

**Society of American Archivists  
Publications Board Meeting  
Washington, DC | August 13, 2014**

**MINUTES**

**In Attendance:** Chris Prom (Chair), Cara Bertram (incoming intern), Bethany Genn (outgoing intern), Nicole Milano, Lisa Mix, Tawny Ryan Nelb, Cheryl Oestreicher, Margery Sly, and *ex officio* members Greg Hunter (*American Archivist* Editorial Board Chair), Michelle Light (Council Liaison), and SAA staff members Teresa Brinati and Anne Hartman.

**Unable to attend:** Colleen McFarland, Jody DeRidder, and Michael Shallcross.

**I. WELCOME AND UPDATE: Chris Prom**

Prom noted that he has received a number of proposals in recent months and thanked the Board for the strong constructive comments they provided on the proposals. Prom recognized Margery Sly, who spent the last year also as president of the Academy of Certified Archivists; Michelle Light, who was named an SAA Fellow at the Joint Annual Meeting; and Bethany Genn for her year-long service as an intern and as the Publication Board's rep on the *American Archivist Online* search group.

Colleen McFarland, from the Mennonite Church USA, will join the Board as a member, and Cara Bertram, from the University of Illinois, Urbana-Champaign, will join as an intern.

**II. REPORTS**

**A. Dictionary Working Group: Margery Sly**

**1. Status:** The Dictionary Working Group has been reading books published by SAA since 2005 and recent issues of *American Archivist* in preparation to compile the new *Dictionary of Archives Technology* (coming 2015). The group is now moving toward writing and refining the definitions that will be included in the dictionary. They are also looking into software designed for the process of building and hosting a dictionary.

**2. Keywords:** The group will tag terms by higher-level keywords, so readers will be able to pull all terms within a certain subject area together. While no print dictionary is planned, the group is discussing mini publications around certain subject areas.

**3. Word of the Week/Promotion:** The group began Word of the Week emails in July. The emails give one proposed definition for a term and give readers a chance to submit feedback. Tweets (with the hashtag #SAAWords) are being posted to further promote the dictionary. The group also hosted an hour-long breakfast forum at the Joint Annual Meeting.

**B. Council Liaison: Michelle Light**

**1. At its August Meeting, Council:**

- Approved *Best Practices for Volunteers in Archives*, based on a recommendation from the Standards Committee. The document complements *Best Practices for Internships as a Component of Graduate Archival Education*.

- Adopted the revised “Terms of Participation for the Archives and Archivists List,” based on the recommendations of a short-term working group. The survey on the list had more than 1,200 responses. The Council decided to continue the SAA sponsorship of the list but will review it again after a year.
- Adopted an issue brief on the Health Information Portability and Accountability Act.
- Agreed to seek member comment on a draft “Principles and Priorities for Planning Joint Meetings with Other Professional Organizations.”
- Approved, in principle, establishment of a Joint Working Group on Issues and Awareness with the Council of State Archivists and the National Association of Government Archives and Records Administrators.
- Reviewed a report on the Committee on Public Awareness’s July meeting.
- Discussed a Joint Task Force between SAA and RBMS, *Development of Guidelines for Primary Source Literacy*. The Council asked for revisions before moving forward.

### C. Publishing Program Overview (Teresa Brinati)

**1. New Output:** SAA recently published *Through the Archival Looking Glass: A Reader on Diversity and Inclusion* (May 2014, print and PDF); two ethics case studies, *An Online Exhibit: A Tale of Triumph and Tribulation* and *FOIA Request* (July 2014, online); and the brochure *Copyright and Unpublished Material: An Introduction for Users of Archives and Manuscript Collections*.

**2. In Development/Production:** Nineteen modules from the Trends in Archives Practice Series are in progress. While SAA initially hoped modules would be on a 12-month schedule, they are taking two to three times longer than anticipated. The reviewers have provided good feedback and substantive comments, which often creates a negotiation process with the authors in terms of amount of time needed to incorporate suggestions.

