

Collection Management Section

Council Liaison: Rachel E. Winston

Report Submitted by: Jane LaBarbara

2020-2021 Steering Committee Roster

Position	Name	Term Start	Term End
Chair	Jane LaBarbara	8/14/2020	9/1/2021
Vice Chair / Chair-Elect	Larissa Krayner	8/14/2020	8/15/2021
Steering Committee Member	Jane Gorjevsky	10/19/2020	9/1/2022
Steering Committee Member	Rita Johnston	8/15/2019	9/1/2021
Steering Committee Member	Jennifer Mitchell	8/15/2019	9/1/2021
Web Liaison	Bernadette Birzer	8/14/2020	9/1/2022
Council Liaison	Rachel Winston	7/30/2020	9/1/2023

ACTIVITIES

Completed: -January 2021 programming survey revealed top three areas of interest/areas to collect for our Documentation Portal: Prioritizing processing, evaluating backlogs, and DAMS documentation. Also, the top three methods of engagement: Webinars; Zoom meetings, Google Hangouts etc.; and e-list discussion. We used this to inform our work for the rest of this year. - Added five new Repository Profiles for content management systems and one for Digital Asset Management Systems. Rearranged the microsite page to privilege newer content. -Reviewed and fixed as needed broken links and outdated information on the section microsite -Collected sessions relevant to collections management from the last few SAA annual meetings and posted them to a new page in our microsite. -Collected questions to post to the e-list at regular intervals, to foster discussion and create a welcoming environment for engagement. -Arranged for presentations on processing prioritization at our annual section meeting.

Ongoing: -Soliciting suggestions from members for programming -Soliciting additional entries for the Repository Profiles and Documentation Portal -A representative from the CM section steering committee is serving on the TS-EAS Outreach and Communications team

New: -We plan to push for more content to add to the Documentation Portal -We are hoping to get a webinar together about collections management in light of a disaster event (e.g. after a fire), pending speakers. We might be able to turn this into a midwinter section meeting type event.

STRATEGIC PLAN

Goal 1: Advocating for Archives and Archivists

The CM section has been a period of transition this year and last, but we are working to determine how we can best advocate for archives and archivists. We have a representative on TS-EAS Education and Outreach, and we could lean into that more to encourage our membership to advocate for their needs as the standards are revised.

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 Repository Profiles and Documentation Portal. For our annual meeting, we solicited presentations on prioritizing processing (one of the topics that our survey said people care about the most). This year, we also solicited new Repository Profiles, which others can use to see how repositories are used in the field as they make choices about their own repository use. We plan to start another push to collect material for the Documentation Portal in the Fall of 2021, and it continues to be a free resource for archivists to view manuals and workflows created by a variety of institutions. With our attempts to encourage discussion on our e-list, we are working to foster a community for professional interaction and mutual support.

Goal 3: Advancing the Field

Regarding goal 3.3, we partnered with the SAA Privacy and Confidentiality and Native American Archives Sections and the Center for Digital Scholarship and Curation at Washington State University for a two-part Mukurtu Workshop and Panel Event to share how the Mukurtu content management tool works, how it can be leveraged, and how institutions are actively using it now. The CM section is continuing to figure out how we can support this goal in the coming year. One possibility is goal 3.2., Foster and disseminate research in and about the field -- depending on section member responses, we could look to the three top areas of interest revealed in our latest study and see who is doing research or creating case studies around those topics, and see if we can leverage section leadership or membership to help with that.

Goal 4: Meeting Members Needs

The CM section has solicited member suggestions for programming/issues to address in our January 2021 survey, and addressed the highest-rated topic at our annual meeting. We are hoping to do more in the coming year based on what we've learned. We are continuing to facilitate communication via our e-list, both to share steering's work and to encourage membership to share needs/ask questions of each other.

ANNUAL MEETING

Number of Attendees: 80

Summary of Meeting Activities: We received an update from TS-EAS on their work updating the EAD and EAC-CPF standards, and encouragement to participate in those efforts. We held a brief business meeting, followed by five presentations from different types of institutions on processing prioritization and a Q&A with the audience.

Link to Meeting Minutes:

https://www2.archivists.org/sites/all/files/SAA%202021%20CMS%20Annual%20Meeting%20Notes_0.pdf

SELF-ASSESSMENT

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