Society of American Archivists
JOINT MEETING OF THE PUBLICATIONS BOARD AND
THE FUNDAMENTAL CHANGE WORKING GROUP
Chicago
January 14–15, 2013

MINUTES

In attendance: Peter Wosh (chair), Paul Conway, Tom Frusciano, Greg Hunter (*American Archivist* editor), Kathryn Michaelis, Lisa Mix, Tawny Ryan Nelb, Cheryl Oestreicher, Chris Prom, Dennis Riley (Publications Board intern), Michael Shallcross, Margery Sly, Joe Turrini, Michelle Light (Council liaison, Publications Board), and SAA staff members Nancy Beaumont, Teresa Brinati, and Anne Hartman.
Unable to attend: Nicole Milano, Helen Tibbo (Fundamental Change Working Group chair), Donna McCrae (Council liaison to the Fundamental Change Working Group).

I. Background

The Fundamental Change Working Group met in November 2011 in Chicago and identified four modules and prospective authors with the very ambitious goal of launching a finished product in multiple formats as part of a to-be-named series during the 2012 SAA Annual Meeting! The production process yielded many lessons, and although the modules did not launch at the conference, they were produced in a year, which is a significant accomplishment for what turned out to be a book-length product in an open-ended series.

A cluster of three modules in two formats (print and PDF) will launch January 31, 2013; another format (EPUB) will launch in March 2013. The series is called Trends in Archives Practice. The first installment is titled *Archival Arrangement and Description,* edited with an introduction by Christopher J. Prom and Thomas J. Frusciano (and a preface by Peter Wosh); this 230-page publication features the first three modules:

- *Module 1: Standards for Archival Description* by Sibyl Schaefer & Janet M. Bunde. Untangles the history of standards development and provides an overview of descriptive standards that an archives might wish to use.

- *Module 2: Processing Digital Records and Manuscripts* by J. Gordon Daines III. Builds on familiar terminology and models to show how any repository can take practical steps to process born-digital materials and to make them accessible to users.

- *Module 3: Designing Descriptive and Access Systems* by Daniel A. Santamaria. Implementation advice regarding the wide range of tools and software that support specific needs in arranging, describing, and providing access to analog and digital archival materials.

The print version will be distributed by SAA. The electronic versions (PDF and EPUB), while listed in the SAA online bookstore, actually will be available for real-time purchase through a third-party vendor, BiblioVault. BiblioVault is a division of the University of Chicago that provides e-distribution capabilities for nonprofits.

II. Lessons Learned from the First Three Modules

A. What Worked

1. **Initial Author Communication:** Prom discussed the process of contacting potential authors to write the first round of modules. He felt that cold-calling the individuals to discuss the project and following up that communication with an email providing a detailed description was the best way to reach out to potential authors.

2. **Editor Collaboration:** Both Prom and Frusciano felt that having two editors work on the modules was beneficial. It helped to have two perspectives, particularly at times when one editor was more familiar with the topic than the other.

3. **Author Review:** The authors read each other's modules during the peer review phase. This was a beneficial step in the process; the authors could get a better feel for the big picture, better point to content in the other modules in their own piece, and avoid repeating material.

B. Areas for Improvement

1. **Schedule:** SAA sent out Letters of Intent to the module authors in March 2012 and was aiming to have the modules published by August 2012. This initial timetable was too ambitious. Particularly, the authors needed more time and feedback in the initial stages; manuscripts were sent out for peer review before they were ready. Additionally, many edits needed to be made in the later stages of production.

2. **Word Count:** In the future, Prom and Frusciano also suggested giving authors a range for a word count. Initially, the editors indicated that the modules should be 10,000 words, but that length proved too short for the content being addressed. The first three modules are each between 15,000 and 20,000 words.

C. Moving Forward

1. **Cluster approach:** Initially, modules will be produced in clusters—a group of modules covering related topics. Once several clusters have been produced, the clusters will become less apparent, and SAA will encourage readers to mix and match modules from different clusters to fit their own needs. It will also become easier for SAA to produce singular modules that aren't tied to a particular cluster.