*EAD3* is not as close to being finished as we hoped, and will be a 2015 book.

**3. Marketing:** *Conceptualizing 21<sup>st</sup>-Century Archives*, *How to Manage Processing in Archives and Special Collections*, *Perspectives on Women’s Archives*, and *Waldo Gifford Leland and the Origins of the American Archival Profession* have been reviewed in various outlets. In addition, books have been promoted at regional archives and allied professional meetings and institutes. Within SAA, publications have been promoted at continuing education offerings, in SAA periodicals, and through summer sales offers.

**4. Periodicals:** Per recommendations from the Communications Task Force, *Archival Outlook* is being offered as a digital edition through BlueToad, and there is no longer an embargo on recent issues. According to BlueToad analytics, between February 1 and August 4 there were 13,610 total issue visits with a peak of 8 minutes spent per issue visit. A new mobile design for *In the Loop* debuted in spring. Open rates have tipped 27 percent and click rates are around 12 percent.

### D. American Archivist Update (Greg Hunter)

**1. Online Version:** MetaPress, *The American Archivist’s* hosting service since 2007, sent a termination notice in early spring. The online content will be accessible without interruption or adverse effect through January 28, 2015. SAA is not privy to the inside

details of this decision, but does know that the company has terminated a number of journals that don't fit with its mission.

- A working group has been assembled to identify a solution; the group consists of: Paul Conway (chair), Amy Cooper Cary, Brad Houston, Bethany Anderson, and SAA staff.
- The number-one goal of the group is to provide uninterrupted service of *The American Archivist* online. However, the group is also willing to weigh options if interrupted service comes at the benefit of other features.
- The group sent out RFPs to 14 prospective vendors. Proposals were due at the end of August and are being evaluated by the group.
  - The vendors fall into three categories: pure commercial services, open-source group, and hybrids of commercial services and open-source groups.
- The migration process opens up new possibilities for *The American Archivist* online. MetaPress is a hosting service. SAA can find another hosting service, or we can work with a publishing platform.
  - A publishing platform supports the entire process of producing a journal. It can facilitate the submission of manuscripts, the peer review process, the editorial process, and production.
  - With a publishing platform, the journal would be designed for digital first. The print edition would become a byproduct.

### III. ACTIVITY STATUS

#### A. Book Sales

Total revenues fell short of last year and budget by \$51,870 (16.2%) and \$85,290 (24%), respectively, leading to a net loss of \$11,033. Revenues from publications were \$268,377 in 2014, and projected to be \$255,024 in 2015. SAA also received \$16,591 in royalties from ALA.

#### B. To Do List from February 2014 Meeting

**TO DO #1 (Brinati, Prom):** Follow up with Sly and Duffy on *Reader in Religious Archives*. Provide letter of intent. [To-do #23 from February 2014 minutes.]

**[Oct. 2014. Prom and Sly in conversation.]**

**TO DO #2 (Brinati, Hartman):** To raise awareness about ebooks, look into bundling with print to determine if it would be an effective strategy. [To-do #26 from February 2014 minutes.]

**[Special promo for forthcoming *Rights in the Digital Era* featured soft cover + e-copy bundled together for \$24.95; to date, 51 customers took advantage of the promo]**

**TO DO #3 (Light and Brinati):** Send Verne Harris book, *Archives and Justice: A South African Perspective*, to ebrary (and other vendors listed on the BiblioVault website) as an experiment. [To-do #36 from February 2014 minutes.]

### IV. SERIES DEVELOPMENT

#### A. Trends in Archives Practice

**1. Module 4: *Becoming a Trusted Digital Repository*:** Stephen Marks has been working with Michael Shallcross, and has made substantial edits to ensure the book covers the topic from an archival perspective. Expected completion date is January 2015.

**2. Modules 9–12 (Rights in the Digital Era cluster):** The four modules have been fully copyedited and revisions have been completed. Peter Hirtle has prepared an introduction. Prom is in the process of assembling the final manuscript to begin print and e-production. Expected completion date is January 2015.

