

# History Committee Manual

## STRUCTURE

**Chair/Membership** - The SC/MLA Chair appoints the Chair of the committee. The committee Chair then appoints 8 members of the committee – at least one from each state. Each committee member is asked to serve 2 years. The Chair also serves 2 years.

**Ex officio Members** – The Archivist will serve as an ex-officio member.

## OBJECTIVES

### Mission and Scope

The UAB Lister Hill Library of the Health Sciences will serve as the depository and archive for all significant papers and records of the Chapter no longer required by officers and committees. The History of the Southern Chapter Committee was appointed to secure a complete history of the Southern Chapter. The Committee is charged with accessioning, organizing, and preserving documents and artifacts relating to the history of Southern Chapter, and with assessing current archival procedures and making recommendations for future archival efforts.

### Purpose

The committee's purpose will be to facilitate the transfer of all historical materials from officers and committees to the archive at Lister Hill Library - UAB, where it will be stored and preserved until appropriate measures can be undertaken to accession, organize, and inventory it using standard archival methods. A database will be maintained which will record the general contents and location of all archival holdings.

Records that may be sent to the archivist include:

1. Correspondence which relates to chapter policy and program development.
2. Minutes of all meetings;
3. Programs and records of annual meetings (including photographs, media releases, videotapes, and other graphic records);
4. Procedure manuals;
5. Reports;
6. Newsletter and other publications;
7. Original oral history materials.

The Medical Library Association assumes the chapters are retaining archival material pertinent to chapter activities. MLA requires only a copy of the annual program for its archives.

Experience indicates that Southern Chapter program chairs find it useful to have the records from previous meetings available as resources for their planning needs. Older records should be sent to the archive unless they are considered to have current value. The archivist should supply a report to the Chair at the end of the term indicating what holdings are needed. In addition, the archivist should contact each officer and committee chair for pertinent records for the archives. The archivist will then weed the holdings for duplication, check for missing items, and determine what should be retained.

All standing and ad hoc committee chairs and chapter officers are responsible for forwarding files to the next committee chair or officer as well as sending inactive materials to the archives.

Oral history constitutes part of the committee's responsibility. Individuals who have made a significant contribution to Southern Chapter are identified and interviewed. Tapes of the interview are transcribed, and both tape and transcription are made part of the archive as a living history of our organization. To date six interviews have been recorded.

### **Strategy**

Materials can be transferred any time to the chapter archivist.

Once new materials have been received into the archive, they will be organized and preserved according to standard archival procedures.

An important component of the archive will be to preserve or conserve its holdings. Where necessary materials should be placed into environments that prolong the life of the material as much as possible, e.g., by the use of acid-free paper, folders, and boxes. Occasionally, the deterioration of valuable objects needs more direct intervention, as in the case of old film or magnetic tape. These cases will be evaluated as they arise.

All materials in the archive should be inventoried. The inventory is a finding aid that serves as a guide to the chapter archive. It indicates the creator of each item, contains background information and a short description of each item, and indicates the location of the item in the archive. As new items are received, the archivist will update the inventory.

Anyone wishing access to materials should consult the inventory or contact the chapter archivist. The inventory should be available on demand from either the chair of the committee or from the chapter archivist.

*Send materials for the SC archive to:*  
c/o **Lisa Ennis**, Systems Librarian,  
UAB Lister Hill Library of the Health Sciences  
1530 3rd Avenue South, Birmingham, AL 35294-0013