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**Society of American Archivists
Publications Board**

TRENDS IN ARCHIVES PRACTICE
Series Overview

SAA's Trends in Archives Practice is a new, open-ended series of modules featuring brief, authoritative treatments—written and edited by top-level professionals and emerging leaders—that fill significant gaps in the archival literature. The goal of this modular approach is to build agile, user-centered resources. Each module will treat a discrete topic relating to the practical management of archives and manuscript collections in the digital age. Many modules are planned, and readers will be invited to mix, match, and combine modules that best satisfy their needs and interests.

Overview: Each module will provide an introduction to a specific field of practice based on the following guiding principles:

- The target audience is individuals who want to learn about a closely defined area of archival technique or practice. Expected readers include students in archival education programs, as well as practicing archivists and allied professionals seeking to expand their working knowledge.
- A module will be 10,000 to 20,000 words in length (determined in consultation with the editor).
- A module will represent the best of current practice, with limited reference to debates about the more theoretical or contested aspects of archival work.
- The advice provided will be appropriate for implementation in a wide range of repositories (in terms of size, repository focus, and available resources).
- The work will point to other resources of value, both within the new series and in the broader literature.
- Module content should be suitable for graduate education and self-study. Where possible, they will be suitable as readings for SAA's continuing education courses.
- Authors and editors will be provided an honorarium.
- Individual modules will be available in electronic form (PDF and EPUB).
- For marketing purposes, the Publications Board may choose to bundle three to four modules touching on related areas and publish the bundle along with an introduction in print and electronic formats (PDF and EPUB).

Editorial Process. Agile development will be facilitated by the use of a collaborative yet rigorous editorial process. Each module will be co-edited by a subject expert and the series editor (the chair of the Publications Board). A single-blind review process with three readers will be used. Authors should expect a robust editorial presence, involving considerable back-and-forth from acceptance to completion, and high-quality copyediting and design work, to ensure the creation of an outstanding product.

Timetable. The Publications Board is pursuing an ambitious timetable for each module. In general, we expect that a manuscript suitable for peer review will be submitted to SAA within six months from point of agreement, with publication four months later, for an overall time frame of 10 months per module.

Published:
- *Archival Arrangement and Description*, edited with an introduction by Christopher J. Prom and Thomas J. Frusciano (January 2013)
  - **Module 1: Standards for Archival Description**
    by Sibyl Schaefer and Janet M. Bunde
  - **Module 2: Processing Digital Records and Manuscripts**
    by J. Gordon Daines III
  - **Module 3: Designing Descriptive and Access Systems**
    by Daniel A. Santamaria

In Process:
- *Digital Preservation Essentials*, edited with an introduction by Paul Conway and Christopher J. Prom (projected to be available May 2014)
  - **Module 4: Acquiring Knowledge and Skills**
    by Helen Tibbo
  - **Module 5: Achieving Organizational Readiness**
    by Nancy McGovern
  - **Module 6: Preserving Digital O**bjects
    by Erin O'Meara
  - **Module 7: Implementing Storage Technologies**
    by Jessica Colati

- *Rights in the Digital Era* edited with an introduction by Menzi Behrnd-Klodt and Christopher J. Prom (projected to be available June 2014)
  - **Module 8: Understanding Copyright Law**
    by Heather Briston
  - **Module 9: Balancing Privacy and Restrictions**
    by Menzi Behrnd-Klodt
  - **Module 10: Managing Rights and Permissions**
    by Aprille McKay

IDEAS WELCOME! Do you have an idea for a module?
If so, contact Publications Editor Chris Prom at chris.prom@gmail.com.