Learning About the World of Special Collections: Stewardship, Inventories, Treasure Hunts, Genealogy…
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Is there a formula for librarians, evidence, or proof (of value) that pertains to historical queries and work when staffing devoted to activities is not full-time, and is also interim or transitional?

A case study of one institution’s Special Collections and related historical work of the past year reveals lessons learned that might resonate with others…

**Objectives**

- Collect and show evidence of value:
  - Collections are used and services are provided
- Be responsive and available
- Use and build on skills, knowledge
- Identify policies, sources, and contacts
- Find existing documentation, and build on it
- Do inventories and go on treasure hunts
- Research and / or ask (as appropriate)
- Don’t reinvent the wheel (whenever possible)
- Be aware of standards, competencies
- Even in an interim, transitional time: Move matters forward…

**Planning**

- Digitization
- Exhibits
- Restoration
- Renovation
- Outreach

**Communication and Outreach**

- Tours
- Visitors
- Correspondence
- Reports and Articles
- Publicity

- library’s website,
  - Facebook
  - e-mails
  - medical school
    - communication
    - vehicles
  - listservs

**Stewardship**

- Identifying stakeholders
- Finding policies, procedures, contact lists, permission statements...
- Receiving to incoming inquiries, requests, gift offers
- Doing research and providing responses
- Finding and doing inventories
- Ensuring that housekeeping and collection management are done

**Inquiries / activities**

* (September 2014 - August 2015)

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<th>TOTAL:</th>
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<tbody>
<tr>
<td>Research</td>
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<tr>
<td>Tours/Exhibits</td>
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<td>Collection Mgmt</td>
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<td>Other/Misc.</td>
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<tr>
<td>External (alums / others)</td>
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**Methods**

- gifts
- unexpected finds
- temporary loans and storage
- rare books
- photos
- plaques
- portraits
- instruments…

- university community
  - alums
  - affiliates
  - other institutions
  - independent researchers
  - other