

**Society of American Archivists  
Council Meeting  
May 28 – 30, 2015  
Chicago, Illinois**

**2013–2014 Section / Roundtable Annual Reports (Late)**  
(Compiled by SAA Executive Director Nancy Beaumont)

See the January 2015 Council conference call agenda and materials<sup>1</sup> for the bulk of the 2013-2014 section and roundtable annual reports. The following reports were received after the November 12, 2014, deadline. The Archival Educators Roundtable has not yet submitted a 2013-2014 annual report.

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<sup>1</sup> <http://www2.archivists.org/sites/all/files/0115-CC-II-A-SectRTAnnReports2014.pdf>

## Section Annual Reports

### Museum Archives Section (Liaison: Huth)

**Date:** February 18, 2015

**Officers:**

Co-Chairs Heidi Abbey, The Pennsylvania State University, and Jennie Thomas, Rock and Roll Hall of Fame and Museum

Vice Chair/Chair-Elect Lorraine Stuart, Museum of Fine Arts

Newsletter Editor Madeleine Thompson, Wildlife Conservation Society

Recording Secretary Rachel Chatalbash, Yale Center for British Art

Web Liaison Supriya Wronkiewicz, Museum of Performance + Design

**Report from Annual Meeting:**

**Number of Attendees:**

- Approx. 120-125

**Election Results:**

- Vice-Chair/Chair-Elect: Barbara Mathé
- Recording Secretary: Rachel Chatalbash
- Newsletter Editor: Madeleine Thompson
- Web Liaison: Supriya Wronkiewicz

**Summary of Meeting Activities:**

- The 2014 annual meeting included an update from SAA Publications Editor Chris Prom; a presentation by outgoing Co-Chair Heidi Abbey on the MAS member survey results; election results and officer introductions; a statement of goals for 2015 by incoming Chair Lorraine Stuart; an update from SAA Council Liaison Geof Huth and from Maygene Daniels on the CALM meeting; reports from Newsletter Editor Madeleine Thompson (in absentia) and Web Liaison Supriya Wronkiewicz; a presentation by the Co-chair of the Standards and Best Practices (S&BP) Working Group Susan Hernandez on the group's progress; an update from Rebecca Bizonet on behalf of the Program Committee; questions and announcements from the floor; and brainstorming for 2015 session ideas. The MAS meeting closed with a meeting led by Rachel Chatalbash and Susan Hernandez of the S&BP Working Group for those interested. See attached for full meeting minutes.

**Completed Projects/Activities:**

- Survey of MAS membership was completed in 2014 to better identify our membership in order to improve the communication tools available to MAS members, facilitate networking opportunities for members, and explore methods for archival advocacy within our institutions. The results of the survey are included in the attached meeting minutes and appear on the MAS microsite in more detail:  
[http://www2.archivists.org/sites/all/files/PowerPoint%20Survey%20Results%20July%209%202014\\_Final.ppt](http://www2.archivists.org/sites/all/files/PowerPoint%20Survey%20Results%20July%209%202014_Final.ppt)

- Content from our former website was migrated to a SAA microsite.
- The S&BP Working Group continues to do amazing work for the section and the profession. In 2014 they worked to gather resources and interview practitioners, resulting in an erecords symposium and additions to the Standards and Best Practices section of the MAS microsite.

#### **Ongoing Projects/Activities:**

- Two Newsletter issues went out this year, featuring the performing art archives at the New Museum and the work of the S&BP Working Group.
- The S&BP Working Group continues its work by adding additional policies to the microsite regarding records management.

#### **New Projects/Activities:**

- 4 webinars per year for Section members.
- Reach out to CALM and AAM. Many, including Lorraine, feel that we need to have more of a voice with AAM. AAM has new accreditation guideline but archives are no longer included; we need to voice concern. Maygene Daniels went to the CALM meeting and will be liaising. After an initial conversation with Geof Huth, our SAA liaison, he agreed to approach Council about Section representation on CALM.
- Look at our archives. Could we digitize records and put them on our microsite? We need to know more about the Museum Archives Section's history.
- Establish a Twitter account and look into a live streaming solution for the next meeting.
- Bump up our timeline regarding discussion of session proposals; perhaps discussing them in May and June rather than waiting until the meeting to discuss.

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

##### **Advocacy:**

- There were no advocacy initiatives undertaken by the Section in 2014.
- A goal for 2015 is for the Section to provide up to 4 webinars, more than one of which will be about advocacy.
- One of the goals for 2015 is to also reach out to CALM and AAM for the purposes of advocacy and representation in those groups.

##### **Enhancing Professional Growth:**

- The Standards and Best Practices Working Group provided a pre-conference symposium on electronic records.
- A goal for 2015 is to provide up to 4 webinars for members.
- MAS Newsletter continues to provide information on our members, repositories, collections, and the work we do.

##### **Advancing the Field:**

- The Standards and Best Practices Working Group continues to work on the portion of our microsite that provides our members with just that: the standards and best practices of our profession. In 2014 the group completed the portion on electronic records.

##### **Meeting Members' Needs:**

- The main purpose of the 2014 member survey was to better identify who our members are and how best to reach them and facilitate networking opportunities.

- As the majority of the more than 1,000 members of the section are unable to attend SAA meetings we wanted to be able to reach a wider audience at the meeting, so we investigated live streaming. We were unable to make the necessary arrangements to live stream the MAS meeting; however, we did live Tweet the event in order to reach more of our members.
- MAS Newsletter continues to provide information on our members, repositories, collections, and the work we do.
- A goal for 2015 is to create a MAS Twitter account.

**Questions/Concerns for Council Attention:** The MAS Steering Committee would like at least one member from MAS to serve as a SAA representative on CALM.

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### **Society of American Archivists Museum Archives Section Business Meeting**

Friday, August 15, 2014 at 12:30PM (Marriott Wardman Park, Washington D.C., Room Washington 2 [Exhibition Level])

Minutes submitted by Rachel Chatalbash, Recording Secretary

#### **Greeting and Introductions**

Outgoing Co-Chairs Heidi Abbey and Jennie Thomas welcomed everyone to the meeting and expressed their thanks.

**Chris Prom, SAA Publications Editor:** Prom introduced Section members to an initiative to help members publish papers through the SAA Publications Program. Any group within SAA can issue a call for papers related to a particular theme and then work with the SAA Publications Board for peer review and subsequent publishing. This is a new way for Sections to get involved with the creation of professional literature.

**Heidi Abbey on survey results:** During the 2013 Museum Archives Section (MAS) Business Meeting in New Orleans, Section members shared the following three suggestions for the Section:

- 1) improve communication tools available to MAS members,
- 2) facilitate opportunities to network with other members, and
- 3) explore methods for archival advocacy within our institutions.

As a result, MAS conducted a survey of members to address these concerns as well as collect feedback that may be used to guide future MAS initiatives. Heidi presented a summary of the survey results. The complete PowerPoint of Heidi's presentation can be found on the Museum Archives Section microsite: [http://www2.archivists.org/sites/all/files/PowerPoint%20Survey%20Results%20July%209%202014\\_Final.ppt](http://www2.archivists.org/sites/all/files/PowerPoint%20Survey%20Results%20July%209%202014_Final.ppt)

The highlights of her presentation are described below:

- There are 1,300 members and the survey received 215 responses
- Some main challenges for museum archivists include insufficient funding and space and lack of travel funds to attend SAA
- 64% of Section members have never attended an SAA meeting. The main barrier to attendance has been insufficient funds
- Section members are interested in the Section for professional development and networking

- The email listserv, newsletter, website are all valued; members are potentially interested in attending Section-sponsored webinars, and support the creation of a Section Facebook page, blog, twitter feed, and LinkedIn group

Section member Jonathon Lill asked: in comparison to the previous Section survey, how have the needs of Section members changed? Past Co-Chair Francine Snyder replied that the previous survey was focused on best practices and it established the foundation for the Section's Working Group. Heidi replied that this survey focused more on communications needs.

