

## Collection Management Section

Council Liaison: Audra Eagle Yun / Rachel Winston

Report Submitted by: Caitlin Wells

### 2019-2020 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Caitlin Wells	8/15/2019	9/1/2020
Vice Chair / Chair-Elect	Jane LaBarbara	8/15/2019	9/1/2020
Steering Committee Member	Rita Johnston	8/15/2019	9/1/2021
Steering Committee Member	Larissa Kraye	8/18/2018	9/1/2020
Steering Committee Member	Jennifer Mitchell	8/15/2019	9/1/2021
Web Liaison	Noah Lasley	8/18/2018	9/1/2020
Council Liaison	Audra Yun	7/29/2017	9/1/2020
Council Liaison	Rachel Winston	7/30/2020	9/1/2023

### ACTIVITIES

**Completed:** -Added 5 pieces of documentation to Documentation Portal from 2 different groups (one institution and one consortium)

-Reviewed and fixed as needed numerous broken links on the section microsite caused by section name change

-Made inquiries regarding updated documentation from 19 past submitters of documentation to the section Documentation Portal for ArchivesSpace and Archivists Toolkit

**Ongoing:** Solicited suggestions from members for programming

Solicited additional entries for the Documentation Portal

**New:** Starting this past year, a representative from the CM section steering committee is serving on the TS-EAS Outreach and Communications team. This team conducts webinars and other trainings to familiarize people with various Encoded archival Standards. They conducted one in April about ongoing work on Encoded Archival Description (EAD) and Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF)

### STRATEGIC PLAN

#### Goal 1: Advocating for Archives and Archivists

The CM section has been a period of transition this year, but we are working to determine how we can best advocate for archives and archivists.

#### Goal 2: Enhancing Professional Growth

Much of our work in this area relates to our programming at the SAA Annual Meeting as well as

the Documentation Portal. This year, we co-hosted a facilitated discussion with the Acquisitions and Appraisal section about how COVID has changed acquisition and collections work over the past few months. The Documentation Portal continues to be a free resource for archivists to view manuals and workflows created by a variety of institutions.

### **Goal 3: Advancing the Field**

The CM section is continuing to figure out how we can support this goal in the coming year.

### **Goal 4: Meeting Members' Needs**

The CM section has solicited member suggestions for programming/issues to address, both at our last annual meeting and via the section listserv. Since this has been both a transitional year and a pandemic, we are hoping to do more in the coming year.

## **ANNUAL MEETING**

**Number of Attendees:** Approx 150

**Summary of Meeting Activities:** We held a joint meeting with the Acquisitions and Appraisal section. After holding our respective business meetings, we held a facilitated discussion about how the COVID-19 pandemic has affected acquisition, appraisal, and collections work within institutions and what steps people have taken to ensure work is done safely.

**Link to Meeting Minutes:**

## **SELF-ASSESSMENT**

**How would you describe the health or energy of your section? How engaged are your members?**

Since we recently changed the name/focus of the section, I think people are still figuring out what they want from the section and how to engage. Pandemic also does not help matters! We've been trying to come up with new way to engage members, but it's sometimes hard to get responses.

**What forms of communication work best for your section members? (For example: email listserv, conference calls, in-person meetings)**

The listserv has been fairly quiet, but I feel like we get a lot more interaction/attention during the in-person and Zoom Annual Meetings.

**SAA is exploring programming and topical affinities between sections. ([Learn more here.](#)) Does your section share issues or scope overlap with other sections? If so, which sections?**

I think the two most closely related sections are Encoded Archival Standards and Description sections. There is some overlap with these two sections, but we still all have separate focuses.

**If your section were to be part of an umbrella of affiliation with other sections, how would you describe the overarching theme of that umbrella?**

If we were part of an umbrella, I think “processing” or “collection management” would be the biggest themes. However, the CM section does specifically address collection management software, workflows, collection moves, working with book collections, and other parts of collection management that are not really covered by any other sections. Since this is our first year as the CM section (where previously we focused on collection management tools/software specifically), I feel like the section does need another year or two to become established.

**Do you have any concerns or questions about the potential for your section to merge or affiliate?**

Again, I think the CM section needs more time to develop its focus and mission before merging or affiliating. I think there are quite a few really interesting projects and programming that could be addressed, but both the pandemic and being in the first year of our revised scope have made it very difficult to get much done.

**QUESTIONS FOR COUNCIL**

None that I know of, but the new leadership know who our Council liaison is and know how to get a hold of her if they need to.