

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

**Revise Archivists' Toolkit™/Archon™ Roundtable
Name, Mission, Goals, and Bylaws**

(Prepared by ATART Chair Jillian Cuellar and Council Liaison Rachel Vagts)

BACKGROUND

The Archivists' Toolkit™/Archon™ Roundtable (ATART) proposes a name change and a revision of its mission, goals, and bylaws. These changes were approved (nearly unanimously) by the roundtable's membership in a referendum in 2014.

ATART¹ was founded in 2009 to provide a forum for archivists from all types of repositories to identify and discuss key issues relevant to the use and development of the Archivists' Toolkit™ and Archon™, software programs that facilitate enterprise-wide collection management. In 2013, the developers and sponsors of both the Archivists' Toolkit™ and Archon™ ceased supporting their programs, and although many ATART members plan to continue using AT and Archon™, others are now investigating a variety of software options to support collection management at their institutions.

In light of this development, ATART leaders proposed changes to the roundtable's governing documents that would 1) integrate ATART's mission, goals, and bylaws into one document and 2) change the name and scope of the roundtable to encompass all collection management tools, including, but not limited to, Archivists' Toolkit™, Archon™, ArchivesSpace, and many other systems being used by archives collection managers.

DISCUSSION

Changing the name of ATART to the **Collection Management Tools Roundtable** and expanding its scope beyond Archivists Toolkit™ and Archon™ to include “the implementation, support, comparison, analyses, and integration of collection management tools and systems” allows for broader participation among SAA's members. Rather than restricting the focus of the roundtable to two collection management software programs,

¹ The roundtable was approved by the Council in 2009 as the Archivists' Toolkit™ Roundtable and was renamed, with Council approval, the Archivists' Toolkit™ / Archon™ Roundtable in January 2011.

the newly defined roundtable encourages participation from all repositories that use any kind of collection management tool.

As we considered these changes, the Steering Committee reviewed the mission, goals, and bylaws of SAA's other affinity groups. We paid particular attention to the goals of the Description Section, and our chair conferred with that section's chair to ensure there is not overlap between our groups' objectives. In drafting the revisions, we were mindful of maintaining the distinctions between our roundtable and other SAA groups.

RECOMMENDATIONS

THAT the name of the Archivists' Toolkit™/Archon™ Roundtable be changed to Collection Management Tools Roundtable;

THAT the following revised description of the roundtable be adopted (strikethrough=deletion; underline=addition):

~~The Archivists' Toolkit™/Archon Roundtable~~ Collection Management Tools (CMT) Roundtable of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to the implementation, support, comparison, analyses, and integration of collection management tools and systems. ~~the use, development and sustainment of the Archivists' Toolkit™ (AT) and Archon™ archive management applications and the integration of AT™ and Archon™ once that product becomes available.~~

and

THAT the following changes to the roundtable's mission, goals, and bylaws, reflecting the new software-neutral scope of the roundtable and consolidating the mission, goals, and bylaws into one document, be adopted (strikethrough=deletion; underline=addition):

~~Archivists' Toolkit™/Archon Roundtable~~ Collection Management Tools (CMT) Roundtable ByLaws

I. NAME

The name of the roundtable shall be the ~~Archivists' Toolkit™/Archon Roundtable~~ Collection Management Tools (CMT) Roundtable.

II. MISSION AND GOALS

A. Mission

~~The Archivists' Toolkit™/Archon Roundtable~~ Collection Management Tools (CMT) Roundtable of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to the implementation, support, comparison, analyses, and integration of collection management tools and systems ~~the use,~~

development and sustainment of the Archivists' Toolkit™ (AT) and Archon™ archive management applications and the integration of AT™ and Archon™ once that product becomes available. Particular concerns of the roundtable membership will include:

- Recording archival descriptions in ~~the software products~~ collection management tools;
- Managing the life cycle of archival collections in a broad spectrum of archival functions;
- Promoting efficient processing and description, minimizing backlogs, ~~and~~;
- Facilitating access to archival collections through EAD finding aids, collection-level MARC records, and Web publishing of descriptions and digital objects;
- Comparing tools and systems;
- Sharing user experiences and case studies, and;
- Integrating collection management tools with other systems

