

**Society of American Archivists  
Council Conference Call  
January 20, 2016  
2:00 – 4:00 pm EST**

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

**Roster:**

Rosemary Pleva Flynn (Chair, 2012–2016)  
Kathryn Bowers (2014–2016, Standards  
Representative)  
Tamar Chute (2013–2017)  
Kristy Darby (2012–2015)  
Cliff Hight (2015–2018)  
Geoffrey Huth (2015–2019, Council Liaison,  
2012–2015)

Andrew Hyslop (2013–2017)  
Mary Elizabeth Ruwell (2014–2017)  
Dawn Schmitz (2012 –2019)  
Margery Sly (2014–2015, Publications  
Representative)  
Helen Wong Smith (Council Liaison, 2013–2016)  
Teresa Brinati (Staff)  
Matt Black (Staff)

**Overview:** The Glossary Working Group formally began on August 30, 2012. The name was changed to the Dictionary Working Group in January 2014. The group's charge is to develop and implement effective mechanisms and procedures for soliciting contributions of new content for the new *Dictionary of Archives Terminology* (DAT) using the 2005 *Glossary of Archival and Records Terminology* as a basis; and to develop and implement effective mechanisms and procedures to ensure periodic review and update of dictionary content as appropriate. DAT will be published online only; the projected release date is late 2016 pending acquisition and implementation of dictionary software.

**Projects/Activities through August 2015:**

- Conference calls are convened two to three times a month. The Working Group met face-to-face in Chicago on the very snowy weekend of January 30 – February 1, 2015, and in Cleveland, Ohio, on August 18, 2015.
- Word of the Week: This weekly e-blast continues to be very successful. [Word of the Week](#) serves as a means of introducing the SAA community and beyond to new words and definitions that will be included in DAT, and to words and their definitions that are under revision. It is also a means of soliciting feedback from the archival community about specific terms. Word of the Week celebrated its first anniversary in July 2015 and crossed the four-digit threshold in number of subscribers with 1,004 recorded at the end of the month. Open rates vary between 35% and 50% (the nonprofit industry average is 22.83% according to MailChimp). The terms with the highest open rates were *bone folder*, *Bertillon card*, *recordness*, *tag*, and *hydrolysis*.

- Reading Program: The reading program continues as described in the previous annual report. New works are added as they are published. Older works are sometimes mined for new information when we are looking for first instance of use.
- Outreach: In addition to Word of the Week, we continue using the Twitter hashtag #SAAWords, especially during the annual meeting.
- 2016 Annual Meeting in Cleveland, Ohio: The Working Group had a table opposite the registration booths seeking comments on twenty terms that we are defining (*archival privilege, awareness, citizen archivist, community archives/archiving, crowdsourcing, digital forensics, heritage tourism, hybrid collections, ingest, instance, light life, linked data, non-consumptive use, normalization, primary use, public services, regraphics, secondary use, underdocumented, zine*). This did not have the results we had hoped as there were very few comments. However, the new Dictionary Working Group ribbons that Teresa Brinati secured for us were great conversation starters with many conference attendees. During an Exhibit Hall office hour, Working Group Chair Rosemary Pleva Flynn along with *American Archivist* Editor Greg Hunter and Publications Board Chair Chris Prom were available for questions.

#### **Ongoing Discussion Topics:**

- Continually refining the methodology for adding terms, collecting citations, and editing entries.
- How to create a better user interface.
- Version control so that users can cite the changing digital publication accurately.
- Print version of DAT – a hot topic with some SAA members who are concerned about fixity.

#### **Initiatives Associated with 2014-2018 Strategic Plan:**

- Goal 3, Advancing the Field: In preparing DAT, the Working group is participating in the development of standardized terminology for the profession, using Word of the Week and the Annual Meeting to disseminate our research in the field, and collaborating with members (through the weekly e-blast, Twitter, and feedback forms) to enhance professional knowledge.

#### **Upcoming in late 2015 and 2016:**

- The purchase and implementation of dictionary software.