**TO DO #4 (Brinati):** Change cluster title from Rights in the Digital Era to Rights and Digital Archives. **[Rescinded. Original title maintained. Dec. 2015]**

**3. Modules 13–15 (Teaching with Primary Sources cluster):** Prom met with authors at the Annual Meeting; manuscripts are due in Fall 2014. Although RAO set up a process to examine teaching with primary sources, the authors are unable to wait for RAO's work to be completed.

**4. Modules 16–19 (Putting Descriptive Standards to Work cluster):** *Using EAD3* is on hold until the standard is finalized. The Board recommended renumbering the modules so that *Using EAD3* is Module 19. *Using EAD3* could be issued separately or bundled with the cluster.

**5. Modules 20–22 (Archival Appraisal and Acquisition cluster):** The cluster will be renamed *Archival Appraisal and Acquisition in the Digital Age*. The *Collecting Digital Manuscripts* proposal by Gabriela Redwine and Megan Barnard has been accepted. Prom will ask Erin Faulder of Tufts University to author the *Accessioning Digital Archives* module.

**TO DO #5 (Prom):** Contact Erin Faulder to discuss her availability and interest in authoring the *Accessioning Digital Archives* module. **[In progress]**

The Board felt that Geof Huth or Catherine Stollar-Peters could author the *Appraising Digital Records* piece (previously named *Appraising Electronic Records*). If neither can, Prom should contact Meg Phillips of NARA for recommendations.

**TO DO #6 (Prom):** Contact Huth to discuss his availability and interest in authoring the *Appraising Digital Records* module. If he's unavailable, contact Stollar-Peters or Phillips. **[In progress]**

The Board also recommended that a piece on digital forensics be added to this cluster. The module should demystify the subject, making it directly relevant to archivists and giving them increased exposure to the topic. Suggested authors were individuals from the Maryland Institute of Technology and Humanities (MITH): Cal Lee, Porter Olsen, Matt Kirschenbaum, and Kam Woods.

**TO DO #7 (Prom):** Contact individuals from MITH to discuss availability and interest in authoring the module on digital forensics. **[In progress]**

**6. Innovative Approaches to Outreach:** This is newly formed cluster will include a module by Jessica Lacher-Feldman, *Developing Creative Public Programing*. The proposal was a bit “formulaic,” but the Board decided to move forward with it with a good editor. Given the author’s effectiveness as a workshop instructor, the module could serve as a basis for a webinar on the topic.

SAA also received a proposal from Dan Linke and Travis Williams for a module titled *Archivists Working with the Media*, which has been sent to the Board and is being considered for inclusion in this cluster.

Finally, the Board is interested in including a module on digital branding strategies, and would like to approach Jamal Booker from The Coca-Cola Company to write it.

**TO DO # 8 (Prom):** Contact Booker to discuss availability and interest in authoring the module on digital branding strategies. **[In progress]**

## **B. Archival Fundamentals Series III**

**1. Authors:** Authors for each of the titles in the series have been contacted and have verbally agreed to write the books. SAA will distribute contracts and will announce the authors once the formal agreements are in place.

**2. Content:** AFS III will treat context, theory, and historical development; core concepts and principals; and recommended practices, implementation, and methodology. While Trends in Archives Practice will fill in gaps in the Archival Fundamentals, the Board felt it was important for AFS III to address digital topics where needed.

Any upcoming modules—particularly the cluster on *Innovative Approaches to Outreach*—should add to, and not repeat, the information in AFS III.

**TO DO # 9 (Board):** At the winter meeting, discuss any gaps that remain in AFS III and how they may be addressed. **[AFS III on agenda for winter 2015 meeting]**

**3. External Sources Funding:** SAA should consider seeking funding from external sources, particularly Mellon or IMLS. SAA would need to determine language in regards to what it’s asking for and why, as well as why a third series is needed, rather than just reprinting the second series. There needs to be a hook.

