

## ARCHIVES MANAGEMENT ROUNDTABLE ANNUAL REPORT, 2011-2012

**Name of Section/Roundtable:** Archives Management Roundtable

**Date:** 11/15/2012

### **Officers:**

Mott R. Linn, Jr., CA Chair 8/8/2012 - 8/14/2013 Clark University

Sherry Williams, CA Vice Chair 8/8/2012 - 8/14/2013 University of Kansas

Ann Smith Case, CA Secretary 8/8/2012 - 8/14/2013 Tulane University

Alexandra Gressitt Immediate Past Chair 8/8/2011 - 8/14/2014 Thomas Balch Library

Daria D'Arienzo, CA Steering Committee Member 8/24/2011 - 8/14/2014 Meekins

Archivist

Salvador Barrigan Steering Committee Member 8/11/2010 - 8/14/2013 Inter-American  
Development Bank

Katherine Crowe Steering Committee Member 8/8/2012 - 8/14/2015 University of  
Denver

Debra Kimok Steering Committee Member 8/11/2010 - 8/14/2013 SUNY Plattsburgh

Katie Nash, CA Steering Committee Member 8/8/2012 - 8/14/2015 Elon University

Elizabeth Kaplan Council Liaison 8/27/2011 - 8/16/2014

Kate Rogge, CA Web Liaison 7/9/2008 - 8/14/2013 Franklin County Historical Society

### **Report from annual meeting:**

*Number of attendees: 14*

*Election results:*

The following people were elected to roundtable positions:

Mott R. Linn, Jr., CA Chair 8/8/2012 - 8/14/2013 Clark University

Sherry Williams, CA Vice Chair 8/8/2012 - 8/14/2013 University of Kansas

Ann Smith Case, CA Secretary 8/8/2012 - 8/14/2013 Tulane University

Katherine Crowe Steering Committee Member 8/8/2012 - 8/14/2015 University of  
Denver

Katie Nash, CA Steering Committee Member 8/8/2012 - 8/14/2015 Elon University

*Summary of meeting activities:*

I. The joint meeting of the Archives Management Round Table (AMRT) and the Lone Arrangers Round Table (LART) convened at 3:17, with Mott Linn, Chair of the AMRT giving a brief introduction to the joint meeting. Following that, the first panel gave its presentations.

II. Panel 1: You, Me, We: Meeting Modern Challenges to Archives through  
Collaboration

A. Wesley Chenault, Head of Special Collections at VCU, "Collaboration as Strategy"

B. Cheryl Oestreicher, Boise State University, "Collaborative Grants"

C. Jennifer Johnson, Cargill Inc., “Collaboration in the Business Environment”

III. Council Liaison: Following a brief break, Beth Kaplan, representative of the SAA Council, gave a brief review of five quick topics that apply to both Roundtables: the new SAA blog; the Communication Task Force; the SAA policy change on auxiliary websites; updated governance manuals for roundtables and sections; and SAA’s decision to mandate that roundtables have bylaws.

IV. Program Committee Representative Audra Yun discussed the 2013 annual meeting to be held in New Orleans, LA, which is theme-free.

V. Mott then introduced the topic of the second panel.

VI. Panel 2: The Anniversary Waltz: Dancing the Line Between Your Regular Work and Special Projects

A. Norma Riddle, Appalachian State University, “Plan Ahead – Way Ahead...How to Keep The Anniversary Waltz From Turning Into the Lambada”

B. Katie Howell, Central Piedmont Community College, “A Golden Opportunity”

VII. Business Meetings: at 5:45, the two Roundtables separated into their own groups to conduct their business meetings.

A. Mott explained that the AMRT joined with the Lone Arrangers this year because both groups felt that management issues do not make it into the program as much as they’d like. To address some of these issues, they took two proposed sessions that had been rejected by SAA, and presented them.

B. Our first online election was conducted successfully and the results were announced.

C. Working Group on Accessibility in Archives and Records Management – It has just wrapped up its work after five years. The group has raised issues of physical accessibility for patrons and colleagues in archives, as well as questions of meeting accessibility and web accessibility. Usually this topic is seen in terms of electronic or web accessibility, but the group also point out that there are physical accessibility issues in accessing archives as well.

