Hi, I'm Sandra Yates the head archivist at the McGovern Historical Center, Texas Medical Center Library in Houston.

And I am the SCC Archivist.

This is We Have Your Records: the archives of the South Central Chapter.

In this presentation I will tell you about the collection and how you can contribute.
About McGovern Historical Center

McGovern Historical Center (MHC for short) is the special collections department of the Texas Medical Center Library.

We acquire and preserve the records of physicians, healthcare professionals, faculty, and institutions of the Texas Medical Center, Houston area and other related medical endeavors.

We provide access to historical materials to TMC institutions and researchers around the world, contributing to institutional histories of the TMC as well as greater contributions to healthcare, health policy, research and education.
Here’s a quick overview of the collection.
Institutional Collection No 36, IC 036
Materials date between 1966-present
Currently equals 40 boxes
We receive accruals yearly
A complete folder Inventory is available and searchable online at archives.library.tmc.edu/ic-036.

====History and acquisition of IC 036====

The McGovern Historical Center at the TMC Library signed an agreement with SCC/MLA regarding the SCC/MLA Archives on September 19, 2007. The document outlined the basic agreement and procedures for collecting and maintaining the collection.

In 2014 the collection was arranged by SCC officers at the TMC Library. That organization is still in place. Further accruals are added as addendums to the collection and arranged as a new record series.
So what’s in the collection?

The SCC.MLA records contain organizational history, photographs, bylaws, reports, policies, annual meeting records, executive board records, meeting minutes, committee documents, local arrangements materials, membership directories, procedure manuals, newsletters, oral histories, and digital media. The collection documents the activities, people, membership, leaders, and committee work of the SCC/MLA.

Materials also include records related to:
- Hospital Library Interest Section
- Texas Council of Health Libraries
Processing & Access

1. Accessed upon arrival
2. Rehoused into archival boxes and folders
3. Inventoried to the folder level
4. Imported annually into collection site
5. Searchable to at least the folder level
6. SCC Members can search & request materials from the collection
7. SCC Members can **contribute to**
   collection description (indicate url to specific folders/items if possible)

Once materials are sent to the archives:

1. The materials are accessioned upon arrival.
2. Materials are rehoused into archival boxes and folders. They are removed from binders and any fasteners (like staples) are also removed.
3. Folders are inventoried. Original order is maintained as much as possible.
4. New addendum is imported into the collection site at
   [https://archives.library.tmc.edu/ic-036](https://archives.library.tmc.edu/ic-036)
5. The entire collection is searchable
6. Members can search and request materials from the collection.
7. Also you can add descriptive information to the collection. We invite SCC members to enhance the collection descriptive content via the Help describe this collection link in the collection page under Notes element.

In the General Notes section, click the link Help describe this collection!
You can request access to materials in the collection.

- **Search** and identify items for request. Note any id# or the url link to the item description.
- **To view the items in-person:** You can make an appointment to view in the reading room.
- **For remote access:** Email us or fill out a request form, and we can send copies to you.
- **Archives staff can provide:**
  - low-resolution reference images of folder contents or photocopies
  - High-resolution scans of photos, papers, audiovisual materials
  - Digital media contents, like file list, disk images, or file transfers.
- **Actual items can be returned if needed.** These are the organizations records and SCC has full ownership.

[https://library.tmc.edu/mcgovern/research-assistance/](https://library.tmc.edu/mcgovern/research-assistance/)

In-person or remote
Contact Us.
Complete a Photograph Request form,
[https://library.tmc.edu/mcgovern/photograph-request-form/](https://library.tmc.edu/mcgovern/photograph-request-form/)
According to the SCC Procedures & Guidelines for collecting archival materials:

- SCC Secretary collects all documents to be deposited to the SCC/MLA Archives.
- Materials should be submitted by December 31st each year.

Here is a list of suggested materials to contribute to the collection.
Contributing: MLA Guidelines

Archiving Guidelines for MLA Units, [https://www.mlanet.org/p/cm/ld/fid=588](https://www.mlanet.org/p/cm/ld/fid=588)

- Proceedings of chapter and section business meetings and programs
- Transcription of tapes (e.g., annual programs)
- Committee information including rosters, charges, minutes
- Officers, including terms of office
- Reports (final report only, not working documents)

- Awards including description of award and listing of awardees
- Correspondence which relates to MLA policy and program development
- Newsletters
- Photographs
- Section member listings by year

Archiving Guidelines for Medical Library Association Units has a similar listing of materials to contribute. It lists more general groups of record types.
Contributing: Process

1. Collect Materials for the year (SCC Secretary)
2. Submit materials and notify the SCC Archivist by December 31st
3. Materials arrive at the McGovern Historical Center
4. SCC Archivist will accession the accrual and finalize inventory
5. New accrual is added to the collection and available to search online at https://archives.library.tmc.edu/ic-036
6. Use Advanced search options to search within collection.
7. How to submit records: Download MHC Instructions for Donations

We’re working on a SCC-specific submission process for next year

How do you contribute and how to we process the records:

Again, according to the SCC Procedures & Guidelines:
- SCC Secretary collects all documents to be deposited to the SCC/MLA Archives.
- Materials should be submitted by December 31st each year.
- We have received materials directly from SCC officers over the years as well.

When the materials arrive at the archive:
- the SCC archivist accesses the new materials and finalizes the inventory to at least a folder level. Some individual items are inventoried, especially digital media objects.
- The new accrual for the year is imported into our collection site and added as a new addendum to the end of the collection.
- You can search the entire site or within the collection using the advanced search features.

You can download MHC Instructions for Donations. This is a general document for all donations. We’re working on an easier SCC-specific submission process for next year. Any feedback from the membership would be appreciated.

A link to the submission process is available on the collection description page, https://archives.library.tmc.edu/ic-036, under the Notes element.
Here is my Contact information. I'm happy to answer any questions and assist you in accessing the collection.

Thank you.