### **Ballot Results and Officer Introductions from Incoming Chair Lorraine Stuart**

Election results:

*Vice-Chair: Barbara Mathé* – Museum Archivist and Head of Library Special Collections, American Museum of Natural History; she is working on a 5 year grant from CLIR and IMLS; she is interested in EAC and Linked Data

*Recording Secretary: Rachel Chatalbash* – Senior Archivist, Yale Center for British Art; she has been leading our Standards and Best Practices Working Group

*Newsletter Editor: Madeleine Thompson* – Institutional Archivist and Digital Resources Manager at the Wildlife Conservation Society; she has produced two wonderful newsletter issues

*Web Liaison: Supriya Wronkiewicz* – Project Archivist, Museum of Performance + Design, San Francisco; she did a great job transferring our microsite to the Drupal site for us. SAA is going to be crawling the site each year so our work will be archived

Lorraine also thanked Gerianne Schaad, Melissa Gonzalez, and Hillary Bober for running in the election as well as the Standards and Best Practices Working Group members for their service.

Lorraine provided some information about herself. She works at the MFA Houston. Her focus this year at work will be implementing a digital preservation system. She is interested in the Section focusing on advocacy this year. Advocacy is something that you have to do throughout your career.

Lorraine thanked Heidi and Jennie for their work on the survey. What Lorraine learned from the survey is that there is a large percentage of us that don't have sufficient funds to come to meetings, don't have sufficient staff, and don't have sufficient space. Yet somehow members indicated that they feel supported. If we don't have all these things, what form is this support coming in?

Actions she would like to take:

- We can have webinars for Section members. Barbara Mathé will give a webinar on linked data and EAC. Lorraine would like to schedule 4 of these this year. She hopes that a few will be about advocacy.
- She wants to reach out to CALM. Many, including Lorraine, feel that we need to have more of a voice with AAM. AAM has new accreditation guideline but archives are no longer included; we need to voice concern. Maygene Daniels went to the CALM meeting and will be liaising. After an initial conversation with Geof Huth, our SAA liaison, he agreed to approach Council about Section representation on CALM.
- She would like someone who lives in Wisconsin to look at our Archives. Could we digitize records and put them on our microsite? We need to know more about the Museum Archives Section's history.
- We will plan to establish our Twitter account and look into live streaming before our next meeting.
- We need to bump up our timeline regarding discussion of session proposals. Maybe we could talk about them in May and June rather than waiting until the meeting to discuss.

### **Geof Huth, SAA Council Liaison**

This is Geof's favorite Section. SAA Council is going through evaluations of Sections and Roundtables. Francine Snyder is on a task force that is looking at how to make them more effective. Geof said to look at MAS as a model. In order for a section to be valuable, it has to serve people outside this meeting.

What has Council been doing on your behalf?

- Released guidelines on best practices for volunteers, including how to ethically use volunteers
- Committee on Advocacy and Public Policy is putting out issue briefs. They are going to outline various interests so when an issue comes up, we know what we want to say
- A document was put together outlining principles for future joint meetings. This is the biggest meeting in SAA's history. We need to look at the possibility of having joint meetings with associations that are not focused on records, like a museum association
- Agreed to have a joint working group on issues with COSA, NAGARA, and SAA
- Interesting discussion items – Intellectual Property Working Group member Bill Maher is out there fighting for archives on the international level so we can make more of our materials available; National Coalition for History Executive Director Lee White presented to Council on the current status of archives-related legislation and funding
- The SAA A&A listserv will have a stated policy regarding list conduct
- For Cleveland, there won't be an opportunity for Section/Roundtable endorsement

**Maygene Daniels on CALM:** CALM (ALA/SAA/AAM Joint Committee on Archives, Libraries, and Museums) has two functions: to serve as a clearinghouse of information and to pick a topic and have themed program sessions related to it at each of the three meetings (ALA, SAA, and AAM). The good news is that in our associated organizations, there are a lot of shared interests. The bad news is that there is currently no one from the museum world on the Committee (AAM representation is vacant). Also, there is no official representation for the MAS on the Committee. With SAA, we could consider how to have our voice heard since it is important that people in the MAS community be on that group and take an active role. However, CALM may not be the best way for us to engage with particular issues. There may be other ways to advance our interests.

### **Heidi Abbey on behalf of Newsletter Editor Madeleine Thompson: Report**

The Section published two great issues this year. The issues included features on performing art archives at the New Museum and on the Standards and Best Practices Working Group. We also had updates from numerous repositories. If Section members have any interest in writing a feature article or would like to send news updates, please contact Maddie.

### **Web Liaison Supriya Wronkiewicz: Report**

We have gone from our old website based in html to the new Drupal site. The old site will be taken down in the next week. Supriya welcomes feedback on the site. Additionally, she will be working with Lorraine to see what else can be done in terms of electronic communications.

**Standards and Best Practices Working Group Co-Chair Susan Hernandez: Report** (see the attached appendix for the full PowerPoint presentation)

- Recognized Rachel Chatalbash as Co-Chair
- The Working Group spent the year investigating museum archives and electronic records
- Work Completed: Interviews; developed a resource guide; e-records symposium
- The guide is available on the Standards and Best Practices microsite page:  
<http://www2.archivists.org/groups/museum-archives-section/standards-best-practices-resource-guide>

- Soon, there will be additional policies related to records management uploaded to our standards portal
- All Working Group members were recognized and thanked! --Barbara Austen, Melissa Bowling, Holly Deakyne, Ryan Evans, Eden Orelove, Dawn Sueoka, Jennifer Whitlock, and Brian Wilson
- The Working Group will meet during the last 30 minutes of the Section meeting. Any Section member is welcome to join us for the meeting

**Rebecca Bizonet on behalf of the Program Committee:** Next year's meeting will be at the Cleveland Convention Center. The convention center model will allow SAA to go to cities that previously were not an option. There will not be a theme. However, proposals that speak to advocacy and ways to advance the profession will be given preference. Consider creating sessions that include people with opposing views. Be creative in content. Whatever format you choose should be justified, however, all formats are welcome, including traditional ones. Sessions will continue to be shorter; sessions are 60 and 75 minutes, with more 60 minute sessions than 70. Group endorsements have been dropped but Sections should be involved in creating sessions and discussing ideas. Pop-ups, one hour open sessions on Thursdays and Fridays where people can gather on short notice through social media, will be provided. The pop-ups will not appear on the program and there will be additional information as we move forward. The call for proposals is out and the deadline is 10/8. The deadline will not be extended this year.

