

Collection Management Tools Section

Council liaison:

Audra Eagle Yun

Chair (Report Submitter)

Katie Howell

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Roster Updates: Please list all newly elected or appointed steering committee members. Include full name, position title, and term end date for each.

Newly elected/appointed:

Caitlin Wells, chair 2018-2020, cwel@umich.edu

Jane LaBarbara, vice-chair/chair-elect 2019-2021, jane.metters@gmail.com

Jennifer Mitchell, steering committee member, 2019-2021, jmitc84@lsu.edu

Rita Johnston, steering committee member, 2019-2021, rjohn211@uncc.edu

Continuing members:

Larissa Kraye, steering committee member, 2018-2020, larissa.kraye@unmc.edu

Noah Lasley, web liaison, 2018-2020, noah-lasley@utc.edu

Rolling off:

Katie Howell, 2017-2019

Lydia Tang, 2017-2019

(Jane LaBarbara moving from Steering Committee to Vice Chair)

Completed projects:

Updated section name, mission and goals. The steering committee, after some extensive discussions, completed a review of all current section descriptions to assess the need for a more collection management focused section. We then drafted and approved the proposed changes, submitted them to our membership for review and discussion, and they were then put to a vote. The changes passed with 99% approval from the section membership and were formally approved by SAA Council at the August 1 meeting.

Repository Profiles: Shared the finished directory with members via Archives Connect.

Consulted with the Issues and Advocacy Section on how we created our documentation portal. The I&A Section was interested in creating a similar tool for advocacy materials.

Updated Website: Our web liaison updated the section's microsite with information from the repository profiles survey we completed last year, a CMT archivists directory, and added links to

user group sites for collection management tools. Old and broken links were removed or edited and missing annual reports were added.

Planned Annual Meeting: Solicited speakers for a lightning round and a longer, featured presentation for our annual section meeting in Austin, TX.

New projects:

Collaboration with Business Archives: We had several conversations with a representative from the Business Archives section about ways in which the two groups could collaborate.

Brainstormed new ways to engage section members. We proposed a blog and several ways to spark conversations on the listserv. Ultimately we put these projects on hold pending approval of the mission and name change of the section.

Contributions to Goal 1: Advocating for Archives and Archivists

CMTS continues to provide support to archivists by providing information via the Documentation Portal and Repository Profiles, in order to build our capacity for managing archival materials via use of collection and information management tools.

Contributions to 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 CMT directory will allow archivists to enhance their professional growth via a peer-to-peer network that will grow and change over time.

As in years past, the CMT meeting at SAA annual in Austin was recorded and made available online, along with all the presentation slides.

Contributions to Goal 3: Advancing the Field

By providing a home for archivists' documentation and information about their repository tools, we promote collaboration that means archivists can save time reinventing the wheel and instead building on each other's work.

Through all the work we do to facilitate peer-to-peer exchanges and discussion, CMTS promotes best practices and shared capacity building.

Contributions to Goal 4: Meeting Members' Needs

The activities of the CMT steering committee this year were aimed at broadening the scope of our section mission to meet the needs of more members' needs. We look forward to planning initiatives in the coming year that address the section's newly adopted goals.

Annual meeting attendees:

Approximately 50

Summary of meeting activities and highlights:

- Updates regarding CMTS elections and steering committee activities for the year
- Updates from Council
- Featured presentation:
 - Cliff Hight (Kansas State University), “Meandering Collection Data: A Migration from AtoM” Cliff reported on the workflows his team employed when migrating collection data into AtoM. Cliff’s discussion generated many good questions and a lengthy discussion with members after the meeting.
- Lighting round:
 - Katrina Windon and Amy Allen (University of Arkansas), “Moving on and Moving Up: CMT Implementation as Part of an Off-site Storage Move”
 - Cyndi Shein (University of Nevada Las Vegas), “Inclusive ArchivesSpace Agent Records for Indigenous Peoples”
 - Kevin Schlottmann, “Google Sheets for Shared Metadata Review”
- Brainstorming Activity:
 - Steering members solicited feedback from members about the new mission and goals, including concerns and ideas for new initiatives in the coming year.

Does your section have questions or concerns for the SAA Council? Include notes on potential budget requests for Fiscal Year 2021 (July 1, 2020 – June 30, 2021).

Not at this time.