay West	2002-024	subject files, correspondence, reports	add
2002 Apr	Fessler, Mary Papers/estate of Fessler (via L. West)	2002-025	Correspondence, minutes, reports, photograph, maps	add
2002 Apr 5,7	Hastings, L. Jane: The Hastings Group	2002-026	"8 cartons drawings", 2 display boards	new
2002 Apr 5	Karl Belser Intaglio Prints (1930s)	2002-027	Dry point and etchings from early 1930s, each signed and most dated/labelled	new
2002 Apr 12	Orson Miller, Biology (c/o Ed Lener)	2002-028	Books:Morphologie und Physiologie der Pilze, Flechten und Myxomyceten;	
2002 Apr 12	Cheryl Thompson	2002-029	14x17 unidentified photograph: 15 young men on porch, by Wampler Photographers in Charlottesville, VA	new
2002 Apr 12	Elizabeth Cooper English	2002-030	Dossier and Dissertation	new
2002 Apr 15	Edgar Knapp Papers	2002-031	Knapp's corr. Rec'd' while steward of US Hospital in Annapolis, MD 1862-1864	new
2002 Apr 15	Charles Woodson Papers	2002-032	Orderly book kept by Major Charles Woodson, 2nd Battalion, 3rd Reg., Virginia Militia 1814-1820	new
2002 Apr 16	Pamela Webb	2002-033	miniature dossier	new
2002 Apr 16	A. Jane Duncombe	2002-034	Notebook/Bio. Info	new
2002 Apr 24	VA Association of Family & Consumer Sciences (VAFCS)	2002-035	Records and pubs. of VAFCS, 3 cu. ft.	new
2002 Apr 25	Lois Gottlieb	2002-036	photocopied trip itineraries	add
2002 Apr 25	Fani Hansen	2002-037	Resume and Hansen Architects firm project sheets	new
2002 Apr 26	Ann B. Kissam	2002-038	10.5x13 "Tech Triumph" sheet music	Add to RG
2002 Apr 26	Neil F. Murphy, Virginia Highlands CC	2002-039	1cu. ft.; 2 inch binder with photos and documentation VPI faculty visiting Allied Chemical Facilities, 1966; 4 reels tape	new
2 002 May 6	W. A. Homes from Mrs. Carroll E. Miles	2002-040	0.5 cu. ft. 1907 Bugle; 8 mounted 4x3.25 photographs; 1 strip photo c. 1"x4"	new

2002 May 6	VPI pubs/Christina French, Capital Design at VT	2002-041	0.1 cu. ft. prelim report on future alterations to physical plant by Clinton Cowgill	add
2002 May 6	R. H. Crewdson	2002-042	0.2 cu. ft. R.H. Crewdson project papers for 1954 chemical engineering class	new
2002 April 26	Copies of Jefferson Davis Correspondence	2002-043	Correspondence from Jefferson Davis to General Wade Hampton and Hamptons's son, George McDuffie Hampton.	new
2002 April 26	Robert E Lee Letter/ Elizabeth M. Forsyth	2002-044	Framed 1870 letter, photograph, and 2 prints with horse Traveller - Lexington	new
2002 May 15	Steele, Roberta Ingles Ferry Hill Leger	2002-045	Ferry Hill Leger (1797-1804), 3 vol. of 6 Ingles Family Bibles	new
2002 May 22	Baker Family Civil War buttons/pins	2002-046	nametag, navy buttons, & UDC pins	new
2002 May 22	L.C.Angles	2002-047	copies, Hist. Soc. Of Wash. Co. Va. Bulletin	add
2002 May 24	Ralph and Inez Roop	2002-048	corr., photographs, VT pubs, programs	add
2002 May 24	Lois Gottlieb	2002-049	Film storyboard, Harvard Engineering class notes, Lecture notes and plans for 1960s-1970s courses taught by Gottlieb in Calif.	add
2002 May 30	Col. Temple	2002-050	Happy Days: CCC Directory/ 1 vol.	add
2002 May 30	Michelle Holmes, EOAA Office	2002-051	1 cu. ft. Black student directories/Diversity News	add
2002 May 31	Col. Temple	2002-052	0.5 cu. ft. misc. pubs and clippings re: VT and VA history; framed print w/uniforms	add
2002 May 31	Library Dean's Office	2002-053	0.5 cu. ft. records & papers; VT U library	add
2002 June 17	Michele Holmes, EOAA Office	2002-051add	0.5 cu. ft. papers & pubs re Black history	add