2. **Series Name:** The Publications Board christened the series Trends in Archives Practice. The upcoming set of three modules is titled *Archival Arrangement and Description.*

3. **Production and Costs:** Prom would like to aim to complete three clusters with three to four modules each per year. Based on the production expenses of the first cluster, the Board projected that each cluster would cost approximately $15,000 to produce.

4. **Editors:** The Board felt that there should be two editors for each cluster, a series editor and a cluster editor. The series editor should be a member of the Publications Board;

Chris Prom will serve as the series editor during his tenure as publications editor. The cluster editor would work on modules within a cluster that fits his or her area of expertise.

The editors also felt that a collaborative editing platform (like Google Docs) may be beneficial in the future.

5. **Editor Payment:** The Board agreed that cluster editors be compensated for their work on modules. The suggested honorarium was $750 per module. The current policy/practice is that compensation for this type of work applies only to those who do not serve on the Publications Board.

   TO DO #1 (Light, Brinati): Discuss with the Council SAA's policy on volunteer service in component groups; investigate SAA's Conflict of Interest statement.

6. **Author Communication:** Make it clear to potential authors that their manuscripts will go through a rigorous editing process. Their expertise will continue to be needed well after their initial manuscripts have been submitted for rewriting, responding to queries, and other tasks.

   TO DO #2 (Prom, Brinati): Request past modules authors to speak with new modules authors about the editorial and production process.

7. **Proposed Schedule:**

   - Approach potential authors, give time to accept or decline the project (one to two weeks)
   - First draft, with an interim deadline for editor to read partial draft (four months)
   - Peer review and authors' reviews of additional modules in the cluster (one month)
   - Authors respond to peer review comments and queries(three to four weeks)
   - Production (three months)

   Schedules should include an extra one to two months to account for delays in the writing, editing, or production.

III. The Modular Universe

A. **Future Clusters:** The Board decided to move forward with the following clusters in 2013:

1. **Digital Preservation Cluster**
   Cluster editor: Michael Shallcross (tentative)

   - ***Digital Preservation for Archivists***
     Initial outline has been completed by Helen Tibbo and Nancy McGovern. The module as suggested would discuss digital terminology and readiness/planning, as well as

related digital preservation functions such as storage/repositories and preservation of digital objects.
  - o *Potential authors:* Helen Tibbo and Nancy McGovern; (Tom Rosko, David Carmicheal as backups).

During discussion, members of the board noted that we could commission additional modules in this area (such as digital preservation standards and tools). In addition, the technical management of repositories/storage and digital object management for preservation seem like big topics deserving their own modules. While these topics should be referenced in an overview and readiness/management piece, many details could be left to the authors of respective technical sections.

TO DO #3 (Prom): Contact Tibbo and McGovern regarding their outline and discuss options. Ensure they're aware of the other modules in this cluster so that they can reference them.

- *Digital Planning and Assessment/Readiness*
  Module should cover how to approach preserving digital objects and should feature a range of sizes of institutions.
    - o *Potential authors:* David Carmicheal, Anne Van Camp, Tom Rosko, Jackie Esposito
    - o *Potential case study authors:* Jac Treanor, Philip Mooney or Jamal Booker from Coca-Cola

- *Implementing Storage Technologies*
    - o *Potential authors:* Jessica Colati, Jody DeRidder, Kristy Dixon, Wendy Gogel, Andrea Goethels, Kyle Rimkus, Gretchen Gueguen

- *Preserving Digital Objects*
    - o *Potential authors:* Adrian Turner, Kelcy Shepherd, Erin O'Meara

TO DO #4 (Prom, Shallcross): Write abstracts for each of the modules in this cluster.

TO DO #5 (Prom): Contact potential authors to discuss project

2. **Intellectual Property**
Potential cluster editor: Menzi Behrnd-Klodt, or ask Privacy and Confidentiality Roundtable

- *Deeds and Transfer*
    - o *Potential authors:* Tim Pyatt, Tim Murray

- *Balancing Privacy and Access*
    - o *Potential authors:* Linda Edgerly, Heather Briston, Aprille McKay, or ask for ideas from the Privacy and Confidentiality Roundtable

- *Digital Rights Management: Copyright Law*

- *Potential authors:* Doug Reseda, Ed Rider, David Lemieux

- *Copyright for Archivists*
  - *Potential authors:* Aprille McKay or Peter Hirtle and Bill Maher (Representing opposite viewpoints. Module should remain balanced and should give readers guidance on how to make a decision among the options available.)