#### **Questions and announcements from the floor**

- Deb Wythe is working on a collaborative writing project sponsored by AAM and Indianapolis Museum of Art. It's going to address topics such as copyright, rights and reproductions, and intellectual rights. Since it's broadly addressing cultural institutions, if you have any project where you have been involved, Deb would like to hear from you. She is looking for good case studies.
- Deb Wythe posed a question: The Brooklyn Museum's Chief Conservator is retiring and he is looking for a repository where he can donate his conservation records from his personal practice. If anyone knows about an appropriate repository, let Deb know.
- Joyce Ray from Johns Hopkins Museum Studies program has been involved with CALM in the past. Through CALM, she has learned about task forces that involve RBMS and SAA. One is on metrics for collections and one was on evaluation of public services. She understands that CALM may not be the only source for exchange of information, however, how else can we share information and connections among libraries, museums, and archives? Lorraine Stuart responded, mentioning shared cataloging – is that something that we would be interested in exploring more as a group?
- Lorraine Stuart asked: How many people feel a need to advocate for their programs externally? Internally? In terms of internal needs, are they financial? What percentage of an operating budget do you get? What can we do to develop some tools and models? How can we approach our management? Should we have a session on making a case for museum archives or archives in general?
- Multiple Section members discussed Twitter. If we get a Twitter account, could we get members to tweet exciting things they did for their institution this year? People don't realize our skill sets. There is someone on Twitter who posts under the handle of "museum documentation" who has been promoting their work. Samantha Norling believes Twitter is not the best place to capture people. The Committee on Public Awareness and the I&A Roundtable both have blogs that include stories; perhaps stories should be the focus.
- Barbara Mathé has been speaking with people from the world of natural science museums. They have gotten together to talk about forming their own group because of the incredible intersections between specimens, objects, and archival collections. She and her colleagues share an affinity with the collections managers who take care of the objects but who also tend to take care of the

archives. She is working on an EAC name authority project with the scientists at her institution. Email her if you are interested in the discussion.

- Linda Whitaker is an archivist who comes from an academic library but now works in a museum. She is trying to reconcile the results of the survey, mainly that museum archivists feel they aren't valued. In order to get parity with other departments that are object-driven, she suggests that archivists think about reorganizing within their institutions so there is equal access to the CEO. A member responded that one of the issues regarding not having enough funding is that no one is funded adequately.
- Question from audience: is there anyone else here from an interpretative center rather than a museum? The answer was no.
- Do we have a committee on social media? It might be a good idea. See Supriya Wronkiewicz with social media ideas.

### **Brainstorming for 2015**

- A member said they took the SAA advocacy workshop on Monday; perhaps SAA could offer a webinar on it
- Perhaps there could be a session on "making the case"
  - If we could make the case, what would we say for ourselves?
  - When you submit to NSF, you have to submit a data management plan--this is a great inroad for us.
  - What do you explain to your trustees?
  - Instead of coming up with a session about how to make the case, maybe have a brainstorming session or get 5 people to come and give their pitch using a "shark tank" model; with shark tank, you go in and pitch an idea. For example, if you gave us the resources we asked for, this is what we could do for your institution.
- One issue that a lot of us have been talking about is being a leader; maybe we should have leadership training. How do you activate change? We might think about getting leadership training internally or from outside.

### **S&BP Working Group Meeting Led by Rachel Chatalbash and Susan Hernandez**

Members and potential new members introduced themselves. Rachel Chatalbash provided a brief overview of the year's focus on museum archives and electronic records and the Working Group's activities.

The discussion turned to next year's focus.

- Could we look at advocacy?
  - Are people represented in HR orientations?
  - Are archives mentioned in museum studies programs?
  - Advocacy comes in the form of education and outreach with, faculty, curators, education departments, communications departments.
- Should we collaborate with museum studies programs?
- Partnering with IT: archivists need to learn how to communicate; how to partner with other departments so we are stronger.
- Marketing: what can you do to promote with other departments?
- Take a break from e-records; maybe hear updates at the end of the year, perhaps in written form. State archives are having an e-records day in October.
- Our best practices resource guide can still be updated. We can still send out another call for sample policies and procedures. We can remind people that the resource is there.

Meeting discussions concluded at 2:15 pm.



## Visual Materials Section (Liaison: Light)

### Annual Report for 2013-2014

Submitted January 17, 2014

By David Haberstich and Matthew Daniel Mason

#### Officers

(For 8/17/2013 - 8/16/2014 unless otherwise noted)

<b>Chair:</b>	David Haberstich, Smithsonian Institution, National Museum of American History
<b>Vice Chair / Chair-Elect:</b>	Matthew Daniel Mason Beinecke Rare Book and Manuscript Library, Yale University
<b>Immediate Past Chair:</b>	Brett Carnell The Library of Congress
<b>Communications Liaison:</b> (8/15/2009 - 8/16/2014)	Tim Hawkins Bessemer Historical Society
<b>Newsletter Editor:</b> (8/11/2012 - 8/16/2014)	Anne Salsich Oberlin College
<b>Web Liaison:</b> (3/15/2010 - 8/16/2014)	Lisa Snider Harry Ransom Center- University of Texas at Austin
<b>Members-at-Large:</b>	Kimberly Andersen (8/11/2012 - 8/15/2015) North Carolina State Archives
	Mandy Mastrovita (8/27/2011 - 8/16/2014) University of Georgia Libraries
	Mary Samouelian (8/17/2013 - 8/15/2016) Duke University

#### Election Results

The election for the Section took place in July 2014. The new leadership for the Section includes:

- Paula Mangiafico, Duke University, Vice Chair/Chair-Elect (8/16/2014-8/22/2015)
- Irlanda Jacinto, University of New Mexico, Member-at-Large (8/16/2014-7/29/2017)

Additionally, Deborah Rice, Wayne State University, will serve as a co-editor of the newsletter beginning 8/16/2014.

#### Report from Midwinter Meeting

The Midwinter Meeting took place February 20-23 at a rental property paid for my attending members in Pittsburgh, Pennsylvania, organized by Section member and former Section chair, Miriam Meislik. Twelve members from the Section attended the meeting, as well as three students from the University of Pittsburgh, School of Information Sciences.

The business of the meeting over two-full days emphasized re-invigorating stalled projects. We discussed a variety of special projects, including the proposed daguerreotype book project, digital collection tip sheets, and a publication to celebrate the thirtieth anniversary of the Visual Materials Section. We ultimately decided that the daguerreotype publication is not feasible this year. Section member and former newsletter editor Laurie Baty will chair the book committee and explore options. During the meeting, members discussed the importance of the Steering Committee; this included establishing a plan to develop a new Three-Year Plan.

Events included a field trip to the Carnegie Museum of Art, arranged by Adam Giles Ryan, curatorial assistant in the Department of Photography, and attended by Catherine Evans, the new chief curator of the museum.

### **Minutes from Annual Meeting:**

Number of attendees: 102 members

As part of the introductions, Past Immediate Chair Brett Carnell reported the results from the Section election in July 2014.

Carl Van Ness, provided information about the 2015 annual meeting in Cleveland as a representative from the local arrangements committee. Section members expressed their dissatisfaction with the relative lack of visual materials content at the 2014 program and led into a discussion of strategically planning sessions for the meeting.

Michelle Light, Council Liaison, then provided a report from their meeting earlier in the week. Chair, David Haberstich asked about use of special project funds for Midwinter Meeting, which

Education Committee chair Dr. Ricky Punzalan (Assistant Professor of Archival Studies, University of Maryland), representing the other members of the education committee [Dr. Michelle Caswell (University of California, Los Angeles), Gina Rappaport (National Anthropological Archives), and Irlanda Jacinto (University of New Mexico)] reported that they have interviewed eleven individuals about the education that have received for visual materials work.

Miriam Meislik, responsible for Section fundraising discussed the amount of funds in the Section account (approximately \$500), as well as leftover t-shirts from previous meetings she had available for sale.

Section member and former Chair Stephen Fletcher discussed the Section and profession need for tip sheets about digital photography.

Tim Hawkins, Communications Liaison, discussed the communication modes for the Sections, including the web page, Views newsletter, Facebook page, and Section member James Eason discussed the listservs available to Section members and those interested in Visual Materials. This included an introduction of Lisa Snider, the web liaison, and her departure. Haberstich then added that Deborah Rice will serve as co-editor with Anne Salsich.

