

# LA as Subject Archives Forum Standing Committee One- and Three-Year Plans

## Visibility and Access

Chair, Karen Stokes, Getty Research Institute

**Responsibilities:** To improve visibility and access to archives with Los Angeles-focused collections through such activities as editing and publishing collection information via the LA as Subject Database and website, hosting events that bring archival administrators with the research public, and arranging tours of archives and exhibition facilities. Activities might also include promoting networks of researchers. The Visibility and Access committee coordinates with the Membership Committee.

### **One-Year Objectives:**

- (1) To work with USC's Archival Research Center (ARC) Data management staff to identify a minimum of four (4) opportunities to interface/link our L.A. as Subject (LAaS) database with other databases related to local archives on the history of Los Angeles.
- (2) To collaborate with other forum committees to develop a "Did you Know?" letter campaign to introduce a minimum of fifty (50) institutions, organizations, and university departments to the LAaS database, with the intent of contributing to the Archive Forum's process of branding the archives database.
- (3) To develop two (2) tour opportunities for the public to visit a large and/or small archival repository listed in the LAaS database.
- (4) To develop and sponsor one (1) lecture on a subject related to archive topics in the Los Angeles region.

### **Three-Year Objectives:**

- (1) To work with USC's ARC database management staff to develop strategies for making the database increasingly available to the general public over three (3) years.
- (2) To provide four (4) tour opportunities per year for the public to visit large and small archives listed in the LAaS database.
- (3) To sponsor a series of four (4) lectures and panel discussions on topics related to archive in the Los Angeles region, that will be co-presented in conjunction with exhibitions and/or other public events hosted by organizations/institutions listed in the LAaS database.

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## Membership

Chair, Ken McGuire, St. Vincent Medical Center

**Responsibilities:** Promote growing and active membership and participation in Forum events and activities, through the most effective available means of communication (mail, e-mail, newsletters, website links, etc.). In coordination with the Visibility and Access Committee, maintains the membership database.

### **One-Year Objectives:**

- (1) Develop and increase memberships from various regional Sports institutions (Angels, Dodgers, Lakers, Kings, etc.).
- (2) Develop and increase memberships from a broad spectrum of regional religious institutions.
- (3) Develop and increase memberships from the greater Los Angeles regional medical institutions.

### **Three-Year Objectives:**

2nd year

- (1) Increase memberships from Municipalities (cities, counties, etc.) in the greater Los Angeles region.

3rd year

- (1) Develop and increase memberships from Historical Societies.
- (2) Develop and increase memberships from Museums.
- (3) Develop and increase memberships from Private collections.
- (4) Develop and increase memberships from Archives.
- (5) Develop and increase individual memberships.

Have a 10% increase in membership in the above areas or a new developed area of membership. At the same time, the committee will try to maintain the loss of membership to less than 2%.

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## Services to Archives

Chair, Claude Zachary, University of Southern California

**Responsibilities:** Promote services such as training workshops to archives with LA-focused collections on such issues as preservation, documentation, exhibition, fund-raising, and public outreach. Where such services are provided by other organizations, this committee shall seek to coordinate and make those services known to the members and avoid duplication. This Standing Committee is also responsible for collecting news from the membership to be distributed in the "Monthly e-News."

### **One-Year Objectives:**

(1) Create one Workshop based upon the needs and requests of the Forum membership.

(2) Publicize similar services provided by other California archival organizations (such as the Society of California Archivists, Los Angeles Preservation Network, Western Archives Institute and individual LA as Subject partners. Collect member news for circulation via the Email Newsletter.

(3) Provide a referral service, by means of handouts/Web pages, to subject experts and consultants; preservation resources and websites; and museum database systems.

### **Three-Year Objective:**

(1) Have two (2) workshops per year regularly scheduled. One will be a basic archival techniques workshop for those members without formal archival training, the second will address more specialized topics for more experienced archivists/curators.

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## Advocacy

Chair, Matt Roth, American Automobile Association of Los Angeles

**Responsibilities:** Advocate for the interests of archives with LA-focused collections through professional and educational organizations whose activities affect the well being of member archives. Support member or other institutions, public or private, whose archives are at risk for any reason. Collaborate with other organizations doing similar work. Engage in public policy debates and activism wherever the interests of archives and collections are at stake.

### **One-Year Objectives:**

(1) Assemble a list of forum members who are willing to contact public officials on matters pertaining to archives.

(2) Establish contacts from inside or outside forum membership to monitor legislative bodies and alert the committee when matters pertaining to archives are under consideration. Jurisdictions to monitor include state assembly, LA County supervisors, LA city council, and other city councils as possible and appropriate.

### **Three-Year Objective:**

Demonstrate significant progress in establishing proper care for the LA County archives, such as a formal archival-deposit policy to be incorporated in the county's records retention process, up to, ultimately, establishing a facility to store and make accessible the county's records.

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## Research, Scholarship, and Collection Usage and Development

Chair, Phil Ethington, University of Southern California

**Responsibilities:** Expand the research and scholarship on Los Angeles through the use and dissemination of member collections through research publication, tours, workshops, and lectures about the content of the collections. Help to discover and develop new collections.

### **One-Year Objectives:**

(1) Complete the project to have every listed archive in the LAasS database, that has a website, put a link to the LAasS website on their home page.

(2) Plan for at least one (1), but hopefully two (2), "Featured Collections" publicity campaigns. The idea here, generated by the committee, is to target "user communities" (researchers) on specific topics, such as women, political, labor, maps and so on, and then construct a pre-made set of lists and links to those archives and collections. This campaign will be sent to any and all lists of potentially interested users.

(3) Construct an e-mail and address list for such targeted archives, and share with the other committees for coordinated campaigns.

### **Three-Year Objective:**

(1) Overall goal of measurable increase in usage due to LAasS activities. Part of this goal will be to develop tools to detect the impact of LAasS activities on patronage of member archives.