**DRAFT**

**Minutes of the Museum Archives Section Meeting**

**July 28, 2017**

**Portland Convention Center**

**Portland, Oregon**

1. OCLC Research update
2. SAA Council Liaison update
3. Election results and recognition of outgoing officers
4. Officer reports
5. Report of Standards and Best Practices Working Group
6. New business from floor
7. Announcements
8. Adjourned
9. Standards and Best Practices Working Group meeting

Members in attendance: 72

1. OCLC Research Update (Jackie Dooley)

* OCLC invites comments on its draft Research and Learning Agenda for Archives, Special, and Distinctive Collections in Research Libraries. The agenda was produced by Practitioner Researcher-in-Residence Chela Scott Weber . The document is available at <http://www.oclc.org/content/dam/research/documents/research-learning-agenda-draft.pdf>. Comments will be accepted via email to [RLPStrategy@oclc.org](mailto:RLPStrategy@oclc.org) until Aug. 28. A finalized version will be presented and discussed at the OCLC Research Library Partnership meeting in Baltimore on 1 November 2017.
* OCLC has formed a working group on the development of best practices for metadata for archiving websites.
* Ten years after it originally appeared, OCLC has republished Shifting Gears: Gearing Up to Get into the Flow (<http://www.oclc.org/research/publications/2017/oclcresearch-shifting-gears-second-edition.html>), which focuses on mass digitization of primary sources.

1. SAA Council Liaison Update (Kris Kiesling)

* If Texas “Bathroom Bill” passes, SAA 2019 will not be held in Austin
* New section being formed: Independent Archivists Section
* Council reviewed results of a survey of the membership about barriers to participation. The findings will inform their work in November to revise the strategic plan.
* To improve transparency, Council will be developing guidelines and procedures for the process for component groups to request funding in support of special programs or projects.
* Approved support of two International Council on Archives documents: “Principles of Archives” and “Basic Principles of the Role of Archivists and Records Managers in Support of Human Rights.”

1. Election Results and Recognition of Outgoing Officers (Greg Jackson)

* Introduced incoming officers: Vice Chair/Chair Elect Hilary Bober, Recording Secretary Tara Laver, Newsletter Editor Katrina O'Brien, and Web Liaison Rachel Panella.
* Recognized and thanked outgoing officers: Chair Christiana Dobrzynski, Recording Secretary Tamara Gaydos, Newsletter Editor Margaret Huang, Web Liaison Rebecca Morgan.
* Recognized and thanked continuing Standards and Best Practices Group Co-Chairs Rachel Chatalbash and Megan Schwenke, especially for their work putting on the symposium held Wednesday, July 26.

1. Officer Reports

* Web Liaison Rebecca Morgan discussed the section’s social media presence. She asked the membership about their interest in having a Facebook page. Based on the limited feedback, at this time the section will not begin a Facebook page. She suggested the section develop a plan for managing its existing Twitter account. She also noted that the primary role of the position is to facilitate communication to and among members but there is little documentation about the role.
* New Chair Greg Jackson noted that the section’s bylaws do not include detailed descriptions of positions/offices, invited suggestions for revisions, suggested changing the terms of office for secretary and newsletter editor to two-years, and reviewed the process for amending bylaws.
* Recording Secretary Tamara Gaydos read the minutes of the 2016 section meeting and conducted a vote for their approval; they were approved as written without objection.

1. Report of Standards and Best Practices Working Group (Megan Schwenke)

* The reviewed and refreshed the Standards and Best Practices Resource Guide by resources and adding a description of the Working Group and its past projects to the section site. (Additional details in Section IX below.)
* The half-day symposium on Wednesday, July 26, featured museum archives “work in progress.” Presenters shared pilots, road-tests, and in-progress projects not yet finished with attendees to answer questions on implementation to date as well as solicit feedback and suggestions on potential next steps.
* Recognized and thanked working group members and invited those interested to participate

1. New Business from floor

* None

1. Announcements

* Sally Brazil: the Frick has completed a grant to digitize and collecting files of Henry Frick and created a related crowd-sourcing transcription site. She invited members to view the site as a model and be transcribers
* Susan Anderson Lacquer, Philadelphia Museum of Art: will be working on new edition of the museum archives manual and is writing the chapter on development and fundraising. Asked for volunteers to be interviewed about their practices or to read the manuscript.

1. Adjourned
2. Standards and Best Practices Working Group Meeting (submitted by Megan Schwenke)

Present: Seth Anderson, Betsy Baldwin, Ashley Chase, Michael Conyers, Ryan Evans, Jessica Gambling, Tara Laver, Marc Levitt, Greg Raml, Mike Satalof, Megan Schwenke, Sara Seltzer, Dawn Sueoka, Peggy Tran-Le, Brian Wilson

Megan Schwenke, S&BP Working Group Co-Chair, convened the meeting.

The group re-capped the 2016-2017 project to revise and update the S&BP Resource Guide.

* WG members who reviewed the Outreach and Advocacy section stated it was difficult to compile Outreach materials that were Museum Archives specific without excluding other useful resources that apply to archivists in other institutions. Perhaps this could be resolved by compiling a directory of resources for outreach for archivists, but we agreed this might not be in our purview, or that directories such as this likely exist elsewhere.
* It was suggested that materials regarding advocacy with institutional colleagues (in-reach) be solicited and added to the guide.
* It was also suggested that solicitation of resources continue beyond the project end date, and that instructions to contact the co-chairs with resource contributions be added to the resource guide if they are not already there

The group discussed potential topics for the 2017-2018 project.

* Michael Conyers from The ARC/K Project suggested that guidelines for photogrammetry and metadata standards for 3D objects developed by The ARC/K Project be added to the **Disaster Planning/Recovery and Facilities section of the resource guide, as it is currently without content.**
  + **The group discussed the difficulty in securing this documentation for the guide, as it is often kept confidential within institutions**
* **Hillary Bober, incoming Vice-Chair/Chair-Elect, mentioned that the statement accompanying the Museum Archives Guidelines had not been updated in a long while, and that the WG might consider reviewing and revising it.**
* **Seth Anderson, on behalf of his MoMA colleague Jonathan Lill, suggested exploring standards for establishing data interoperability projects between museums, building on the exhibition index project Jonathan presented on at the symposium earlier in the week. It was also suggested that compiling a list of existing open data sets that institutions could use in these projects may also be useful.**
* Megan Schwenke shared a project idea that she and Rachel Chatalbash developed together. It investigates best practices amongst museum archivists regarding the management, preservation, storage, and access/use rules for both analog and digital archival records within museums that are not in care of museum archives. This project would compile existing guidelines, document best practices, and gather information for case studies via interviews on this topic with museum archivists.
  + The group noted the pervasiveness of this issue, and the usefulness of a resource that would indicate what other institutions are doing about it to reference in conversations with their museum colleagues
  + It was also said that this work could present an opportunity within institutions to streamline access policies and procedures across departments.

Respectfully submitted,

Tara Laver, Recording Secretary