Haberstich, then reported about his attendance of a meeting of a task force on affinity groups and the issue whether affinity groups should even meet or should merge. Section members and council member Light discussed the merits.

Haberstich and Mason discussed liaisons to other group and sought to identify others. Mason asked that individuals identify themselves. At present, they include:

Academy of Certified Archivists Liaison -- vacant  
American Institute of Conservation Liaison – vacant  
AMIA Cataloging and Documentation Committee Liaison -- Lance Watsky  
Architectural Records Roundtable Liaison -- Dana Lamparello  
Association of Moving Image Archivists Liaison -- vacant  
Descriptive Standards Committee & VMCAR Liaison -- Betsy Baldwin  
Listserv Coordinator -- James Eason (De Facto)  
Mid-Atlantic Regional Archives Conference -- Hillary S. Kativa and Dara A. Baker

Mason discussed the Midwinter meeting in Ansonia, Connecticut, and reiterated its official role for the Section and the Association.

Mason also discussed the revamped three-year plan distributed to membership via the listserv, and reiterated the need for the Section to collaborate with other affinity groups.

The meeting concluded with a presentation by Dr. Aaron Bryant, Curator of Photography at the National Museum of African American History, about his collecting activities and philosophy.

### **Completed Projects/Activities:**

The Steering Committee reviewed visual materials session proposals for the SAA Annual Meeting submitted to the Section for possible endorsement, discussed them and voted on them by e-mail, and sent two endorsements to the Program Committee.

The Section organized a dinner at Carmine's Restaurant, attended by twenty members, during the Washington Annual Meeting.

Chair-Elect Matthew Mason and the Members-at-Large prepared a new three-year plan for the Section (See appendix)

### **Ongoing Projects/Activities:**

Under the excellent leadership of lead editor, Anne Salisch, the Section continues to produce its quarterly newsletter, *Views*.

Section member Stephen Fletcher is working on a series of "tip sheets" for procedures and best practices for digital visual materials.

**New Projects/Activities:** The next Section Midwinter Meeting will take place February 27-March 1, 2015 in Ansonia, Connecticut, arranged by Chair Matthew Daniel Mason. During this meeting, we will conduct business of the Section and work toward accomplishing its goals.

**Initiatives Associated with the 2014-2018 Strategic Plan:** A completed initiative of establishing a three-year plan for the Section chiefly relates with the strategic plan "Goal 4: Meeting Members' Needs." The three-year plan aims overall to increase communication and transparency among Section leadership and members.

**Questions/Concerns for Council Attention:** The Section encourages Council to reinstate the practice of allowing Sections to endorse programs for the Annual Meeting. We feel we can provide knowledgeable input about the type of information archivists need about the burgeoning field of Visual Materials.

In general, the Section is concerned that Visual Materials programming at the Annual Meeting is inadequate and should be augmented.

## Appendix

### Visual Materials Section of the Society of American Archivists Three-Year Plan, 2014-2017

#### 1. Core Activities

- a. Maintain a vital steering committee, working groups, and a full contingent of liaisons.
- b. Annually complete a three-year plan and any necessary revisions of by-laws.
- c. Maintain current communication venues and develop new ones to effectively communicate the activities of the Section and professional developments related to visual materials archives, as well as to provide a space for Section members to network and seek information, including, but not limited to:
  - i. Actively maintaining a frequently updated website;
  - ii. Publishing the newsletter *Views* three times each year, expanding the number of contributing editors to *Views*, and identifying appropriate contributing editors to provide content for the various communication vehicles for the Section;
  - iii. Maintaining two listservs: one to convey official section business and another open to everyone interested in visual materials issues; and,
  - iv. Sustaining a Facebook page and using other social media tools to keep membership better informed.
- d. Conduct an annual meeting including, but not limited to
  - i. Holding events designed to encourage networking among members;
  - ii. Identifying relevant speakers or sessions for the subsequent Annual Meeting of the Society of American Archivists; and
  - iii. Evaluating and recommending session proposals related to visual material issues; and
  - iv. Conveying and discussing Society of American Archivists council changes, adoptions, and recommendations that impact the Visual Materials Section.
- e. Determine each year whether a mid-winter meeting, usually held in February or March, is needed for conducting business of the Section and accomplishing core activities and initiatives. The Chair with consultation from the Chair-elect will determine the agenda, location, and arrangements of such a meeting.
- f. Nominating committee will encourage, identify, and recruit candidates for Section offices, and particularly encourage participation from individuals new to the profession.

## 2. 2014-2017 Specific Initiatives

- a. Establish a working group of current and past Section leaders to draft written description for leadership positions in the Visual Materials Section, including the responsibilities and deadlines for each.
- b. Establish a working group to reevaluate and simplify the website for the Visual Materials Section with an aim to better integrate it with social media.
- c. Establish a working group to define and describe the purpose and activities of the midwinter meeting.
- d. Survey Section membership to discern their expectations of the Section. Explore establishing a survey each year to coincide with the annual development of the three-year plan.

## Roundtable Annual Reports

### Archival Educators Roundtable (Liaison: Huth)

*No report received.*

### Local Government Records Roundtable (Liaison: Huth)

**Date:** February 26, 2015

**Officers:** Jennifer Day, Chair

**Report from Annual Meeting:**

- Number of attendees: 22
- Election results: Jennifer Day elected Chair
- Summary of meeting activities:

The LGRR heard a presentation from the archivists of the District of Columbia, discussing their holdings and use. Following the presentation the new Chair, Jennifer Day, was introduced and gave a brief introduction. Day then solicited comments from the room about possible projects or ideas for the upcoming year. Some discussion was held regarding the Local Government Records survey being conducted by David Evans of the Government Records Section and how the LGRR could contribute.

**Completed Projects/Activities:** The LGRR has held some discussion of current events on their email list. The survey for the Local Government Records directory was circulated on the list. Chair, Jennifer Day, facilitated the distribution of the survey among the members of the International Institute of Municipal Clerks.

A group of members have submitted a session proposal to promote special projects in government archives to the program committee for the National Association of Government Archives and Records Administrators annual meeting for 2015.

**Ongoing Projects/Activities:** Members of the LGRR are working with the Government Records Section to utilize the data collected in the Local Government Records survey.

**New Projects/Activities:** The LGRR would like to pursue regional educational opportunities led by members for the benefit of municipal and county employees in their areas, as well as working toward an education or scholarship fund to assist government archivists to attend professional workshops and meetings.

**Initiatives Associated with the 2014-2018 Strategic Plan:** Members of the LGRR are advancing the first goal of the strategic plan, “Advocating for Archivists and Archives” by submitting a proposal to the NAGARA annual meeting program to promote special projects conducted in local government archives that raise awareness and visibility of their records. Exhibits, outreach events, and partnerships are among the projects being undertaken by members of the LGRR in their institutions. Discussions of successful internal buy-in are also being presented as encouragement for government archivists to advocate for their needs to internal stakeholders as well as the general public.

**Questions/Concerns for Council Attention:** The LGRR does not have any questions or concerns for the Council to consider at this time.

