Annual Business Meeting
July 29, 2020
Welcome!

2019-2020
Description Section Committee

Cyndi Shein
Katie Duvall
Scott Kirycki
Lori Dedeyan
Sarah Jones
Katy Rawdon
Helice Koffler
Elizabeth Wilkinson
Panelists will monitor and answer questions submitted through the Q&A box.
Attendees will see the chat box (send messages privately or to all attendees).
We will pause after each speaker for Q&A.
If we don’t have time for all the questions raised during the meeting, we will follow up via email.
Meeting agenda

- Description Section Committee activities ~ Cyndi Shein
- Description Documentation Portal ~ Scott Kirycki
- Update from SAA Technical Subcommittee on Encoded Archival Standards ~ Mark Custer
- Update from SAA Technical Subcommittee on Describing Archives A Content Standard ~ Sue Luftschein & Dan Michelson
- Update on Social Networks and Archival Context (SNAC) ~ Jerry Simmons
- Update from SAA Council Liaison ~ Audra Yun
- Handoff to incoming chair, Katie Duvall ~ Cyndi Shein
- Introduce incoming committee & closing ~ Katie Duvall
- Final Q&A
Description Section update 2019-2020

- Renewed collaboration with TS-DACS committee
- Revising Standing Rules
- Newsletter - Descriptive Notes
- Launched Description Documentation Portal

SAA Description Section microsite:
https://www2.archivists.org/groups:description-section
Description Section
Documentation Portal

Scott Kirycki - Web Liaison
Description Section

Steering Committee Roster

The SAA Description Section provides a forum for the exchange of information and ideas about all aspects of archival description among those responsible for, involved in, or interested in description projects, descriptive standards, and descriptive systems.

Membership in the Description Section is open to any member of the Society of American Archivists with an interest in archival description, descriptive standards, or descriptive systems.
Welcome to the Description Section Documentation Portal

This site hosts documentation related to archival description as a resource for archivists. Documentation includes traditional archival processing manuals, workflow checklists and templates, descriptive style guides, and guidelines for describing specific formats. The site also features resources related to inclusive description.

We accept documentation in all formats, including but not limited to PDFs, Microsoft Word documents, LibGuides, websites, blogs, and GitHub repositories. Please ensure that links are active and not restricted to users at your institution. The Description Section will review the portal annually to identify and remove broken links. The section's Web Liaison can also be notified with changes to submitted documentation.

To submit documentation please email Scott Krycki (skiryci@nd.edu) with a link or attachment of your documentation and the following information:

Institution (and Repository, if appropriate):

Summary of Documentation:

Thank you for sharing your resources with colleagues across the profession!
Available Documentation:

- Inclusive Description
- Archival Processing Manuals
- **Checklists and Templates**
- Guidelines for Specific Formats
- Comprehensive Documentation Sites

Complementary Resources:

- Describing Archives: A Content Standard
- SAA Collection Management Documentation Portal
Checklists and Templates

Steering Committee Roster

New York University

LibGuide with forms, templates, manuals, and other documentation concerning archival accessioning and arrangement and description.

State University of New York at Buffalo - UB Special Collections

A guide for UB Special Collections covering accessions and description and care of collection material, including policies, training videos and templates, and descriptive best practices for creating resource records (finding aids) and describing digital objects in ArchivesSpace. This guide also covers legacy description and data cleanup.

Home | Annual Reports | Standing Rules | Description Expo | Descriptive Notes | Minutes | Reports & Presentations | Section Leadership

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INTRODUCTION

This is an evolving list of resources for archivists seeking guidance on how to describe collections in a more inclusive way. Inclusive description is description which recognizes that no archival function is neutral, including description, but that actions can be taken to remediate and avoid bias and harmful language in finding aids, catalog records, and other description. It is the hope of the Description Section that providing a centralized list of these resources will assist archivists in remediating and avoiding language which harms BIPOC (Black, Indigenous, and People of Color), LGBTQIA+ people, people with disabilities, working class people, and other marginalized groups of people.