APPENDIX C: DLA PROCESSED COLLECTIONS 2001/2002

<i>mss number</i>	<i>collection name/donor</i>	<i>topic</i>
Ms2001-011	Gross, Al	Sci Tech
Ms2001-012	Fessler, Mary	Local
Ms2001-013	West, Lindsay B.	Local
Ms2001-014	LAPD	Theater
Ms2001-015	Stan, Susan B.	IAWA
Ms2001-016	Ruhle, Karin	IAWA
Ms2001-017	Weppen, Maria von der	IAWA
Ms2001-018	Croy Family Papers	
Ms2001-019	Janney, John papers	CW
Ms2001-020	Grey	
Ms2001-021	Espegel Alonso, Carmen	IAWA
Ms2001-022	Diaz Berestain, Luz Maria	IAWA
Ms2001-023	Gramatikova, Lilia	IAWA
Ms2001-024	Guillissen-Hoa, Simone (Hoa) **FRENCH**	IAWA
Ms2001-025	Helg, Franca	IAWA
Ms2001-026	Jansone, Vera	IAWA
Ms2001-027	Khristova, Shezha (Todorova)	IAWA
Ms2001-028	Kuhler, Ingeborg	IAWA
Ms2001-029	Marquard, Claudia	IAWA
Ms2001-030	Marshall-Baker, Anna K.	IAWA
Ms2001-031	Nowicki, Stanislaw (Siasia)	IAWA
Ms2001-032	Patkau, Patricia	IAWA
Ms2001-033	Praun, Anna-Lulja (Lulja)	IAWA
Ms2001-034	Riggs, Lutah Marie	IAWA
Ms2001-035	Schutte-Lihotzky, Margarete (Lihotzky)	IAWA
Ms2001-036	Sutton, Sharon E.	IAWA
Ms2001-037	Treant-Mathe, Juliette (Mathe)	IAWA
Ms2001-038	Wheeler Dow, Joy	IAWA
Ms2001-039	Wood, Joan	IAWA
Ms2001-040	Pinos, Carme	
Ms2001-041	Turner, Henry Flippen	
Ms2001-042	Fenwick/Vanderslice Collection	CW
Ms2001-043	Angle, L. C.	
Ms2001-044	Women's International Network (WIN)	IAWA
Ms2001-045	Bliznakov Prize	IAWA
Ms2001-046	Shalit, Rachel	IAWA
Ms2001-047	McCoy, Ralph E.	
Ms2001-048	Robertson, Donna	IAWA
Ms2001-049	Tyng, Anne	IAWA
Ms2001-050	Vinciarelli, Lauretta	IAWA
Ms2001-051	Davis, Homer E. (and Margaret/Peg)	CW
Ms2001-052	Baptista, Angelica	IAWA
Ms2001-053	Flagge, Ingeborg	IAWA
Ms2001-054	Tolver, Maria	IAWA
Ms2001-055	Waisberg, Myriam	IAWA
Ms2001-056	Alexander, Dorothy	IAWA
Ms2001-057	Avitabile, James	AAAE
Ms2001-058	Association of Collegiate Schools of Architecture	IAWA
Ms2001-059	American Institute of Architects	IAWA

Ms2001-060	Sheffey, John	CW
Ms2001-061	Hansen, Fani	IAWA
Ms2001-062	Stratigakos, Despina	IAWA
Ms2001-063	Janney Addition, Christiansburg Institute	CI
Ms2001-064	Pittenger, William, Diary of	
Ms2001-065	Johnson Family Papers	
Ms2001-066	Grau-Garcia, Christinay	IAWA
Ms2002-001	Diversity Oral History Project	VT
Ms2002-002	Kendall W. King Papers	VT BioChem
Ms2002-003	English, Elizabeth Cooper	IAWA
Ms2002-004	Duncombe, Jane A.	IAWA
Ms2002-005	Webb, Pamela	IAWA
Ms 2002-006	Chestnutt, Rebecca	
Ms 2002-007	Dorhofer, Kerstin	IAWA
Ms 2002-008	VPI Faculty Tour Allied Chemical Facilities	VT
Ms 2002-009	William Townes Letters	
Ms 2002-010	Robert H. Crewdson Papers	
Ms 2002-011	Lewey, Ernest Bane	
Ms 2002-012	Violet Robinson Merchant	
Ms 2002-013	VMI vs. VPI Thanksgiving Day	VT
Ms 2002-014	Charles Woodson Collection	
Ms 2002-015	Edgar Knapp Letters	
Ms 2002-016	Aneta Bulant Kamenova Papers	
Ms 2002-017	David Earhart Collection	CW
Ms 2002-018	Danzansharavyn Tsevelmaa	IAWA
Ms 2002-019	Ochirpureviin Sarantsatsral	IAWA
Ms 2002-020	Simone Guillesen-Hoa	IAWA
Ms 2002-021	Mary Ingles Ledger	Local