## **Military Archives Roundtable (Liaison: Landis/Roth)**

**Date: 20 Jan 2015**

### **Officers:**

Miller	J. Michael	Chair	8/11/2012 - 8/15/2015	Marine Corps University
Ginther	James	Vice Chair	8/11/2012 - 8/15/2015	Marine Corps University
Wiford	Melissa	Secretary	8/11/2012 - 8/15/2015	US Army Heritage and Education Center
Mondt	Amy	Steering Committee Member	8/11/2012 - 8/15/2015	Texas Tech University
Saffell	Mary	Steering Committee Member	8/17/2013 - 8/15/2015	Texas Christian University

### **Report from Annual Meeting:**

The MART meeting at the 2014 SAA Annual Meeting continued the successful growth of the roundtable since formation. The Annual Meeting was scheduled from August 10-17, during which the MART scheduled events for August 11, 12, 13 and a sponsored panel on August 15.

On Monday, Aug 11, the MART led a War of 1812 staff ride (tour) to study the Chesapeake Campaign during the 200<sup>th</sup> Year Bicentennial Celebration, 1814-2014. We loaded 36 willing Archivists on a bus to

the Bladensburg Battlefield, where we enjoyed an overview lecture, visited the visitor's center and were then led on a walking tour of across a footbridge over Western Branch Creek, where the bus reloaded the group. We ended the morning with a view of the Navy Marine positions and final American counter attack, as well as the Civil War Fort Lincoln and other interesting sites, all within the beautiful grounds of the Lincoln Cemetery. We then went to Baltimore for a lunch of crab cakes and crab soup in the trendy Jones Point Neighborhood before again boarding the bus for Fort McHenry. We began our tour in visitors center, and then using archival sources such as letters, diaries, and maps, we learned the story of the "Star Spangled Banner," from individual participants' points of view. We read quotes from soldiers, sailors, Marines and British military personalities as we walked around the Fort, and gazed out into the harbor imagining "the bombs red glare!" After some free time to explore the fort and gift shop, we returned to our hotel, exhausted but also exhilarated after witnessing the days events.

On Tuesday, Aug 12, the MART led a walking tour of 28 archivists to the Lincoln assassination sites in Washington as we learned how to interpret an historic event using primary archival and msueum materials. We began with an early morning call to the National Archives on Pennsylvania Avenue, where we received a behind the scenes tour of the exhibit areas, including the Declaration of Independence, Magna Carta, and Constitution. David Ferrero, Archivist of the United States, came to personally greet our group, and we engaged in a lively discussion of archival matters both old and new. NARA Archivist Trevor Plante then led the group through a examination of the original Lincoln assassination documents within the National Archives, including escape maps, wanted posters, court documents and even cytological materials. After the conclusion of the tour, we enjoyed lunch in Penn Quarter, before heading out in the rain to Ford's Theater, where the National Park service took us through the museum and the actual theater. We could see the presidents box where Lincoln was shot and the stage where John Wilkes Booth jumped to escape. We even walked the alleyway behind the theater, accompanied by an appropriate patter of rain, where Booth jumped on his horse and made his escape. Finally, we toured the house where Lincoln died and walked through the new museum established in his honor. A few hardy Archivists even ventured further into the rain to view the Surratt Boarding House, thus ending the day.

On Wednesday, Aug 13, the MART Annual Meeting was held with 36 attendees, filling the room with standing room only. There were representatives from the Army Archives, Marine Corps Archives, MIT Lincoln Laboratory, National Archives, National WWII Museum, Air Force Academy Archives, National Archives, Intrepid Museum, Library of Congress, The Nimitz Museum, as well as many other significant institutions, both large and small.

The 2014 MART Annual Meeting began with a welcome by the Chair and a brief overview of the evening's agenda. This was followed by a short presentation by the MART incoming and outgoing SAA Council Representatives – Bill Landis and Jamie Roth. Next on the agenda was a presentation by the 2015 SAA Program Committee Co-Chair Carl Van Ness that welcomed the MART to Cleveland and explained the process of session submission and selection.

Trudy Peterson followed with a brief presentation of the Human Rights Working Group and then Mitch Yokelson provided an interesting talk on the National Archives Document Recovery Team and some of the challenges and successes over the last few years. The concluding speaker was Norma Hamilton's presentation on the records of the American WWII Orphans Group, and their search for a home for their records. This presentation was particularly poignant, as Norma and several members of the Orphans group talked about their lost fathers and the challenges of growing up without the support of their father.

The meeting ended with a general business meeting, including short presentations by each elected officer and members of the steering committee and a review of the MART By Laws by the Chair. The meeting ended with a brief question and answer period, and then the meeting was adjourned.

Following the meeting, the MART then made a short walk to a happy hour celebration in Adams Morgan, with beverage and barbeque, greatly enjoyed by all. During this assembly, the first MART award was born, appropriately named “The Military Order of the Fire Ant,” which was awarded to Melissa Wiford of the US Army History and Education Command.

On Friday, August 15, the MART Sponsored Session 310, Database Management: Challenges for Military Records on the Home Front,” went exceedingly well, with every seat taken by the attendees.

**Completed Projects/Activities:** Accomplished planning for transition of leadership of MART, as every official position is up for election in 2015.

**Ongoing Projects/Activities:**

***Continue to establish Program Committee:*** This committee will help the president and executive committee plan the social meetings and special trips for the MART during the annual meeting. In the future, this committee may also be in charge of soliciting presentations for the roundtable meeting if the executive committee decides a presentation is necessary. This committee is open to all, but should also solicit members who reside in the city of the annual meeting.

***Continued to establish Social Media Committee:*** This committee will run the MART Facebook page, twitter feed, website, list serv, and any other kind of outreach/marketing that MART does. They should also monitor the Facebook page and list serv and make sure that the members answer the reference questions posted there. In the future, this committee may produce a MART newsletter or blog to keep MART members updated about what the MART is doing/planning. Please note, all social media activities done by the MART must follow the guidelines put out by SAA.

***Prepare Nominating Committee:*** This committee will essentially be volunteer wranglers. They will find volunteers to fill open seats on committees, and they will run the nomination and election process for replacing the officers every two years.

These Committees are still being formed and staffed, by the 2015 meeting the committees will have both members and goals to work on for the MART. It is expected that these committees will work on projects throughout the year, and will then offer a committee report at the annual roundtable meetings.

**New Projects/Activities:**

1. Explore the possibilities of assisting an archive in need in a foreign Country. We are establishing a relationship with the City of Vera Cruz, Mexico, to explore the possibilities for providing assistance with preservation material as well as invitation for an archivist from Vera Cruz to come to the SAA Annual Meeting in Cleveland in 2015. Initial contacts have been made, and work had begun on a proposal to for the SAA Council to review.
2. Establish a working group to study MART/SAA participation the Centennial Anniversary of World War, 2017-18. This group would develop a plan that would explore the feasibility of SAA participation, and develop a plan of operations to exploit such a plan. Again, this study would become part of a study for SAA Council Review.

**Initiatives Associated with the New 2013-2018 Strategic Plan:** By continuing to build the MART and implement our mission statement, we touch every major cornerstone of the 2015-2018 Strategic Plan. The growing knowledge of the value of Military Archives by SAA members creates new interaction about the vital role of archivists and archives in any number of ways. The most frequent reaction to our programs is,



“I had no idea of what you bring to the field,” and “how your programs are of significance to the profession.” As we gain more traction with our initiatives during the period 2015-2018, we address the needs of over 273 archivists who have joined the MART, advance the field with the additional perspective of the military archives, advance the professional growth of both the individual archivist and SAA with our new dialogues and information exchanges, and bring more power to the importance of the Archival world to Society.

