Llewellyn Collection Manager Erica Donnis has worked with the Llewellyn Collection of Vermont History one day per week since the spring of 2011, soon after its arrival at the College. In FY2013-2014, she spent a total of 455 hours on the project. Her report on 2013-2014 collection-related activities follows, and a FY14 budget report is attached.

Public Outreach and Collaboration

Events

In FY2013-2014, I focused primarily on public outreach and collaboration, both within the campus community and with several external organizations. We formally introduced the Llewellyn Collection to the public with two free events, to which Champlain affiliates, members of affinity groups, and local history enthusiasts were invited. *Celebrating the Llewellyn Collection* (September 2013) featured three local speakers: Tom Visser, professor of history at the University of Vermont; David Lustgarten, associate professor in Champlain College’s Division of Communications and Creative Media; and Robert Resnik, reference librarian at Burlington’s Fletcher Free Library. *Songs of Vermont* (May 2014) highlighted the Llewellyn Collection’s superb collection of sheet music scores with a performance featuring UVM Associate Professor of Music Wayne Schneider and vocalists Bill and Mindy Bickford. Both events were held in the Presentation Room at Roger H. Perry Hall and included collection viewing opportunities for guests. The *Songs of Vermont* performance, which was especially popular, attracted a full house.

Exhibitions

I also mounted a series of temporary exhibitions in the historic conference rooms at Perry Hall. *The Burlington Waterfront* (August 2014-December 2013) highlighted key aspects of waterfront history, including lumber and textile mills, railroad yards and stations, and ferries, as well as the area’s more recent transformation into a site for public recreation. *Burlington’s Poets Mimeo Cooperative* (December 2013-April 2014) featured both Llewellyn Collection items and loaned pieces related to a local poetry group. In conjunction with the exhibit, two poetry readings were held on campus in collaboration with Professor Jim Ellefson of Champlain’s CCM Division. *Marketing Vermont* (April 2014-August 2014) presented guidebooks, maps, souvenirs, and other tourist items. *Burlington Landmarks* (December 2013-April 2014 and April 2014-August 2014) featured postcards and brief histories of prominent local buildings and parks in two segments. Each of these exhibitions was distilled into an online exhibit, viewable at [http://specialcollections.champlain.edu/digital-collections/index.php/simpleGallery/Show/Index](http://specialcollections.champlain.edu/digital-collections/index.php/simpleGallery/Show/Index).
Library Web Page

This fiscal year, I worked with Andy Burkhardt, the Library’s Assistant Director for Digital Strategy, to redesign the Llewellyn Collection page on the Library website (champlain.edu/academics/library/special-collections/llewellyn-collection). We revamped the collection description and added images and links to the collection’s online catalog and videos. We also created a simpler URL (champlain.edu/Llewellyn) for publicity purposes.

Collections Management

Cataloguing and Digitizing

Approximately 350 items in the Llewellyn Collection were cataloged and digitized in FY2013-2014, doubling the total number of catalogued items in the collection. I focused my cataloguing efforts on exhibited pieces, items under consideration for exhibits and events, and recent donations from Lance Llewellyn. The new catalog records were added to the collection’s online catalog (specialcollections.champlain.edu/digital-collections/). (According to our copyright policy, scanned images for only those items dating to 1924 or earlier were publicly accessible). During the fall 2013 semester, a work-study student assisted in scanning and uploading images. In June 2014, I participated in a webinar sponsored by the Society of American Archivists on Standards for Digital Archives, which provided information on further aligning our digitization procedures and digital asset management with professional preservation standards.

Consultant Jonathan Byerley continued to provide technical support for our database and website software, CollectiveAccess. Among other tasks, Jonathan updated our software to the new version released in 2014 and migrated our system to a new cloud server, RackSpace, which vastly improved media uploading capabilities.

Policies and Plans

In consultation with David Provost, Senior Vice President for Finance and Administration, Janet Cottrell and I also reviewed and updated the collections plan that we had first drafted in 2011, widening its span to include the College Archives as well as other types of Special Collections items, and refining the collecting scope for the Llewellyn Collection to items relating specifically to Burlington and Chittenden County. Review and approval of this plan by the President’s Council remains pending.

In the spring of 2014, I began work on an emergency plan for Champlain’s library collections, including the Llewellyn Collection, to provide guidelines for responding to emergency situations. I attended an emergency planning workshop, Vermont Prepares: Disaster Planning for Archival Records, in May 2014 and worked with Tammy Poquette, the Library’s Manager of Circulation Services, to assemble emergency supplies in a central, accessible location. This plan will be completed in FY2015. A site visit with a conservator from the Northeast Document Conservation Center is scheduled for August 2014.
**Acquisitions**

In December 2013, Lance Llewellyn donated approximately four linear feet of additional items, including Vermont-related ephemera, business registers, periodicals, engineering manuals, and an 1833 lithograph map of Burlington by J. Johnson, titled *Village of Burlington from Actual Survey*. The map was conserved and re-framed with conservation-quality materials by paper conservator Mary Jo Davis in January 2014. At the time of this report, almost all of the items in this donation have been catalogued.

In April 2014, Llewellyn deposited another two linear feet of items, including Vermont-related music recordings and bumper stickers, in the Llewellyn Collection. A signed deed of gift is pending.

**Storage Improvements**

In the spring of 2014, the Library was granted use of MIC G12, a former server room, for use as a special collections storage room to provide improved storage conditions for the Llewellyn Collection items and supplies stored in the building. This space was outfitted with four mobile wire shelving units and a work table moved from other areas in the building (three shelving units had previously been acquired in anticipation of this new space). A tiered mobile metal cart for the storage of framed works of art was purchased, along with extra shelves, spill guards, and covers for the shelving units. Two water alarms were also purchased for the room, and an existing datalogger was moved into the room to monitor temperature and humidity.

By June 2014, the datalogger in the new room registered extreme humidity levels (70-80%), which would place collections at high risk for mold growth. In consultation with the Physical Plant Department, a dehumidifier was selected to moderate humidity levels during the spring and summer months. This appliance was purchased for the space in July 2014.