The WGA compiled an online source of resources for archivists and librarians about physical and general accessibility issues. This has just been posted on their website. For archivists, this document may be the single most important document because it brings together vetted resources across the spectrum of library, archives, general, historical, and practical literature. These are linked through ARMT website. There is a list of guidelines for working with colleagues with physical disabilities in archives and another set for working with researchers with physical disabilities in archives, and these became best practices which are included in the SAA Standards portal. The Accessibility working group has its own website

(<http://www2.archivists.org/groups/amtrmrt-working-group-on-accessibility> ).

#### D. OCLC Reports – Jennifer Schaffner, OCLC Research Library Partnership

1. Addressing Born-Digital Archives and Manuscripts. The first report has not been addressed yet, but it discusses what might be the first few things to do if a disk comes into an archives collection. It presents very basic things that can be done in any archive to help with processing born-digital material, e.g., primary steps to remove material off of the original media.
2. Paper Finding Aids. OCLC is trying to find ways to make them more accessible, so is experimenting with faxed finding aids which are then OCR'd. They are working with research scientists to run algorithms to see if there is a fast way of getting the finding aids digitized and searchable. Jennifer also mentioned ArchiveGrid, which is now free, and finding aids can be harvested by it. OCLC is conducting a research project with what a thin discovery layer over many archival descriptions looks like.
3. Holistic Collection Assessment. This project is wrapping up. It reviewed all kinds of methods for backlog assessment, preservation assessment, and other kinds of methodologies to get a holistic view of a collection, and then extracted common pieces in common to make recommendations about how to adapt pieces of different methodologies to your particular situation.

E. Matthew Beacom, ACRL/RBMS (ALA) Liaison, reported briefly about the RBMS Preconference meeting in June.

F. ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials (Approved by ACRL Board of Directors, January 2012).

Jennifer Schaffner reported that there have been exhibition loan guidelines in place for awhile, but that there really had not been serious discussion about loaning special collections holdings for research purposes. Mott has sent the link to the proposed guidelines twice on the roundtable's list-serv.

Christian Dupont, member of the task force which merged the *Guidelines for the Interlibrary Loan of Rare and Unique Materials* (1994, rev. 2004) and *Guidelines for Borrowing and Lending Special Collections Material for Exhibition* (2005), talked about the upcoming session (at this SAA meeting) on this topic, which will present some first-hand accounts and models of interlibrary loaning of archival material. He said that there is a need out there to provide optimum access to materials for both exhibition and research purposes, so there ought to be a set of guidelines on the best way to achieve this.

We had a long discussion about the proposed guidelines and their ramifications. These are guidelines, not requirements. The AMRT is not being asked to decide whether to adopt them, just whether they are worthy of being sent up the chain for Council and the Standards Committee to consider. Basically, we are just being asked to endorse the guidelines, and to ask for them to be reviewed at a higher level for possible adoption.

The roundtable decided that in the next few weeks the Steering Committee will vote on whether to promote the guidelines to the Council.

VIII. The meeting adjourned at 7:30.

Respectfully submitted by Ann E. Smith Case, Acting Secretary

**Completed projects/activities:**

As is typical we had a number of session proposals for the SAA meeting and selected two for endorsement. In the past year the roundtable held the Archives Management Forum in conjunction with the Lone Arrangers Roundtable; as the above minutes describe, it was held this year. Furthermore, we held our first online elections.

**Ongoing projects/activities:**

**New projects/activities:**

We will institute bylaws in the upcoming year.

**Strategic Priority - Technology initiatives:**

We will continue having online elections next year.

**Strategic Priority - Diversity initiatives:**

We will continue our work on accessibility issues in archives.

**Strategic Priority - Advocacy/Public Awareness initiatives:**

Advocacy and public awareness of archives remains a significant concern to archives managers and, as a result, this roundtable. One of the two sessions at the roundtable's Archives Management Forum was related to these issues.

**Questions/concerns for Council attention:**

We have forwarded our proposed bylaws. We plan to forward to the Council and the Standards Committee the ACRL/RBMS Guidelines for Interlibrary and Exhibition Loan of Special Collections Materials.