



Baylor Collections of Political Materials



REPORT: JANUARY 2003

BENNA BALL STUDIES EAD

Benna Ball, Project Director for the Bullock Archive, attended Implementing Encoded Archival Description on January 6-10, 2003 as part of the Rare Book School on the campus of the University of Virginia in Charlottesville. With the release of versions 2.0 and XMetal 3.0, the BCPM staff needed to learn the changes these updates bring. The course was taught by Daniel Pitti, the father of EAD. Other participants were from Harvard, Yale, Princeton Theological, Johns Hopkins, Library of Congress, and New Zealand. We are very fortunate that Benna was also selected to participate. The knowledge she gained will help us significantly as we migrate our finding aids to EAD in the future.

PROGRESS

ACCESSIONS:

Jack Hightower: Texas Collection sent additional publications from Hightower's years as a State Senator.

BOB BULLOCK EXHIBIT AREA

Jeremy, the maintenance guy has already replaced all the baseboard and lights. He also helped hang 6'x10' US and Texas flags in the atrium. Four glass display cases were moved from the Reading Room to the Exhibit Area. Work orders have been submitted to have the terrazzo floor cleaned and sealed in the atrium and to have the glass wall cleaned.

CATALOGING, December Stats: Janet Pence: 64 titles and 99 volumes.

EQUIPMENT: Wide Format Scanner: Soft ware has been installed. Scanner has been cleaned and calibrated. We do not have a student yet to operate it.



JOB SHADOW DAY. Both Ben and Benna hosted students from University High: Monica Rivera and Molcomb Howard. BCPM was also included on the campus tour.

MEETINGS, WORKSHOPS:

- ❖ Performance Training, Jan 17. Ben
- ❖ STEPP luncheon, Jan 21. Benna
- ❖ Time management teleconference, Jan 24. Ben and Benna.
- ❖ Staff Forum, Jan. 30. Ben and Benna.



PROJECT OFFICE:

Submitted three project initiatives for FY2004 in new Project Office format:

- ❖ Formal Opening of the Papers of Bob Bullock
- ❖ Renovation of Poage Library Exhibit Area
- ❖ Publication of *Guide to the Papers of Bob Bullock*

STUDENT WORKERS:

- **Tiffany Tsang, GA:** Bullock Papers – Processing Issue files microfilm.
- **Grace Commers, GA:** Bullock Papers – Index Bullock media microfilm
- **Kim Mathis:** Bullock Papers – Alpha corr, 1994-1996
- **Julia Howard:** Bullock Papers - Alpha corr, 1994-1996
- **Naadei Nikoi:** Bullock Papers - Alpha corr, 1994-1996
- **Sandra Lee:** Processing Bullock photographs.
- **Cassandra Fuller:** Hyde Murray papers – Indexing finding aid
- **Stephanie Lott:** Hyde Murray papers – Indexing finding aid