**Questions/Concerns for Council Attention:** None.

## **Native American Archives Roundtable (Liaison: Zanish-Belcher)**

### **Officers:**

Ann Massmann: Chair, 2013-2014  
Gina Rappaport: Vice-Chair/Chair-Elect, 2013-2014  
Jennifer O’Neal: Immediate Past Chair, 2013-2014  
Leanda Gahegan: Steering Committee, 2012-2014  
Nick Pavlick: Steering Committee, 2012-2014  
Camille Tyndall: Web Liaison, 2012-2014  
Michael Pahn: Steering Committee, 2013-2015  
Colleen Cook: Steering Committee, 2013-2015

### **Report from Annual Meeting:**

*Number of attendees:* 45  
*Election results:*

Michael Pahn: Vice-Chair/Chair-Elect, 2014-2016  
Janet Ceja: Steering Committee, 2014-2016  
David Lewis: Steering Committee, 2014-2016  
Jonathan Pringle: Steering Committee, 2014-2016

### **Completed Projects/Activities:**

- Steering Committee member Ann Massmann continued as a member of the Diversity Committee and Jennifer O’Neal continued service as the co-Chair of the Cultural Heritage Working Group.
- Organized session 209: *Weighing in for the Balance: Indigenous Researchers’ Perspectives on Using Non-Native Archives.*
- Steering Committee members presented at various conferences throughout the year, including the Association for Tribal Archives, Libraries, and Museums, Native American and Indigenous Studies Association, and the Intellectual Property Issues in Cultural Heritage gatherings.
- Steering Committee members taught various educational instruction sessions for the Sustainable Heritage Network at the Association of Tribal Archives, Libraries, and Museums conference. Sessions included topics on collections management, processing and preservation of records, audio visual materials, and photographs.
- Implementation of significant updates to the NAAR website, including extensive new pages on affiliated groups, resources, and concise information about the *Protocols for Native American Archival Materials.*
- Continued outreach to membership via blog posts, email, and social media platforms.

- Steering Committee members contributed articles to the forthcoming special issue of the *Journal of Western Archives* dedicated to Native American Archives.
- Jennifer O'Neal contributed an article regarding the *Protocols* in the book *Identity Palimpsests: Archiving Ethnicity in the U.S. and Canada*.
- Members Elizabeth Joffrion and Natalia Fernandez conducted an in-depth survey of collaborative relationships between tribal and non-tribal repositories. The results of the study will be published in a forthcoming issue of *The American Archivist*. Various Steering Committee members contributed to the survey and study.

#### **Ongoing Projects/Activities:**

- Develop and conduct a survey of roundtable membership to determine how to better serve the needs of the group regarding projects, training, and technology.
- Participation in the reconvening of the original *Protocols* drafters' group to make updates to the document and add case studies. This is planned for the upcoming ATALM conference in Washington, DC in September 2015. Steering Committee members are actively engaged in the development of this gathering.
- Established a formal collaborative relationship with the Sustainable Heritage Network to assist with trainings and curriculum development. Kim Christen provided a detailed update of the SHN at the 2014 meeting and announced the formal partnership.
- Service on various Working Groups and Committees including the Cultural Property Working Group and the Diversity Committee
- Blog and social media platform development regarding activities and resources.
- Participation in The Indigenous Archives Network in Australia for information exchange, collaboration and discussion around Indigenous archives, libraries, galleries, museums and keeping places. The Steering Committee will be participating in the website by posting blog entries and posting news regarding Native American Archives in the United States.

#### **New Projects/Activities:**

- Establish a formal relationship with the Association of Tribal Archives, Libraries, and Museums.
- Assist in the planning of the 2015 ATALM meeting in Washington, DC.

#### **Strategic Priority - Technology Initiatives:**

- Continued enhancement of NAAR websites, including a resources page.
- Development of a NAAR blog to keep membership up-to-date with activities and issues occurring regarding Native American Archives

#### **Strategic Priority - Diversity Initiatives:**

- Members will support the Diversity Committees project to create a platform where SAA members can share online case studies related to diversifying the archival record.

#### **Strategic Priority - Advocacy/Public Awareness Initiatives:**

- The Steering Committee will continue to utilize and develop new ways of communicating with the membership, including Facebook, Twitter, Blogs, etc. In addition, we will also investigate ways of collaborating with other groups and organizations working on Native American and Indigenous Archives issues to enhance initiatives and reach more members.

**Questions/Concerns for Council Attention:** None at this time.

## Public Library Archives and Special Collections Roundtable (Liaison: Huth)

**Date:** March 3, 2015

### Officers:

- **Anke Voss** (Chair, term 2013-2014), [avoss@tufl.info](mailto:avoss@tufl.info), Director, Champaign Co. Historical Archives and Lecturer, GSLIS, University of Illinois at Urbana-Champaign
- **Leslie Waggener** (Vice-Chair, term 2013-2014), [lwaggen2@uwyo.edu](mailto:lwaggen2@uwyo.edu), Associate Archivist, Simpson Institute for Western Politics and Leadership, American Heritage Center, University of Wyoming
- **Brittany Turner** (Secretary, term 2013-2014), [bturner@shreve-lib.org](mailto:bturner@shreve-lib.org), Records Manager and Special Projects Librarian, Shreve (LA) Memorial Library
- **Christine Sharbrough** (Member at Large, term 2012-2014), [csharbrough@gmail.com](mailto:csharbrough@gmail.com) Reference Librarian, Derry (NH) Public Library
- **Daria D'Arienzo**, (Member at Large, term 2013-2015), [ddarienzo@me.com](mailto:ddarienzo@me.com), Archives Consultant
- **Jennifer Sharp**, (Webmaster, 2013-2015), [jsharp@gmail.com](mailto:jsharp@gmail.com), Digital Cataloging Specialist, Hartford History Center at the Hartford (CT) Public Library

### Report from Annual Meeting:

*Number of attendees:* #40

#### *Election results:*

#### **Chair** (term 2014-2015)

Leslie Waggener  
Associate Archivist  
American Heritage Center, University of Wyoming

#### **Vice-Chair** (term 2014-2015 as Vice Chair, then Chair 2015-2016)

Mark S. Greek  
Interim Special Collections Manager  
DC Public Library  
Special Collections  
Washington, DC

#### **Secretary** (replaced Brittany Turner when Brittany made no contact with PLASC; term ends 2015)

Ellen Eckert  
Research Assistant  
OCLC Research

#### **Member-At-Large** (term 2013-2015)

Daria D'Arienzo  
Archives Consultant

**Member-At-Large** (replaced Christine Sharbrough when Christine made no contact with PLASC; term ends 2015)

Heidi Butler  
Local History Librarian  
Capital Area District Libraries  
Lansing, MI 48933

**Webmaster** (term 2013-2015)

Jennifer Sharp, MSI  
Digital Cataloging Specialist  
Hartford History Center  
Hartford Public Library

*Summary of meeting activities:*

Meeting minutes follow this report. The Lightning Round and survey presentations from the Annual meeting are posted on the microsite:

<http://www2.archivists.org/groups/public-library-archivesspecial-collections/plasc-at-saa-2014>

### **Completed Projects/Activities:**

- Zee Map - Secretary Brittany Turner created a networking tool using a Zee Map that shows where PLASC members are located around the globe. The Zee Map can be found on the microsite at <http://www2.archivists.org/groups/public-library-archivesspecial-collections/zee-maps-we-heard-you>. We also posted suggestions on possible collaborations the map can generate. We've had positive feedback from membership about this map.
- Online broadcast of 2014 Annual Meeting – Thanks to Web Liaison Jennifer Sharp, we were able to live broadcast the annual meeting held at the SAA meeting in Washington, D.C. We did this due to the fact that many PLASC members find it difficult to make it to SAA each year. Although we didn't get strong feedback about online participation, we plan to try it again to see if it catches on.
- Resource List – Member-At-Large Daria D'Arienzo has started a resource list of books, websites and courses that could be useful to our membership of mostly public librarians who administer archives and special collections.