TO DO #6 (Prom): Contact potential authors/cluster editors to discuss project.

3. **Technology**
   Potential cluster editor: Daniel Pitti, Kris Kiesling, Sheila McAlister, Toby Graham, Jodi Allison-Bunnell

   - *Information Technology for Archivists*
     - *Potential authors:* Mark Matienzo, Phil Bantin, Lisa Carter, Lee Stout

   - *XML/XSLT*
     - *Potential authors:* Michele Combs, Mike Rush, request suggestions from Daniel Pitti or EAD listserv

   - *Web Archiving*
     - *Potential authors:* Tracy Seneca, Ricc Ferrante, Kelly Eubank, Tessa Fallon

TO DO #7 (Prom): Contact potential authors to discuss project.

B. **Potential Future Topics**

   1. **Selection, Appraisal, and Accessioning**
      - *Reappraisial and Deaccessioning* (implementing new deaccessioning guidelines)
        - *Potential authors:* Laura Jackson

      - *Appraisal and MPLP*
        - *Potential authors:* Dennis Meissner, Mark Greene

      - *Donor Relations*
        - *Potential authors:* Barbara Austen, Mark Shelstad

   2. Consider modules that could pair well with SAA's educational offerings.

   3. Determine if any part of the *Diversity Reader* can be transformed into modules.

   4. **Others:** Data management, advocacy, outreach, community archives/citizen archivists, reference, management/staffing and labor issues, digitization management, managing digital objects, appraising born digital records.

IV. Communication and Marketing

The Board discussed steps to spread the word about the upcoming *Archival Arrangement and Description* modules to supplement existing marketing efforts:

TO DO #8 (Wosh): Send messages to the A&A list, Archival Educators Roundtable and the Archival Education and Research Institute (AERI) in June to further awareness of the modules among educators. Highlight the low price point and the fact that the modules cover information students need to know to prepare for the job market.

TO DO #9 (Riley): Send messages to SNAP listserv; highlight low price point and the fact that the modules cover information that students need to know to prepare for the job market.

TO DO #10 (Hartman): Send messages to liaisons to student chapters regarding the publications.

TO DO #11 (Brinati): Contact Reviews Editor Amy Cooper Cary and arrange for review of *Archival Arrangement and Description* to appear in the Spring/Summer 2013 issue of *The American Archivist.* Coordinate contact by Pubs Board of other SAA component groups.

V. Financing the Modules

The Board discussed the idea of seeking funding from Mellon. Per Conway, Mellon does not look at formal grant proposals; rather, the proposal is sent through a series of emails with Don Waters. Program officers can write grants of up to $50,000; for a larger sum, program officers would need to seek approval from the Mellon board. Mellon has a quarterly granting cycle, so if SAA's request is approved, funding would be available relatively quickly. The funding could be used to add an additional part-time staff person to assist with the editing and production of the modules. The Board discussed adding a junior editor position, for which the honoraria would be approximately $10,000 per year.

TO DO #12 (Wosh, Prom, Brinati): Develop a more specific budget for the next clusters SAA plans to publish. Determine how much money SAA would need to request from Mellon and what that money would be used for.

TO DO #13 (Prom, Conway): Draft an email to send to Don Waters outlining SAA's grant request. Circulate the email to the Board for comments prior to sending. Send the email to Waters on behalf of SAA's Executive Director.

Alternatively, SAA can explore other grant opportunities. The Publications Board could seek funding from the SAA Foundation for a grant writer if needed; the Board also discussed the idea of requesting funding from the SAA Foundation in the future to further expand the series.

TO DO #15 (Nelb): Look at the Foundation Index to find other organizations that could supply grants to help fund future modules.

VI. Fundamental Change Working Group
The Fundamental Change Working Group should remain active through August 2013. At that time, Light should request that Council officially disband the group at its meeting. In the event that a granting board wishes to work with an advisory board at SAA, the Publications Board will decide the necessary steps to take in August.

TO DO #15 (Light): Add this item to the Council agenda for the August meeting.