The resources listed herein are not formally endorsed by SAA or the Description Section. Please carefully consider the context of each of the following resources when deciding whether or not to implement ideas from them. Resources provided herein are shared with the intention of promoting respect for all people. Any content or information about resources provided herein that is perceived to malign any group, individual, or community should be brought to the attention of the Description Section Committee Chair for review and potential removal from the list.

RESOURCES (more coming soon!)

- Archives for Black Lives in Philadelphia Anti-Racist Description Resources
- Change the Subject - "A documentary about labels, libraries, and activism."
Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS)

SAA Description Section Annual Meeting
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What is TS-DACS?

• One of the two permanent subcommittees of the Standards Committee

• **Overall Responsibilities**
  • Oversee ongoing maintenance and development of DACS
  • Promote the understanding and use of DACS
  • Ensure compatibility of DACS with other descriptive standards in the United States and internationally
Members (2019-2020)

Kelli Bogan
Natalie Bond
Dana Bronson (early career)
Maristella Feustle
Matthew Gorham

Regina Heberlein
Linda Hocking
Sue Luftschein (co-chair)
Dan Michelson (co-chair)
Greg Weideman
Ex Officio Members (2019-2020)

Kira Dietz (Standards Committee liaison)
Michelle Ganz (Rep to ALA/Description & Access and MARC)
Adrien Hilton (immediate past co-chair)
Daniel Pitti (Rep to ICA EGAD)
Katy Rawdon (Description Section liaison)
Cyndi Shein (Description Section co-chair)
Meg Tuomala (Council liaison)
Rebecca Wiederhold (Standards Committee co-chair)
Lindsay Wittwer (Standards Committee co-chair)
2019-2020 Highlights

• Launched new user friendly web version of DACS
• Extensive work in support of the proposed Rights Statement for Archival Description (DACS top priority change)
• Submitted public comments on the draft ontology for Records in Contexts (RIC-O)
• Updated documentation and instructor guide for DACS Part I course
• Launched Twitter campaign in support of new DACS principles
• Clarified process for creating PDF and print versions of DACS with SAA Publications
Update from TS-EAS
Technical Subcommittee – Encoded Archival Standards

Provided by Karin Bredenberg and Mark Custer
Committee Overview

- Maintain two XML encoding standards currently:
  - EAD (collections) and EAC-CPF (creators)
  - [https://github.com/SAA-SDT](https://github.com/SAA-SDT)
- Relatively new: formed in 2016
- Twenty members as of today, in five different time zones
What happened last year?

- SAA’s Early-Career Member Program
- Agreed to explore a new schema for Functions
- Release of EAD3, version 1.1.1
- EAC-CPF major revision process continued
- EAD/EAC reconciliation project
- New webinar series, thanks to our new Outreach team!
- Our subteams were very active (Tack alla!)
Assertion Description

● Who made a statement?
● When?
● Based on what supporting evidence?

Optional feature planned for the major revision of EAC-CPF.

Would love feedback from this group!
Coming Soon!

- EAC-CPF call for comments before the end of the calendar year!
- August 13th, TS-EAS open meeting, 11 a.m. – 12:30 p.m. CT
  - [https://sched.co/dQd6](https://sched.co/dQd6)
What is SNAC?

• SNAC is a cooperatively maintained resource for the description of corporate bodies, persons and families (CPF) interrelated to one another and to the historical resources that provide evidence of their lives and work.

• As a cooperatively maintained resource, SNAC serves interrelated functions that benefit both curators and research users of cultural heritage resources.
SNAC for Cultural Heritage Curators

- serves as a platform for sharing labor-intensive identity resolution and description of shared CPF entities.
- serves as a platform for explicitly connecting dispersed historical resources held in repositories around the world through the CPF entities.
- puts the holdings of one repository in the context of related holdings in other repositories.
Quick history ...