### **Strategic Priority – Marketing/Advocacy Tools**

In 2015, the PLASC Steering Committee will be working on a web resource we're titling "Advocacy with Available Resources." It will be a practical virtual tool to assist PLASC in joining SAA's current initiative in this "Year of Living Dangerously for Archives."

Advocacy with Available Resources will pinpoint current book, periodical, and web-available resources, networking opportunities, and other tools that support our archival goals of outreach, fundraising, and friend-raising. The guide will offer an online "template" that can be adopted, or adapted and integrated into your own archives website, with text that can help you create tools such as brochures, newsletters and more. This resource is intended to assist public libraries that maintain archival and special collections, particularly those of you in small public libraries who may have limited resources yet want to promote the value and significance of your collections and programs as broadly as possible. We'll be looking for the ideas of PLASC members, too.

**Questions/Concerns for Council Attention:** This is a concern voiced from the 2013 annual meeting report, but the questions still stand. PLASC continues to have issues keeping members in touch with the

Roundtable activities at the annual meeting. Most of the members can't attend the annual meeting due to cost. This year we tried to take videos of the meeting to post the highlights of the meeting on the SAA You Tube channel. We found that the quality of our iPhone audio and video and the amount of time it would take to edit the video was just not going to happen due to time constraints. Is it possible next year to have SAA help PLASC stream the meeting in a video conference or help us video the meeting? It would also be nice if there was a scholarship available for a Public Librarian/Archivist to attend the meeting. Most Public Librarian/Archivists do not get funding to attend the annual meeting or help to pay their SAA dues.

### **Meeting Minutes, Washington, DC, August 15, 2014**

Steering Committee Members present:

- Chair: Anke Voss, The Urbana Free Library, Urbana, IL
- Vice-Chair: Leslie Waggener, American Heritage Center, University of Wyoming
- Web Liaison: Jennifer Sharp, Hartford Public Library, Hartford, CT

Steering Committee Members not present:

- Secretary: Brittany Turner
- Committee Member: Daria D'Arienzo (family emergency)
- Committee Member: Christine Sharbrough

Chair Voss began the meeting with announcements about current PLASC initiatives, including PLASC meetings to be held, when possible, at meetings of the Public Library Association and about the Zee Map showing the distribution of PLASC membership. She also announced that, than to Jennifer Sharp's expertise, we are live streaming the meeting to PLASC members who can't make it to the meeting.

Chair Voss than announced the steering committee members for 2014-2015:

- Chair: Leslie Waggener, American Heritage Center, University of Wyoming
- Vice Chair/Chair-Elect: Mark Greek, DC Public Library, Special Collections, Washington, DC
- Secretary: Brittany Turner, Shreve Memorial Library, Shreveport, LA
- Committee Member: Daria D'Arienzo, Archives Consultant
- Committee Member: Heidi Butler, Capital Area District Libraries, Lansing, MI
- Web Liaison: Jennifer Sharp, Hartford Public Library, Hartford, CT

Carl Van Ness, co-chair of the SAA 2015 Program Committee provided a report to PLASC and encouraged proposals for the 2015 meeting. Proposals are due on October 8, 2014. He also stated that there is no theme yet for the meeting, but there are some new session formats. Van Ness informed PLASC of SAA Council's decision to disband endorsements from Sections and Roundtables. Chair Voss added that, although PLASC can no longer endorse sessions, the steering committee is available to assist with crafting and reviewing proposals.

Geof Huth provided a report from SAA Council.

Vice-Chair Waggener introduced the four participants in PLASC's lightening round, followed by presentations:

**Ryan Edge, Project Manager, Preservation Self-Assessment Program  
University Library, University of Illinois at Urbana-Champaign**

*Preservation Self-Assessment Program (PSAP)*

All of us working in archives and special collections are responsible for the management of paper documents, photographs, or audiovisual media. These materials often require great care and forward-thinking preservation action. Learn about a free web application being developed by the University of Illinois to make this effort simpler, faster, and more consistent—particularly for small to mid-sized organizations!

**Mark S. Greek, CA, Interim Special Collections Manager  
DC Public Library, Special Collections**

*Collecting punk in DC*

A look at the collaborative effort to document the punk movement in dc music and how this seed has spawned a genre-based collection.

**Christina Moretta, Photo Curator  
[San Francisco Historical Photograph Collection](#)  
San Francisco History Center / San Francisco Public Library**

*Channels, Pages, Profiles...Like, Share, Follow, Tweet – What To Do & When*

Over the last 4 years, the San Francisco History Center in the San Francisco Public Library has been using a variety of social media tools for the Center and the Book Arts/Special Collections. Efforts became more focused two years ago when SFPL began a Social Media Task Force that developed policy and team approaches to social media tools. Learn what has worked and what hasn't worked for SFPL. (<http://sfpl.org/index.php?pg=2000532901>).

**Katie O'Connell, Centennial Project Archivist  
San Bruno Public Library, San Bruno, CA**

*City of San Bruno Centennial: Creation of an Interactive History Timeline*

To celebrate the City's 100th anniversary, the San Bruno Public Library created a local history timeline using the web application Timeglider. Using images, text, audio and video clips pulled from our local history collection, we built an interactive timeline that spans more than 160 years and is comprised of more than 70 discrete events.

About 10 minutes was provided for audience questions.

No new business so meeting ended with a thank you from Vice-Chair Waggener for audience attendance, both in person and through the live stream.

## **Visual Materials Cataloging and Access Roundtable (Liaison: Huth)**

**Date:** February 25, 2015 (Covering the 2013/2014 year)

**Officers:**

Wendy Pflug - Chair

Cathy Martyniak –Chair elect

**Report from 2014 Annual Meeting:**

- Number of attendees: 40
- Election results: Shannon Erb was selected as Chair elect
- Summary of meeting activities: Minutes attached below.

**Completed Projects/Activities:** The major activity of the VMCAR leadership during the 13/14 year was coordinating the effort that resulted in the sold out 2014 SAA preconference entitled “Cataloging the Universe of Visual Materials: From Prints and Photographs to Digital files”.

**Ongoing Projects/Activities:** None.

**New Projects/Activities:** None.

**Initiatives Associated with the 2014-2018 Strategic Plan:** None.

**Questions/Concerns for Council Attention:** None.

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**Name of Section/Roundtable:** Visual Materials Cataloging and Access Roundtable

**Date:** August 13, 2014, 5:15 to 7:15 pm

**Officers:**

- Wendy Pflug(Chair) 8/16/2013-8/13/2014
- Cathy Martyniak (Vice-Chair/Chair-Elect) 8/16/2013-8/13/2014
- Geoffrey Huth (Council Liaison) 8/11/2012-8/15/2015

**Report from Annual Meeting:**

*Number of attendees:* 40

*Election results:* Shannon Erb is Vice-Chair/Chair-Elect

*Summary of meeting activities:*

The meeting was called to order at 5:15 PM on Wednesday, August 13, 2014, by Wendy Pflug.