- The Board discussed how the books in AFS III are essential literature, and not something a commercial publisher would do. Commercial publishers are largely focused on what sells: case studies. With the series, SAA is able to reach a larger community than just archivists.

**TO DO #10 (ALL):** Add to winter meeting agenda, discussion about e-publishing and distribution platforms. **[This is part of an overall discussion on publishing program/mission during winter 2015 meeting]**

**TO DO #11 (Prom):** Talk with Paul Conway about approaching Mellon for funding, and work with Board to determine a strategy this fall. **[On hold until other administrative activities are completed with regard to AFS III, specifically contract issuance.]**

**TO DO #12 (Brinati, Hartman, Nelb):** Hartman and Brinati to determine a cost estimate for the AFS III, and work with Nelb to fill in any missing information.

**4. SAA Foundation Funding:** In addition to approaching Mellon or IMLS, the Board can also approach the SAA Foundation. The Board could seek funding from the Foundation, with an agreement to take a percentage of the sales and donate it back to the Foundation.

### C. Sampler Series

**1. Social Justice Sampler:** The introduction needs editorial work and needs to touch on the *American Archivist* (77:2) pieces by Mark Greene and Randall Jimerson that have been added to this sampler.

**TO DO #13 (Prom):** Provide the Sampler's introduction to Nicole Milano. **[Material sent January 2015]**

### V. OTHER BOOK PROJECTS

**1. AMIA Compendium of Moving Image Cataloging Practice:** This title is moving along, and Mix expects the manuscript to be turned over on schedule.

**TO DO #14 (Brinati):** Follow up with the AMIA executive director on the contract. **[Ongoing]**

**TO DO #15 (Brinati):** Add Lisa Mix as the shepherd on the Project Status Report. **[Completed]**

**2. Archives in Libraries:** A revised manuscript was submitted in early August. Oestreicher noted that the content is looking stronger than the previous draft.

**TO DO # 16 (Prom):** Follow-up with authors of *Archives in Libraries* (Jeannette Bastian, Megan Sniffin-Marinoff, Donna Weber) regarding status of revised manuscript. **[Revised manuscript submitted to SAA December 2014; copyedited version returned to authors January 2015; final manuscript due SAA Feb. 2015]**

**TO DO #17 (Brinati):** Contact ALA again in regards to its potential interest in co-publishing the *Archives for Librarians*.

**3. Management of Local Government Records:** The authors submitted three chapters in early August. Milano noted that after a brief overview, she was not confident in the quality of the chapters.

**TO DO # 18 (Prom and Milano):** Review chapters submitted and have a conversation with the authors. Let them know that it would be best to submit a manuscript within the next year or two, before AFS III become a priority. **[Completed Nov. 2014. Project let go of by SAA and returned to authors due to time and other constraints.]**

**4. Visual Cultures and Archives:** The project is still lingering. Much of the content has been available on the Bentley website.

**TO DO #19 (Prom):** Discuss the status of the manuscript with Nancy Bartlett. **[Completed 08/15/14. Bartlett reported to Prom that she will submit 6 to 8 edited chapters by December 2014.] [No chapters received to date, 02/03/15]**

**TO DO #20 (Bertram):** Develop a project status spreadsheet in Google Documents that will allow updates to be collaboratively added and shared among Board members. **[In progress]**

## **VI. COLLABORATION WITH THE EDUCATION PROGRAM**

**1.** Gordon Daines will be teaching a DAS webinar largely based on his module, *Module 2: Processing Digital Records and Manuscripts*. Course participants will be required to purchase the module.

With the new modules in progress, the Board should be thinking about what modules would work well as an SAA webinar, DAS course, or continuing education workshop.

**2.** Mix offered to work with SAA Education Program Director Solveig De Sutter to establish a more extensive partnership with the Education Program.

**TO DO #21 (Prom):** Contact De Sutter and mention that Mix is interested in working with her. Engage a discussion on what laying out a partnership between the two programs would mean. **[Contact made; discussion ongoing]**