

Project Statement 2017/18

Project Name: Russell Collection

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Project Goals: Build on and promote access to the Bertrand Russell Archives, one of McMaster's most significant cultural assets, on the 50th anniversary of the Library's acquisition. During 2017/18 the project will focus on the opening of the new space at 88 Forsythe, the welcoming of the Bertrand Russell Society, the publication of the poetry book, the release of the special edition of the Hamilton Arts & Letters dedicated to Russell.

Linked to the following Strategic Directions:

#2 – Enhance, support and promote our unique print and digital collections.

#4 – Facilitate deep learning and creativity for students through the provision of innovative physical and virtual environments, services and learning opportunities.

#5 – Build strong relationships with the community – both on campus and off

#7 – Secure appropriate financial resources required to maintain a world-class research library.

Scope (work the project will include and will not include; end results):

- Complete renovations to 88 Forsythe for the Russell archives and Bertrand Russell Research Centre.
- Complete cataloguing of uncatalogued Russell archives books, pamphlets, and other published materials. Remove RA3 items from filing cabinets and box. Remove pamphlets from filing cabinets and box pending move.
- Sort the Russell supporting library into call number order. Identify components of the supporting library being directed to separate locations at 88 Forsythe.
- Prepare and move the Russell archives to the new location.
- Digitize audio-visual materials held in the Russell archives. Add to the public digital repository or the dark archive, as appropriate for copyright.
- Complete the purchase from the Bertrand Russell Peace Foundation of a new accrual (identified as RA4) to the Russell archives.
- Develop a staffing model to provide reference assistance at 88 Forsythe in addition to Archives and Research Collections with existing Research Collections staff.
- Host an open house at 88 Forsythe during Alumni Weekend.
- Work with the Bertrand Russell Society and the Society for the Study of the History of Analytical Philosophy to plan events during their annual meetings.
- Work with Alumni Advancement to curate and film a series of videos on Bertrand Russell and the Russell archives.

- Curate and install at the McMaster Museum of Art an exhibit on Bertrand Russell and the Russell archives.
- Print a reproduction of a commonplace book of poetry shared by Bertrand Russell and Ottoline Morrell
- Work with *Hamilton Arts & Letters* on a Russell-themed issue.
- Develop and launch a new Russell Archives website.

Time Frame:

2017/18

Risks (circumstances or events outside of the project team’s control that will have a high adverse impact on the project if they occur):

- Construction delays at 88 Forsythe force the postponement of follow-on activities.

Obstacles/Constraints:

- Time that Research Collections staff can devote to Russell-related projects.
- Volume and type of uncatalogued materials that need processing. Limitations on the scope of materials that our cataloguing vendor can process (e.g., no serials). Limited amount of cataloguing that can be done in-house.
- Limited swing space for organizing materials and packing of books in preparation for moving.
- Limited staffing available to support multiple research help service points.

Critical Milestones: [Note: “Critical” is the operative term for this list. There are many milestones for 2017/18 not listed here, e.g., publishing the commonplace book, which would be disappointing if not reached but are not crucial to success.]

- Completion of construction at 88 Forsythe.
- Sorting of Russell supporting library and identification of materials for designated storage areas in the new location.
- Packing of the book collection in preparation for the move.
- Move of the collection and reshelving in the new location.
- Opening the new location for research.
- Completion of the purchase of RA4.
- Installation of the exhibit at the McMaster Museum of Art.
- Release of the special issue of *Hamilton Arts & Letters*.

Assessment plan (how will the project and its outcomes be evaluated?):

Are the critical milestones completed?

Update #1 (Feb 2018):

What have you accomplished to date?

- Renovations at 88 Forsythe are underway, expected to be complete by the end of April.

- A large banner recognizing the anniversary has been hung on the exterior of Mills Library. The banner image, with slight modifications, is also being used on digital signage across campus.
- More than 900 previously uncatalogued Russell supporting library items have been processed. RA3 has been removed from filing cabinets and boxed.
- Audiovisual materials to be digitized have been identified.
- RA4 purchase agreement completed. Export permit secured by the Bertrand Russell Peace Foundation.
- Desk schedules are being developed to support reference delivery in both the main Archives and Research Collections reading room and the reading room at 88 Forsythe, as possible with the existing staff complement.
- Active discussions are underway with planners for the BRS and SSHAP meetings for events related to their meetings.
- Planning with Alumni Advancement is in progress to film five videos.
- Selection of materials to include in the videos and exhibit at the Art Museum is underway.
- The Russell/Morrell commonplace book has been scanned. Design work is underway at Media Production Services.
- The special Russell issue of *Hamilton Arts & Letters* is in progress and expected to be released in mid-May.
- Development of the new Russell archives website is in progress.

What do you hope to accomplish in the next 3 months?

- Complete renovations at 88 Forsythe.
- Sort the Russell supporting library into call number order. Identify components of the supporting library being directed to separate locations at 88 Forsythe.
- Pack the Russell library and Russell supporting library collections.
- Arrange to ship RA4 to McMaster from the United Kingdom.
- Complete the video series with Alumni Advancement.
- Install the Russell archive exhibit at the McMaster Museum of Art.
- Launch the new Russell archives website, if larger library website plans allow.
- Release the special issue of *Hamilton Arts & Letters*.
- Print the Russell/Morrell commonplace book with MPS.
- Finalize a research help schedule that supports both Archives and Research Collections and the new 88 Forsythe location.
- Move and re-shelve the Russell archives, library, and supporting library collections to the new location.

What obstacles/constraints have you encountered (not noted above)?

Update #2 (April 2018):