

From: [Caverly, David](#)
To: [Peters, Todd C](#)
Subject: FW: Graduate Program in Developmental Education"s Archiving of CRLA Material
Date: Monday, October 10, 2016 2:52:29 PM
Attachments: [image001.png](#)

Todd,

Not sure I sent this to you regarding the CRLA board approval on the scanning process for our documents in the Graduate Program in Developmental Education.

Let me know if you have any other questions.

David C. Caverly, Ph.D.
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512-245-3100

From: "Briggs, Dorothy A - (dabriggs)" <dabriggs@email.arizona.edu>
Date: Friday, September 9, 2016 at 10:21 AM
To: David Caverly <dcaverly@txstate.edu>
Cc: Norm Stahl <flowercjs@aol.com>, Sonya Armstrong <sla113@txstate.edu>
Subject: RE: Graduate Program in Developmental Education's Archiving of CRLA Material

Hi David,
Please accept my apologies for the tardiness of my response. I needed to do some research, including consulting with Norm, to find answers, and with the beginning of the year this got pushed to the back burner.

I'm happy to hear that you are ready to begin the scanning process.

We did agree to the "open to everyone" option:

- 1) The minutes of Board of Directors (BoD) meetings are already public. The exception is when the BoD may have gone into Executive Session and the topics were not covered in the minutes. However I don't believe there would be record of that in the archival materials.
- 2) The budget is also available to members and therefore can be made available through the archives.

We have recently learned that Taylor and Francis does not desire to put the copies of the WCRA Journal on line. These are currently in the collection you possess. Norm will work with Sonya Armstrong, the CRLA Publishing Director, to determine how to proceed with making them public.

I have already submitted two letters to you acknowledging the agreement CRLA has with TX State University. I have reattached them here. If these do not suffice, please work with Norm Stahl. The appropriate protocol is that he will submit the recommendation for another letter to the BoD. The BoD will direct me to write the letter on their behalf.

I have consulted with Norm and will continue to do so. All communication needs to have him copied and involved. As the CRLA Historian the BoD has given him the authority to handle the archive

decisions.

Thanks,
Dorothy

From: Caverly, David [mailto:dcaverly@txstate.edu]
Sent: Tuesday, August 30, 2016 6:15 AM
To: Briggs, Dorothy A - (dabriggs) <dabriggs@email.arizona.edu>
Cc: Armstrong, Sonya L <sla113@txstate.edu>
Subject: Re: Graduate Program in Developmental Education's Archiving of CRLA Material

Dorothy,

Our library is ready to begin scanning the CRLA material. Thank you for the letter from board setting up a line item covering the costs of materials to store the Archived material after scanned (see my e-mail from April 19th below).

However, I don't remember the CRLA Board decision on what level of "Open Access" they want to have with these materials. Regarding Open Source materials, there are three "levels" where some of the material could be made electronically available:

- to no one?
- to special persons with CRLA approval?
- to Texas State NetID (i.e., access only Texas State students, faculty, and staff) users?
- to everyone? (available on the Internet through our Resource Room Website and/or through the CRLA Website which I recommend)

I believe we agreed we should have the "to everyone" option as we want scholars to log into our library and be able to use the CRLA Archives. I believe we also discussed the "personal or confidential" information in the CRLA Archives was the budget, and you reminded me the members receive a statement from the Treasurer each year. Are these correct? We can certainly have you or someone from the board examine them once they are archived and we can redact the information.

As you can read from our Alkek Library Copyright coordinator in the message from Stephanie Towery on August 26th below, we don't need a formal agreement with CRLA, though they would like the agreement in writing.

So, an e-mail from you or another letter from the Board is what we need to have on file.

Thanks, and I'll see you in Louisville,

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From: David Caverly <dcaverly@txstate.edu>
Date: Tuesday, April 19, 2016 at 12:38 PM
To: "Briggs, Dorothy A - (dabriggs)" <dabriggs@email.arizona.edu>
Subject: Re: Graduate Program in Developmental Education's Archiving

Dorothy,

Hope this finds you well. We are ready to begin scanning the CRLA materials and preparing them to be Open Source available. Do we have your and the board's approval?

Next, our archivist will scan the materials free of charge, but we will be storing the originals in acid-free folders and boxes (see the description of the process below). Will CRLA cover this cost?

