

**Society of American Archivists
Council Meeting
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Chicago, Illinois**

**Annual Report: Glossary Working Group
(Prepared by Chair Rosemary Pleva Flynn)**

Members

Rosemary Pleva Flynn (Chair, 2013–2017)
Tamar Chute (2014–2018)
Kristy Dixon (2013–2017)
Pam Hackbart-Dean (2014–2018)
Geoffrey Huth (2013–2017)
Andrew Hyslop (2014–2018)
Dawn Schmitz (2013–2017)

Joseph Turrini (2013–2017)
Diane Vogt-O'Connor (2013–2017)
Dennis Meissner (Council Liaison, 2012–2013)
Helen Wong Smith (Council Liaison, 2013–)
Teresa Brinati (Staff)
Matt Black (Staff)

The Glossary Working Group formally began on August 30, 2012. Its charge is to maintain and update *A Glossary of Archival and Records Terminology* (Richard Pearce-Moses, 2005) on a permanent basis. Almost all of the meetings during this first year were held over the phone. The group meets fairly regularly this way, usually on the first and third Mondays of each month. The group had its first face-to-face meeting at the 2013 Joint Annual Meeting on Tuesday, August 13. A mid-year report was provided to the SAA Council in February 2013.

Accomplishments

- Set up a sandbox microsite for initial editing of terms and creating new ones,
- Defined tags for entries so that users may review certain portions of the product (such as terms in record format, electronic records, and conservation).
- Developed a scope statement to guide the development of the product:

The dictionary will include and define all terms that will help those working in archives, records management, special collections, and curation to speak clearly to one another. The dictionary will also define terms needed to understand the activities, functions, techniques, and theory of digital curation, manuscripts, records management, and special collections as related to archives.

- Form for new term submissions was added to the existing Glossary home page on the SAA website.
- Marketing began at the 2013 Joint Annual Meeting, where Huth began to crowdsource tweeters to get new terms with the Twitter hashtag #saagloss.
- PDF of 2005 Glossary, which is not out of print, recently was added to website and available for download at <http://www2.archivists.org/glossary>.

Issues

- Whether the title should be changed to “Dictionary” instead of “Glossary.”
 - With the breadth of the existing Glossary making it more of a dictionary than a glossary and with the lack of a dictionary for the archives profession, several people involved in early discussions regarding the working group suggested this was more of a dictionary project.
 - Initial discussions among members of the working group and SAA staff swayed towards using the initial branding associated with the “Glossary.” However, at the meeting in New Orleans, we reopened the discussion.
 - We are now swaying towards defining the product as a “Dictionary.” A final decision will be made in the next month or so.
- Have no easy technological means of editing cooperatively
 - Much about the current digital format of the Glossary is very unwieldy, which has extended into the sandbox microsite. However, we are committed to utilizing our sandbox microsite to keep as much as possible in one work environment.
 - Shortly before we met in New Orleans, we developed a potential method for tracking terms from a new term status all the way through final edits. In the upcoming months, we will see how this system works and if we need to make adjustments.
- Work progresses, but more slowly without in-person meetings. Brinati will calculate cost and explore with the Executive Director the possibility of holding a working group meeting in Chicago this winter.
- Expansion of working group membership.
 - This continues to be an issue. This is a labor-intensive working group. With some illnesses and personal obligations, some members of the group have not been able to contribute for periods of time, which does slow the process.
 - We did add three members to the working group, who graciously agreed to begin earlier in August 2013 before their terms officially began.
 - Eventually, we also will need to expand the core group to a wider group of readers and lexicographers. We have had initial discussions on how we might crowdsource new term development.

Current Action Items

These are broad action items to show the SAA Council the general direction of the working group. While all working group members have involvement and a stake in each of these action items, in certain cases, individuals have taken on a more prominent role. Names are tied to items when appropriate.

- Review of Existing Terms: Continue with current review activities. Each existing term and acronym will be reviewed and tagged by at least two people.
- New Terms:
 - Define a reading program to find terms to add to the product and citations to support new and existing terms. (Huth and Chute)
 - Mine terms from glossaries and dictionaries, from professional literature, and from the literature of related professions. (Flynn, Dixon)
 - Enter new term lists into the sandbox microsite. (Flynn, Hackbart-Dean, and Hyslop)
- Social Media (Flynn, Black, Brinati, Hyslop, and Schmitz):
 - Initial discussions have begun about how to use Facebook, Twitter, and traditional SAA outlets to crowd source new term generation or feedback about existing terms as well as building excitement about the product.

- Develop a “Word-a-Day” product that would promote existing terms and interest in the new glossary/dictionary product (details still being discussed).
 - Track the new Twitter hashtag #saagloss and comments on other social media outlets.
- Product Marketing/Branding (Flynn, Brinati, Black, and Hyslop): These activities will begin more in earnest after a decision on the title is made.
- User-Interface and Website Redesign (Flynn, Black, and Brinati): Many of the objections to the look and feel of the current glossary product will be addressed along with the redesign of the overall SAA website. Additional items will be discussed as they become necessary.

Ongoing Discussion Topics

- Methodology for adding terms, collecting citations, and editing entries.
- What features should be included (such as citations and notes).
- How to create a better user interface.
- Version control so that people can cite the changing digital publication accurately.
- Marketing the product.