**APPENDIX D: EAD FINDING AIDS
VIRGINIA HERITAGE PROJECT**

	Virginia Tech: Digital Library and Archives Clayton McGahee	<i>completed</i>	<i>XML pages</i>
MS1986-013	Bishop William Henry Marmion Papers, 1932-1981	12/1/00	4,475
MS1987-026	Cordie Cheek Papers, 1933-34	10/10/00	141
MS1994-010	Overseer's Journal 1853-1861	11/27/00	140
MS1988-029	SMYTH AND WYTHE COUNTIES, VIRGINIA 1850, 1862-1865	10/27/00	140
MS1991-073	Henry Goddard Thomas	11/29/00	498
Ms1988-009	Blacksburg [Virginia] Odd Fellows Records	11/30/00	2,044
RG-2/7	Joseph Dupuy Eggleston Records, 7th VPI President	4/4/01	7,907
MS 1993-023	Sturtevant Letters, 1854-1884	12/6/00	259
MS 1988-076	A Guide to the Robert Crockett Papers	1/11/01	153
MS1992-010	Bear Family Papers	1/18/01	146
MS1989-081	Albert Hobart, Jr., Correspondence	1/18/01	102
Ms90-033	Graves, Jeremiah White. Diary	12/12/01	186
Ms88-077	Edmington, Robert. Inventory	7/10/01	146
MS80-002	New Farmers of America, Maryland Association. Rec	7/10/01	310
MS81-042	Norfolk and Petersburg Railroad Company	7/10/01	483
MS94-034	John Preston Papers	7/10/01	355
Ms87-048	Jimmie L. Price Papers	7/10/01	252
Ms74-001	Slaveship "Elizabeth" Records	7/10/01	172
Ms88-049	Norma Merrick Sklarek Biographical Material	7/10/01	277
Ms91-011	WOOD, LEWIS. LETTERS	7/10/01	0
Ms 87-031	A Guide to the James Randall Kent Papers	7/18/01	305
Ms82-007	Wall, Alexander Floyd Correspondence	7/18/01	282
Ms91-019	Black Appalachians Oral History Project	11/29/01	524
Ms95-026	Black Women at Virginia Tech Oral History Project	7/10/01	434
Ms87-027	Nicolay, John. Papers	11/28/01	663
Ms94-037	Bowmaster, Patrick A. Papers	12/12/01	232
Ms91-033	Christiansburg [Virginia] Industrial Institute Documents	12/16/01	290
Ms88-094	Dickson Family, Papers	12/17/01	2,550
Ms88-121	Independent Order of St. Luke, Records	12/16/01	608
Ms85-004	Episcopal Diocese of Southwestern Virginia	2/26/02	50,294
RG 2/6	Barringer, Paul B., Papers	12/21/01	3,059
Ms97-013	Issac White, Letters	12/28/01	697
Ms90-070	Cynthia Addington Boatwright, Papers	12/27/01	584
Ms2001-057	Avitabile, James. Papers	3/13/02	1,751
Ms85-010	Trent, Clarence. Papers	3/14/02	503
Ms98-014	Hummel, Virginia. Papers	3/15/02	3,435
Ms2001-011	Gross, Al Papers	5/28/02	1,654
		NEH PG#	1,537

APPENDIX E

DLA COLLECTION DEVELOPMENT 2001/2002

Colleen Major:

- Evaluated collections and materials in the rare book room for the mention of the indigenous peoples of Virginia and produced a report
- Selected monographs for purchase in the area of Native American Studies

DLA MATERIALS BUDGET 2001/02					
Amount allocated	Percent allocated	Categories	% of expenditures	Expenditures to 3/18/02	Assignments
\$5,000.00	20%	AG, ORNITHOLOGY	29.4%	\$8,217.95	jn
\$5,000.00	20%	CIVIL WAR	51.6%	\$14,419.45	jn
\$1,000.00	4%	CULINARY	6.0%	\$1,689.00	jn
\$1,000.00	4%	FINE PRESS	4.5%	\$1,246.00	tjk
\$1,000.00	4%	GENEALOGY		\$0.00	jj/jw
\$3,000.00	12%	IAWA	1.7%	\$462.40	gmc
\$2,000.00	8%	LOCAL/REGIONAL	3.9%	\$1,102.64	jw
\$1,000.00	4%	RAILROAD	0.2%	\$50.00	jg
\$1,000.00	4%	REFERENCE	0.5%	\$141.94	gmc
\$1,000.00	4%	SCIENCE	0.6%	\$154.00	jg
\$3,000.00	12%	VA HISTORY	1.6%	\$456.96	dla/jw
\$1,000.00	4%	VA TECH		\$0.00	tjk
\$25,000.00	100.00%		100.0%	\$27,940.34	DLA