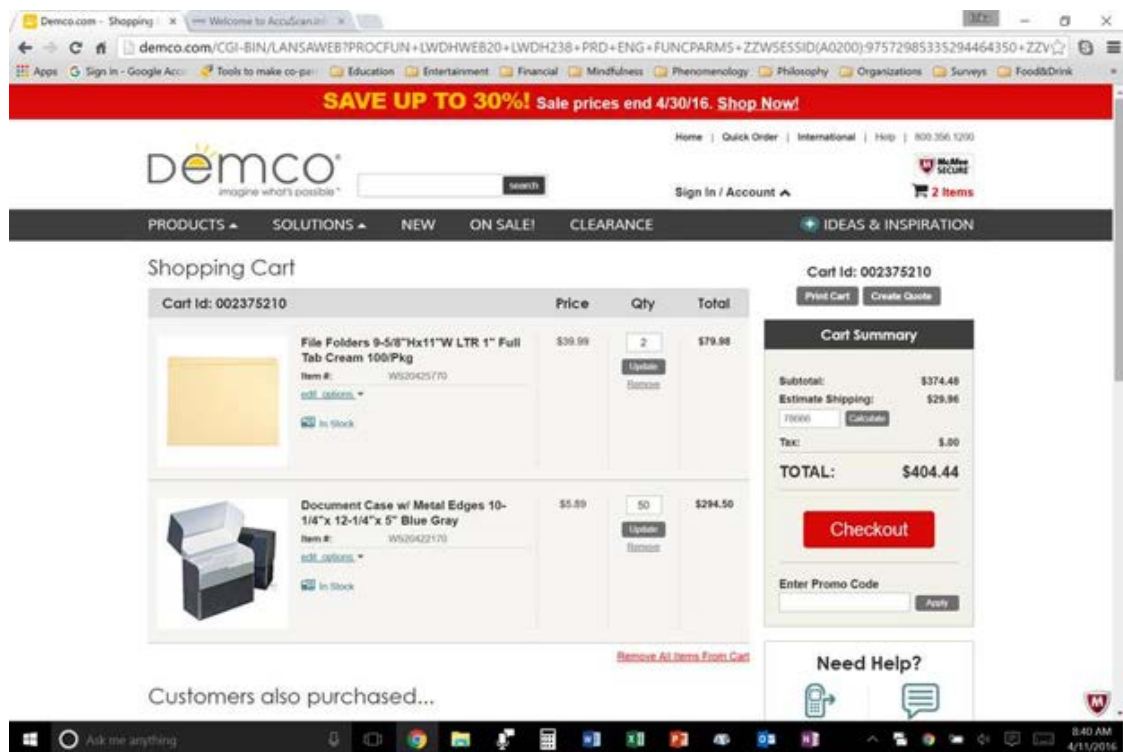
Erika has described the process and costs below. Let me know if you have any questions.

In order to best preserve the CRLA Archives, Erika Nielson, Developmental Education Resource Room Coordinator has met multiple times with Archivists at the Texas State University Alkek Library about best practices for archiving. She was informed that the industry standard for archiving documents was to place resources in acid-free folders and boxes (quote included below). The documents can also be scanned so that users can access the documents online and thus prevent physically touching the documents so that they may be preserved for posterity. Document scanning can occur at no charge through the Alkek Library. Typically, document scanning of archives is approximately \$1.00 per page. The CRLA Archives occupy approximately nine 24 inch shelves (192 inches or 16 linear feet). If the documents were not scanned free of charge, we could possibly pay thousands of dollars to have the documents scanned.

Currently, the CRLA Archives occupy approximately 216 inches of space. In order to place all documents in acid-free folders and boxes, the cost would be as follows. All materials were estimated from the website Demco.com as recommended by Alkek Library archivists.

50 Gaylord FlipTop Document Cases (Letter Standard Width, 10 1/4 X 5 X 12 1/4) @ \$5.89 = \$294.50	
2 packages Gaylord Archival File Folders (Letter size) @ \$39.99 = \$79.98	
	<u>Estimated shipping = \$29.96</u>
-	
	Total = \$404.44

Please note that this is a one-time expense. Additional expenses would include the purchase of one or two additional boxes each year and a box of folders every three to four years to add additional CRLA Archives. Please also remember that we are not being charged for scanning which could total thousands of dollars to preserve the CRLA Archives.



Erika K. Nielson
Developmental Education Resource Room Coordinator

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From: Towery, Stephanie S
Sent: Friday, August 26, 2016 9:57 AM
To: Peters, Todd C <tp09@txstate.edu>
Subject: RE: Scanning the CRLA papers

Hi, Todd,
I can meet with you both about it next week - or if you think we don't need to meet, that's fine, too. If CRLA created the content, then

there shouldn't be a copyright problem. We would create a rights statement very similar to the ones we have up already.

Something like this:

CRLA believes it owns the copyright to the material here. If you have any concerns about any of the CRLA material posted here, please contact us at copyrightoffice@txstate.edu.

As long as the board assents to placing the material online, we don't need a formal agreement with them. It would be good to have it in writing but it can be an email from the chairman or head of the board saying the board has agreed to put the archives online.

Before putting it up, we would need to make sure all of the personal and confidential info is removed. You or CRLA may have already done that, but that privacy issue would be the only other concern.

let me know what you think about that. I'm out sick today but I'm checking email.

thanks,
stephanie