• Research & Development Phase
  • 2010-2015
  • NEH and Mellon Foundation

• Cooperative Planning
  • 2011-2015
  • IMLS and Mellon Foundation

• Transformation into a Cooperative
  • 2015-2019
  • Mellon Foundation

• Last steps in establishing the Cooperative
  • 2020-2022
  • Mellon Foundation / April 2020
The Growing List of Cooperative Members

• American Institute of Physics
• American Museum of Natural History
• Archives nationales de France
• Archives, National Centre for Biological Sciences, Tata Institute of Fundamental Research, Bangalore, India
• Brigham Young University
• California Digital Library
• Cecilia Preston (individual scholar)
• East Carolina University's
• Folger Shakespeare Library
• George Washington University
• Getty Research Institute
• Harvard University
• Indiana University–Purdue University Indianapolis
• Jane Addams Papers (documentary editing)
• Library of Congress
• Massachusetts Institute of Technology
• Mojave Desert Archives
• National Archives and Records Administration
• National Baseball Hall of Fame and Museum
• New York Public Library
• New York University Archives
• Princeton University
• Smith College
• Smithsonian Institution and its affiliated archives and libraries
• Swarthmore College
• The Mitre Corporation
• Tufts University
• University of California, Irvine
• University of Miami
• University of Nebraska, Library
• University of North Carolina, Chapel Hill
• University of Oregon
• University of Virginia
• Utah State Archives
• Walt Whitman Archive (documentary editing)
• Wesleyan University
• Yale University
Would your institution like to be a member?

Membership expanding in 2020!

SNACSchool offered monthly

- It’s free!
- It’s all-virtual!
- It’s perfect for telework!

Onboarding new data sets underway

- extracting data from EAD-encoded finding aids
- OpenRefine for batch editing

ArchivesSpace plugin coming in 2020
Public Site

https://snaccooperative.org/

Questions about SNAC Membership?

Contact: Jerry Simmons at NARA

jerry.simmons@nara.gov
thank you!

2019-2020 Description Section Committee

- Katie Duvall ~ Vice Chair / Chair-Elect
- Scott Kirycki ~ Web Liaison
- Lori Dedeyan ~ Newsletter Editor
- Sarah Jones ~ Secretary
- Helice Koffler ~ Member-at-Large
- Katy Rawdon ~ Member-at-Large
- Elizabeth Wilkinson ~ Immediate Past Chair
- Sue Luftschein ~ Ex Officio (Co-Chair TS-DACS)
- Dan Michelson ~ Ex Officio (Co-Chair TS-DACS)
Announcing your
2020-2021 Description Section Committee

- Katie Duvall ~ Chair
- Kate Madison ~ Vice Chair / Chair-Elect
- Cyndi Shein ~ Immediate Past Chair
- Scott Kirycki ~ Web Liaison
- Lori Dedeyan ~ Newsletter Editor
- Will Clements ~ Secretary
- Helice Koffler ~ Member-at-Large
- Kelly C. Bolding ~ Member-at-Large
- Sue Luftschein ~ Ex Officio (Co-Chair TS-DACS)
- Matthew Gorham ~ Ex Officio (Co-Chair TS-DACS)
Agenda for 2020-2021

- Focus on inclusive and anti-oppressive description practices
- As the SAA group tasked with providing “a forum for the exchange of information and ideas about all aspects of archival description among those responsible for, involved in, or interested in description projects, descriptive standards, and descriptive systems” this is a conversation we should be part of.

- The group will discuss the best path forward, including:
  - Developing the Inclusive Description section of the portal more fully
  - How we can best focus the time and energy of the group and not duplicate work of other sections
  - How we can collaborate with other sections and amplify their work related to this topic
Agenda 2020-2021 continued

- Continue adding to the other sections of the Description Portal as documentation is submitted
- Continue an update of the section’s Standing Rules to better reflect the current roles of the committee members
- Additionally, we encourage anyone who is interested to run for positions in the next election! Please reach out if you want to know more about participating in the Description Section!
- Questions? Contact Katie Duvall (Chair 2020-2021) at kduv@loc.gov