APPENDIX F

DLA POLICIES AND PROCEDURES 2001/2002

Internal Policies on shared computer:

- Appraisal Policy
- Independent Researchers
- Special Loans
- Accessioning
- Web Linking Policy
- Multimedia Collection Policy
- Oral History Release Forms
- New Student Orientation
- Humidifying Dry Documents
- Sign-In Sheet
- Patron Registration

Public policies on Internet:

- Reading Room Rules
<http://spec.lib.vt.edu/readingrules.htm>
- Photocopy and Digitization Policy
<http://spec.lib.vt.edu/dupfees.html>
- Collection Development Policy
<http://spec.lib.vt.edu/CollDev.html>
- Gift Policy
<http://spec.lib.vt.edu/GiftsPolicy.html>

APPENDIX G: DLA REFERENCE STATISTICS 2001/2002

	ELECTRONIC REFERENCE	PHONE REFERENCE	DESK & LETTER REFERENCE	TOTAL REFERENCE	IN HOUSE	TOTAL	Reading Room Signed in
JULY	104	65	54	223	525	748	78
AUG	193	63	104	360	669	1029	88
SEPT	0	2	287	289	634	923	75
OCT	146	42	122	310	477	787	125
NOV	114	4	29	147	476	623	33
DEC	1	8	208	217	386	603	87
JAN	165	57	91	313	292	605	55
FEB	204	16	81	301	474	775	94
MAR	203	5	65	273	263	536	103
APR	173	44	89	306	251	557	91
MAY	61	63	111	235	248	483	78
JUNE	0	0	0	0	0	0	
TOTAL	1364	369	1241	2974	4695	7669	907

APPENDIX H

SPECIAL COLLECTIONS CATALOGING STATISTICS 2001/2002

John Jackson and Joyce Nester

Titles cataloged: 720

Volumes added: 739

APPENDIX I: TEACHING AND LEARNING

- HIST 4104, US/Mexico War, 1846-1848, Oct. 25, 30, Nov. 1, 6 (Gunter, Nester for Prof. Linda Arnold): 17 undergraduates; selected and identified Mexican War images from rare books for digitization and identification.
http://imagebase.lib.vt.edu/browse.php?folio_ID=/mex
- EDVT 5455, Electronic Publishing at the DLA, Nov. 7 (McMillan, for Prof. Mark Sanders)
- ART 3004, Advanced Topics: Curating, Nov. 12, 14, 28, Dec. 3 (Gunter for Prof. Anna Fariello): Facilitated class project for 25 undergraduate students, cataloging library art.
http://imagebase.lib.vt.edu/browse.php?folio_ID=/art/art
- ARCH 4112, Special Topics in Architecture, Feb. 21 (Gunter for Prof. Marcia Feuerstein): Introduced 8 graduate students to: the IAWA collection, and how to conduct primary research
- EDRE 6614, Qualitative Methods in Educational Research: Archiving Oral History (Kennelly for Prof. Uttech, 11/8/01)
- EDRE 6614, Qualitative Methods in Educational Research: "Oral History and Life History Research Methods" (Dr. Burge, 3/21/02)
- PSYC 2984 First Year Experience: "Tracing the Growth of a Land-Grant College" (Dr. Kirby, 9/4/01; Dr. MacDonald, 9/6/01)
- Graduate/reference assistant training using Special Collections (8/21/01)
- Governor's Scholars, Agricultural Resources (with Merrill, 7/7/01 and 7/9/01)
- Facilitated use of Special Collections as a classroom for Victorian Literature class (Dr. Nancy Metz) for six night meetings (June-July, 2001)
- Work with Graduate Students
 - Bobby R. Holt, history graduate student, conducted an online survey of humanities publishers and their policies regarding and attitudes toward ETDs, Spring Semester (McMillan)
 - Aniket Prabhune and Sajitha Narayan: CS 4624, Multimedia-Hypertext Project: "XML for ETDs" (McMillan)
 - Houssein Suleman, Computer Science PhD Committee, Prelims, Nov. 26 (McMillan)