B. Goals of the Archivists' Toolkit™/Archon Roundtable Collection Management Tools (CMT) Roundtable

- Organize and participate in activities that increase the utility ~~and availability of AT™ and Archon™~~ of archival collection management tools to the archives profession.
- Provide an unbiased and neutral forum for discussion of various products and tools.
- ~~Identify and document additional features and functions needed to manage archival collections and output additional products to support access, use, and preservation of archival materials. Communicate with both community developers and the AT™, Archon™, and ArchivesSpace development teams about such needs.~~
- Facilitate communication between and among user communities and developers, if needed.
- Share knowledge and expertise in using ~~the software products~~ collection management tools among its members to achieve the ability to utilize the features and functions of these tools to their full potential.
- Facilitate and provide a forum for communication among ~~AT™, Archon™, and ArchivesSpace~~ user communities of collection management tools.
- ~~Evaluate the roundtable's ability to provide continued support to AT™ and Archon™ users once the integrated product becomes available.~~

III. MEMBERS

Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

IV. GOVERNANCE

A. Officers and Duties

The Chair, Vice-chair, and Web Liaison serve as officers of the roundtable. Only individual members of SAA and the ~~Archivists' Toolkit™/Archon Roundtable~~ CMT Roundtable may hold these positions.

The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the steering committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA.

The Chair may appoint ex-officio members to the ~~roundtable~~ Steering Committee, with approval of the Steering Committee.

The Vice-chair serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

A new Vice-chair shall be elected at each annual meeting of the roundtable and shall serve for one year as Vice-chair, succeeding automatically to the office of Chair for the subsequent year.

If for any reason the Vice-Chair is unable to serve his/her term as Chair, a new Chair shall be elected in the annual election for a one-year term.

The Web Liaison manages the Roundtable's web presence, including the SAA microsite, by posting meeting minutes, community resources, election information, and any other communication on behalf of the Steering Committee for a two-year term.

Per the SAA Governance Manual, Section X.V.A., no person may serve as the senior leader of a Roundtable for more than three successive years.

B. Steering Committee

The Steering Committee shall be composed of six core members, including the officers (Chair, Vice-chair, and Web Liaison). ~~The All Steering Committee shall be composed of at least one representative from the Archivists Toolkit community and at least one representative from the Archon community~~ members shall have demonstrated experience in utilizing a collection management tool.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair, including ex-officio appointments and when vacancies occur. Committee members help establish projects to work on through the year, and plan the annual roundtable meeting. A member of the Steering Committee shall take minutes at the annual roundtable meeting, and assist the Chair in editing the minutes to be posted on the ~~Archivists' Toolkit™/Archon Roundtable~~ CMT Roundtable website.

Steering Committee members make a commitment to serve for at least two years.

C. Nominations and Elections

The officers shall issue a call for nominations, including self-nominations, for open Steering Committee positions every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

Annual elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

If an annual ballot is absent of Chair, Vice-chair, or Web Liaison nominees, those positions shall be appointed by the six-member Steering Committee.

V. MEETINGS

The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the officers. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

VI. AMENDMENTS

Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

Support Statement: Changing the name and scope of the roundtable to the Collection Management Tools Roundtable allows for broader participation among SAA's members. Rather than restricting the focus of the roundtable to two collection management software programs, the newly defined roundtable encourages participation by all repositories that use any kind of collection management tool. Consolidating the revised mission, goals, and bylaws into one document aligns the roundtable's governing documents with those of SAA's governance documents.

Impact on Strategic Priorities: The name change and newly defined mission, goals, and bylaws are aligned most closely with two strategic priorities from SAA's 2014-2018 Strategic Plan:

- Strategy 3. 1: "Identify the need for new standards, guidelines, and best practices and lead or participate in their development." Broadening the scope of the roundtable will facilitate the development of standards, guidelines, and best practices for a more diverse set of collection management tools that are currently in use by the archives community or that may be adopted in the future.
- Strategy 4.2. "Create opportunities for members to participate fully in the association." Although the Archivists' Toolkit™ and Archon™ were perhaps the most widely utilized programs for managing archival collections, several repositories have adopted or built other collection management systems. The newly defined roundtable will invite and encourage participation from SAA members who use any kind of collection management tool, rather than the two specific software programs that previously defined the roundtable. It also anticipates the possibility of new collection management tools that may be developed in the future.

Fiscal Impact: None.