

Scholarly Engagement Site Visits

Goals

- To gain a first-hand understanding of the nature of the collections being cataloged, the cataloging workflow process, any scholarly involvement in cataloging, normal institutional practices for working with users, and strategies for attracting users to the newly cataloged collections
- To compose a detailed report of these elements for the purposes of describing and comparing the variety of approaches to scholarly engagement in projects funded through the [Cataloging Hidden Special Collections and Archives](#) program

Suggested activities

(each visit should be planned collaboratively with project PI as best befits the nature of the project and the convenience of local staff)

- Taking time to look through the collections with the project archivist or catalogers
- Tour of the work spaces used by project librarians and archivists
- Brief, informal presentation of study goals and survey results to any interested project staff, followed by group discussion of
 - the quality vs. efficiency conundrum in the era of "MPLP" cataloging, how they handle this for the purposes of the project, and how these decisions might impact scholarship
 - any interactions with scholars participants may have had that they consider to be "meaningful," whether during the course of the project or other times
 - challenges to and opportunities for collaboration with scholars on the project
 - user assessment practices
 - any plans for the future related to outreach to scholars
 - any issues that they'd like outside input or assistance on that the team could refer to CLIR or others
- Private interview with the PI about the genesis of the project, any involvement of scholars in planning, the needs the project aims to meet, and any ways their own views of the collection, appropriate working practices, or user needs have changed during the project so far
- Private interview with the project archivist about managing workflows, any contacts with scholars, working with students or paraprofessionals (if applicable), strategies for tracking progress and/or success (if applicable), or the development of new tools associated with the project
- (If applicable) Interview with a technologist working on the implementation of new tools associated with the project
- Meeting with a scholarly user of the collection to gain a clearer idea about how materials are used and their value to researchers and teachers

Scholarly Engagement with Hidden Special Collections and Archives
Site Visit Information (last revision 09.13.2010)

- Identify and review any documentation being generated for the project: training manuals, project websites, exhibit or conference planning documents, descriptions of how the collections are used in teaching or other creative work, etc.

Site Visit Planning:

1. Liaison sends personalized message explaining purpose of the visit in greater detail and describing the types of activities the day could include.
2. Liaison schedules and makes a follow-up phone call to clarify any points in the message and to determine when would be the most convenient time for the institution to have a visit.
3. Continue discussion with contact about details of the day's schedule, as needed.
4. Make travel arrangements and confirm details with institutional contact.
5. Site visit
6. Shortly after visit, team members submit site visit report to CLIR.