The first half of the meeting focused on VMCAR business, namely reporting on the activities of the past year and a brainstorming session to determine the future directions of the roundtable. Wendy gave a report on the activities of the roundtable 2013-2014. The main accomplishment was the creation and execution of a SAA pre-conference workshop titled “Cataloging the Universe of Visual Materials: From Prints and Photographs to Digital Images.” This workshop was held on Tuesday, August 12 and taught by Miriam Meislik, Mary Alice Harper, Kate Bowers, James Eason, and Robert Burton. Cathy Martyniak and Wendy Pflug worked as project managers to develop the course and acted as moderators during the workshop. The workshop was successful, with 35 registrants. Attendees of the workshop were led through a crash course of cataloging visual materials; everything from reading an image, to identifying prints processed to breaking down metadata standards. As incoming Chair, Cathy Martyniak led the meeting through a brainstorming exercise to identify the topics and issues that are most important to

VMCAR members. The brainstorming session asked participants to identify how VMCAR can be a resource to its members. The session produced the following ideas:

- What level are archivists/librarians cataloging visual materials? How to best negotiate item level cataloging versus collection level cataloging of visual materials
- How to address mixed collections that contain visual materials with documents/manuscripts and other material; How are others creating arrangement and description for these types of collections
- Item level access to visual materials in online finding aids
- Transferring metadata from a propriety system to an open source system

The second half of the meeting featured a live demonstration and instruction of the newly revised Description of Cataloging Rare Materials (Graphics) DCRM (G) presented by Robert Burton (Photographer Cataloger at the Weissman Preservation Center, Harvard University), James Eason (Principle Archivist and Catalogers for the Bancroft Library Pictorial Collection, UC Berkley) and Mary Mundy (Cataloging Specialist, Prints and Photographs Division, Library of Congress). James Eason began the presentation by explaining the DCRM (G) are guidelines and instructions for the descriptive cataloging of graphic materials that receive special treatment within a repository. The goal of the standards in DCRM (G) is to make records easier to understand by a wide range of users. It supersedes Graphic Materials by including instructions for the cataloging of born digital materials, graphic materials with formal title pages, illustrations within books and serials. Other forms of graphic material are covered in more depth with examples (such as architectural drawings, posters, comic strips). One of the biggest differences between DCRM (G) and its predecessor is the emphasis on everyday language. For example, “publisher not identified” replaces the Latin abbreviation “s.n.” Also emphasis is on explicit physical description. Catalogers choose physical description from a closed list of basic types of materials to ensure records can be understood by non-specialists. Expert vocabulary is used in the “other physical details” note. James referred us to a free downloadable PDF of the publication found on the Rare Books and Manuscript Section web site: <http://rbms.info/dcrm/dcrmg/>

Mary Mundy began by giving step-by-step instructions for cataloging a single item, a postcard, using standards from DCRM (G). Attendees followed along with a cataloging worksheet as Mary walked us through the steps. Robert Burton provided instruction on using DCRM (G) to catalog a collection-level record. Attendees broke into groups to catalog a collection using basic information provided by Robert. The groups then came together to discuss correct information for each field. James, Robert, and Mary made time available at the end of their presentation to offer practical suggestions and answers questions from roundtable members.

At the close of the meeting, Wendy Pflug handled the Chair position of VMCAR to Cathy Martyniak. Cathy thanked everyone for their suggestions and plans to revitalize the email list serv as a place for discussion of cataloging issues related to visual materials and a resource for those working with visual material collections. The meeting was adjourned a little after 7:00 pm.

Respectfully Submitted,  
Wendy Pflug, August 20, 2014

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Respectfully but belatedly submitted,  
Cathy Martyniak, February 25, 2015



## Web Archiving Roundtable (Liaison: Light)

**Date:** 01/19/2015

### **Officers:**

Trevor Alvord: Chair  
Kate Stratton: Vice Chair/Chair Elect  
Anna Perricci: Education Coordinator  
Benn Joseph: Web Liaison  
John Bence: Social Media Manager  
Rachel Taketa: Social Media Manager

### **Report from Annual Meeting:**

- Number of attendees: 81
- Election results: No elections were held during the meeting.
- Summary of meeting activities: See attached minutes

**Completed Projects/Activities:** Web archiving educational need survey. This survey was conducted to pinpoint any needs or concerns that roundtable member share in the profession. Once the data is analyzed programs are intended to be created that will address the needs and concerns of our membership.

**Ongoing Projects/Activities:** The biggest project for the roundtable is the Weekly web archiving roundup, which is a weekly list of news and events featuring web archiving or web technology related to archiving. Additionally we are partnering with other roundtables and sections to host online meet-ups throughout the year.

**New Projects/Activities:** Promotion of web archiving through scholarship. The roundtable has the opportunity to partner with the Journal of Western Archives to run a web archiving themed issue.

**Initiatives Associated with the 2014-2018 Strategic Plan:** All of our future, current, and completed initiatives revolve around the four main goals of 2014-2018 strategic plan. The online meet-ups correlates to goal 1-promotion and advocating. Our weekly roundups fix in with goal 2 in providing archivists with the resources they need to enhance their work. The initiative to create scholarship focused on web archiving relates to goal 3, and goal 4 is being accomplished through the survey and subsequent educational programs based off of it.

**Questions/Concerns for Council Attention:** (None submitted.)

Web Archiving Roundtable minutes

Wednesday, August 13, 2014

Marriott Wardman Park, Washington, D.C.

- **Welcome from Tessa**
  - Change in agenda - Speakers first
  - Intro to new committee members - Kate Stratton (new Co-Chair), Rachel Taketa (new Social Media Manager)

- **Jimmy Lin, Associate Professor at iSchool @ University of Maryland**
  - Twitter experience: creating analytic infrastructure for data mining, developing data products to surface relevant content to users
  - Hard to build tools for non-existent users - need deep collaboration with users (archivists librarian, journalists, researchers) and technologists
  - Needs to go beyond browsing and searching
  - Using open-source big data tools (Hadoop HDFS & MapReduce; Apache HBase) been building WarcBase, an open-source platform for web archives (warcbase.org)
  - Tools and services built out from WarcBase - Topic Model Explorer, WebGraph Explorer
  - Question about visualizing inconsistencies between sites (changed crawl scopes, or removed content, etc)
  - Question about optimal service model for these tools/services
  - Question about use - for the research community or for "us"
  
- **Jason Scott, Founder, Archive Team**
  - Started in 2009, to go after websites that were going down for the future
  - Grabbed GeoCities
  - People said "who cares, that time is over"
  - "the bro-grammer-journalism complex defined our culture for us"
  - Archive Team Warrior - creating an army - likened to a "low orbiting ion cannon"
  - Disenfranchise, Demean, Delete -
  - Facebook is essentially run by vodka-drunk children
  - 3 virtues of Archive Team - paranoia, anger, and kleptomania
  - Ethics of web archiving
  
- **Nicholas Taylor, 2013 NDSA Web Archiving survey results overview**
  - 2013 NDSA Web Archiving survey results
  - Imagined as bi-annual survey - first in 2011, latest in 2013
  - Respondent characteristics - Universities still making up most
  - Affiliations - WART wins 45%
  - Most have fractional staff dedicate to web archives
  - Signs of increasing maturity: more active programs
  - Strong perceptions of progress in their programs
  - Focus of programs: changes in number doing only other sites or their own sites
  - Concern about social media, databases, and video
  - Untapped interest in collaboration
  - Web-archiving-as service still most popular option, most don't transfer data from vendor
  - Increase in tools supporting WARC
  - Decrease in every descriptive option except new ones
  - Most are not looking for permissions
  - more conditional handling of robots
  - Most lack social media archiving policies (75%)
  - Most rely on other organizations policies for informing their own policies

- What collabos should we be doing? thinks WART is critical
- **Anna Perricci & John Bence,**  
[SAA Web Archiving Roundtable Education Needs Assessment Survey Results](#)
- **Adjournment and a big THANK YOU from Tessa Fallon, outgoing chair**