

**Society of American Archivists
Council Meeting
November 14–16, 2016
Chicago, Illinois**

**2015-2016 Annual Report: Dictionary Working Group
(Prepared by Rosemary Pleva Flynn, Chair)**

ROSTER

Rosemary Pleva Flynn, Chair
Kathryn Bowers, Working Group Member
Tamar Chute, Working Group Member
Cliff Hight, Working Group Member
Geoffrey Huth, Working Group Member
Andrew Hyslop, Working Group Member
Mary Elizabeth Ruwell, Working Group Member
Dawn Schmitz, Working Group Member
Margery Sly, Publications Board Representative
Katy Sternberger, Intern
Courtney Chartier, Council Liaison

COMPLETED ACTIVITIES

All projects and activities are ongoing.

ONGOING ACTIVITIES

- Dictionary Production System: SAA purchased dictionary production software from IDM. We have been working on training and implementation.
- Word of the Week: This weekly e-blast continues to be wildly 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 *Dictionary of Archival Terminology* (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 second anniversary in July 2016.
- 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: Rosemary Pleva Flynn wrote two articles about the DAT that appeared in Archival Outlook. In addition to Word of the Week, we continue using the Twitter hashtag #SAAWords, especially during the Annual Meeting.
- 2016 Annual Meeting in Atlanta: The Working Group ribbons that Teresa Brinati secured for us last year continued to be great conversation starters with many conference attendees. This year we promoted the DAT with “Word Nerd” ribbons and words from Word of the Week were featured on one of the mini notebooks available for purchase. 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.

NEW ACTIVITIES

The DAT should be released online during the next year.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists: Developing a clear and common language about what we do as a profession is essential to creating communication methods that serve advocacy efforts at all levels.

Goal 2: Enhancing Professional Growth: Many archivists have mentioned to working group members that they have interacted with archival literature more frequently as they follow the citation links in the Word of the Week messages.

Goal 3: Advancing the Field: In preparing the 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.

Goal 4: Meeting Members’ Needs: Defining terms in the DAT such as “community archives” and “Protocols for Native American Archival Materials” to name a few, highlights our efforts to diversify the documentation and understanding of the archival lexicon and making it available to the profession as a whole.

ANNUAL MEETING

Number of Attendees: 9 (out of 11 possible)

Summary of Meeting Activities: Conference calls are convened two to three times a month. The working group met face-to-face in Chicago in May 2016 and in Atlanta during the 2016 Joint Annual Meeting. Face-to-face meetings concentrated on training for the new dictionary software. Conference calls carried forward the work of the group.

QUESTIONS FOR COUNCIL

Nothing at this time. We will work with our SAA staff liaison and our Council liaison if something comes up.