Name of Section: Collection Management Tools Section

Council Liaison: Rachel Vagts

Report Submitter Information: Jasmine Jones, jjones@smith.edu, and Stephanie Bennett, bennetse@wfu.edu

Roster Updates (newly elected)
Katie Howell, Vice Chair/Chair Elect, August 18, 2018 (term end date)
Jane LaBarbara, Steering Committee Member, August 18, 2018 (term end date)
Lydia Tang, Steering Committee Member, August 18, 2018 (term end date)
Rachel Mihalko, Intern, August 18, 2018 (term end date)

Roster Updates (rotating off)
Jasmine Jones, Chair
Daniel Wellington, Steering Committee Member
Martha O'Hara Conway, Steering Committee Member

Completed:
Documentation Portal
- The CMTS steering committee continued calls for community submission to the documentation portal. Two new manuals were received, and the portal is now comprised of thirty-two documents are now available for a range of collection management tools.
- The Documentation Portal Subgroup of the CMTS assessed where gaps existed in the documentation portal -- from system to topics represented. Based on this assessment, the subgroup widened the scope of the portal to include documentation to manage collection management tools but also related to the implementation, support, comparison, analyses, and integration of tools. The subgroup also agreed to make accept documentation in a wider range of formats, including links to external Libguides, websites and blogs.
- The Documentation Portal Subgroup developed guidelines for managing documentation for the CMTS Documentation Portal for the long-term sustainability of the portal by CMT Section.

Member Survey
- The CMTS steering committee conducted a member survey to identify the needs of collection management tool users and CMTS members. A goal of the survey was to seek input as to collection management tool users' interests and roadblocks, in order to better develop CMTS programming for CMTS members.

Ongoing:
- The CMTS steering committee proposed the convening of a CMT networking subgroup to determine ways to bring CMTS members together to connect in peer-to-peer exchanges and collaboration. The steering committee developed a proposed scope of the subgroup for future planning and implementation. During the CMTS meeting at SAA 2017, the steering committee held break-out groups and speed networking activities as a way to pilot some networking ideas.

New:

- Documentation Portal and Repository Profiles: Now that we have expanded the scope of the Portal, we will solicit documentation for all aspects of the portal and continue to supports its long-term preservation and use. The Repository Profiles would benefit from revisiting and redefining, as we did with the Portal last year, and may be rolled into the next large project that we're undertaking (see below).
- Member networking: We will work on developing a directory that members can use to find folks working with similar tools to their own. It will be modeled on the Archivists and Archives of Color Section's amazing directory, although will likely be in a less sleek form - perhaps even in spreadsheet form rather than a PDF.
- Improved frequency and enhanced methods of communication: One comment in the elections form indicated that more frequent communication from CMT's steering committee would be useful. This year we hope to host a CMT-centric or joint Twitter chat.

Respond to each. How has the section contributed to each goal:
https://www2.archivists.org/governance/strategic-plan/2014-2018

Goal 1: Advocating for Archives and Archivists
CMTS continues to provide support -- via shared documentation and programming -- to archivists, in order to build their capacity for managing archival materials via use of collection and information management tools.

Goal 2: Enhancing Professional Growth
The CMT documentation portal provides documentation for implementing and managing collection management tools. This portal facilitates information sharing between archivists seeking to establish or improve collection management tools in their institution. The documentation portal is freely available via the CMTS microsite.

The CMTS meeting at SAA 2017 was recorded and made available as audio on YouTube (https://www.youtube.com/channel/UCAlSSFwTImthRA8EgjMl0mg)

Goal 3: Advancing the Field
CMTS is committed to enhancing peer-to-peer exchanges and collaboration, in order to facilitate conversations about best practices and shared capacity building. This is represented in the continued implementation of the documentation portal and initial planning for the networking subgroup.

Goal 4: Meeting Members' Needs
The activities at the CMTS meeting at SAA 2017 was geared toward facilitating effective communication with and among members. The CMTS member survey asked members to participate in the future development of CMTS programming. By ensuring that their needs are met via programming, the CMTS steering committee is working to build continued investment and value of CMTS and the association.

Number of attendees at annual meeting
Approximately 100

Provide a summary of meeting activities and highlights
Audio of the meeting is available here: https://www.youtube.com/channel/UCAlSSFwTImthRA8EgjMl0mg.

- ArchivesSpace Update and Q&A, presentation with Christine DiBella

- Archon Update and Q&A, presentation with Rachel Vagts and Cliff Hight
- Large break out group activity: attendees broke out into groups by collection management tool. Questions were provided for discussion within the groups.
- Speed networking activity: attendees were asked to pair up with a person in their tool group to share their experiences with the tool for a set period of time. This occurred for three rotations. Questions were provided as conversation starters.

Does your section have questions or concerns for the SAA council? Include notes on budget requests for fiscal year 2019.
We currently have neither questions or concerns nor budget requests for the fiscal year.