Date: September 1, 2016

Name of Section/Roundtable: Collection Management Tools Roundtable

Officers:

Matt Gorzalski (Chair)	2015-2016
Jasmine Jones (Vice-chair)	2015-2016
Eric Milenkiewicz (Web Liaison)	2015-2016
Daniel Weddington (Steering Committee)	2015-2016
Martha O'Hara Conway (Steering Committee)	2015-2016
Caitlin Wells (Steering Committee)	2015-2016
Rachel Vagts (Council Liaison)	2015-2016

Report on the SAA 2016 Annual Meeting:

Election Results
- Incoming Officers
  - Stephanie Bennett (Vice-chair/Chair-elect)
  - Carolyn Runyon (Web Liaison)
- Continuing Officers
  - Jasmine Jones (Chair)
  - Daniel Weddington (Steering Committee)
  - Martha O'Hara Conway (Steering Committee)
  - Caitlin Wells (Steering Committee)
  - Rachel Vagts (Council Liaison)

Summary of Annual Roundtable Meeting
- August 3, 4-5:30pm in Salon C Hilton Atlanta, Atlanta, GA
- See streaming video of the meeting here (https://www.youtube.com/watch?v=ONkTkDw1hC4)
- See agenda at the end of this report (Appendix 1)

Completed Projects and Activities:
- Repository Profiles
  - Roundtable leadership pursued resurrecting an old feature on the microsite called Repository Profiles. A 'profile' is a set of questions about implementing a collection management tool. Existing profiles document the early implementation of Archivist's Toolkit and Archon. The Roundtable wanted to obtain profiles for ArchivesSpace users.
  - The Roundtable drafted questions regarding implantation planning and challenges and sent a call for volunteers. Only 2 expressed interest and 1 submitted a profile. We see this as an ongoing project open to whoever wants to highlight their institution.

- o See http://www2.archivists.org/groups/collection-management-tools-roundtable/repository-profiles#.V7MeZTXgka4 for profiles
- Collection Management Tools Documentation Portal
  - o Web Liaison Eric Milenkiewicz moved the 2015 submissions off of Google Drive and onto the microsite. He also drafted submission instructions: http://www2.archivists.org/groups/collection-management-tools-roundtable/cmt-documentation-portal
  - o The Roundtable issued another call for submissions in Spring 2016 and only received 1 new manual. There are now a total of 30 manuals for ArchivesSpace, Archivists' Toolkit, Archon, CuadraSKCA, Oral History Metadata Synchronizer (OHMS), and Past Perfect.

Initiatives associated with the 2014-2018 Strategic Plan:

Goal 2: Enhancing Professional Growth
2.1: Provide content, via education and publications, that reflects the latest thinking and best practices in the field.
- The collection management tool documentation portal provides in-house manuals, workflows, solutions, guidelines, policies, and procedures for archivists seeking to establish or improve collection management tools in their institution. Besides facilitating information sharing, access to this documentation provides a method of continued support of legacy tools such as Archon and Archivist's Toolkit.
- The repository profiles showcase a given institution's implementation of a collection management tool, and provides roundtable members with examples of colleagues doing similar work or facing similar challenges, which potentially results in information sharing and networking

2.2: Deliver information and education via methods that are accessible, affordable, and keep pace with technological change.
- The documentation portal is freely available via the roundtable microsite.
- The repository profiles are freely available via the roundtable microsite.

2.3: Support the career development of members to assist them in achieving their goals.
- The roundtable's 2016 annual meeting provided members with an opportunity to present to their professional colleagues.

Goal 4: Meeting Member's Needs
4.1: Facilitate effective communication with and among members.
- The CMT Roundtable streamed it's 2016 annual meeting using Google's Hangouts on Air which is automatically saved as a YouTube video

4.2: Create opportunities for members to participate fully in the association.
- The Roundtable solicited additional manuals from CMTRT members for inclusion in the documentation portal.
- The 2016 annual meeting invited roundtable members to give presentations on current topics regarding collection management tools.

- The repository profile initiative was an open call for all roundtable membership to voluntarily participate in.

Questions and Concerns for Council attention:
- None.

Collection Management Tools Roundtable Meeting Agenda
Wednesday, August 3, 2016
4:00 - 5:30 PM
Salon C Hilton Atlanta, 255 Courtland Street NE, Atlanta, GA 30303

4:00-4:05: Welcome and Announcements

4:05-4:20: Review of Year's Activities

4:20-5:25: Presentations and Q&A

5:25-5:30: Council Liaison Announcements

Mark Custer (Yale University) and Susan Pyzynski (Harvard University), ArchivesSpace public interface

Come hear an update about the new ArchviesSpace Public Interface, which is scheduled for its official release early next year. Mark Custer, from Yale, and Susan Pyzynski, from Harvard, will provide an overview of the project as well as directions so that you will be able to explore the new interface on your own with real-world examples of archival description. Questions encouraged.

Matt Gorzalski (SIU Carbondale), Archon Update Project

This presentation will discuss a collaborative project undertaken by a group of Archon users and Library Host to update Archon and make it a viable collection management tool for the next few years. The project updated Archon's PHP so that it works under current versions of PHP, and address security issues. This project is a proof-of-concept of community code development and support for open source software.

Morag Boyd (Ohio State), Archival Management Systems at The Ohio State University

The Ohio State University Libraries began working to consolidate and normalize archival description across the seven special collections units, including implementation of a single archives management system to replace multiple approaches and systems, about three years ago. This presentation will explore the opportunities and challenges of this process, including the initial selection of ArchivesSpace in fall 2013, and the subsequent decision to suspend implementation of ASpace in fall 2015 and to implement Archivists' Toolkit instead. OSUL will share the lessons we learned, why we chose to abandon ASpace in favor of AT, and make some suggestions for how the community could move forward together to improve tools for collection management.