

## Metadata and Digital Object Section

Council Liaison: Meg Tuomala

Report Submitted by: Carolyn Runyon

### 2019-2020 Steering Committee Roster

Position	Name	Term Start	Term End
Co-Chair	Carolyn Runyon	3/6/2019	9/1/2020
Co-Chair	Elizabeth Wilkinson	10/1/2019	9/1/2021
Steering Committee Member	Courtney Butler	2/22/2018	9/1/2020
Steering Committee Member	Elisa Landaverde	2/22/2018	9/1/2020
Steering Committee Member	Rachel Searcy	10/1/2019	9/1/2022
Steering Committee Member	Angela White	8/18/2018	9/1/2021
Education Coordinator	Natalia Gutierrez-Jones	10/1/2019	9/1/2022
Social Media Coordinator	Rebecca Pattillo	2/22/2018	9/1/2020
Web Liaison	Jessica Serrao	10/1/2019	9/1/2022
Council Liaison	Meg Tuomala	7/24/2019	9/1/2022

### ACTIVITIES

#### Completed:

Special Election, 2019 September-October

In September and October 2019, the MDOS Steering Committee staged a special election to fill the following vacancies: 1 Steering Committee Co-Chair, 1 Steering Committee Member, 1 Education Coordinator, 1 Web Liaison. In order to attract candidates, the Co-chair of the Steering Committee reached out to individuals who posted to the MDOS listserv in the past two years. The committee received five nominations for the four vacant positions, and the section elected the following people to serve on the steering committee: Elizabeth Wilkinson (Co-chair, October 2019-August 2021), Rachel Searcy (Steering Committee Member, October 2019-August 2022), Natalia Gutiérrez-Jones (Education Coordinator, October 2019-August 2022), and Jessica Serrao (Web Liaison, October 2019-August 2022).

General Election, 2020 May-July

The following members were elected to and accepted positions on the Steering Committee in July 2020: Christy Bailey-Tomacek (Social Media Coordinator, 2020-2022), Randi Johnson (Member, 2020-2022), Clayton Ruminski (Member, 2020-2022), and Mike Shallcross (Co-chair, 2020-2021).

Email and Social Media Account Guidelines

In February 2020, the MDOS Steering Committee created a Google account (MetadataAndDigitalObjects@gmail.com) to better manage the section's social media presence

as well as provide a space for working documents. The Steering Committee also drafted accompanying Email and Social Media Accounts Guidelines in order to maintain accounts as leadership transitions each year.

### **Ongoing:**

#### Microsite Revision and Style Guide

The MDOS Steering Committee's Web Liaison revised the microsite and drafted a set of guidelines to ensure consistency and timeliness of information available to Section members.

#### Education Resources

The MDOS Steering Committee's Education Coordinator created a set of Educational Resources on topics ranging from Born Digital and Data Curation to Crowdsourcing and Inclusive Description. The resource also includes links to Networks and Communities of Practice and Listservs where members can learn more.

### **New:**

#### Early-Career Member Initiative Participation

In April 2020, the Steering Committee decided to participate in SAA's Early-Career Member initiative by hosting an early-career archivist seeking mentorship in professional service. To advance and codify this effort, the committee will need to offer a carefully scoped project which is supervised by a more experienced member of the group. The immediate past Senior Co-chair of the Steering Committee could play this role; however, the Steering Committee may consider updating their Standing Rules in order to make Co-Chair a three-year term as follows: first year as Co-chair, second year as Chair, third year as Past-chair. Additionally, this practice would allow for greater sustainability.

## **STRATEGIC PLAN**

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

NA

### **Goal 2: Enhancing Professional Growth**

The MDOS Steering Committee delivered information and education via methods that are accessible, affordable, and keep pace with technological change by hosting an annual meeting featuring presentations from practitioners related to digital object metadata, digitization, and archival description.

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

The MDOS Steering Committee disseminated research in and about the field by creating a set of Educational Resources on topics ranging from Born Digital and Data Curation to Crowdsourcing and Inclusive Description. The resource also includes links to Networks and Communities of Practice and Listservs where members can learn more.

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

The MDOS Steering Committee ensured that leaders are accessible and that their work is transparent by creating new guidelines for publishing timely web content, including steering committee meeting minutes, announcements, annual meeting details, and annual reports. The group also created opportunities for members to participate fully in the association by offering an Early-Career Member the opportunity to volunteer to serve as a member of the Steering Committee for one year without seeking election, thereby lowering the barrier to participation in the Association.

#### **ANNUAL MEETING**

**Number of Attendees: ?**

**Summary of Meeting Activities:** Several members of the MDOS Steering Committee began meeting with members of the Description Section to plan a joint meeting early in Spring 2020. The group quickly determined to host a “marketplace of ideas” for which we would solicit facilitators to lead discussions regarding aspects of archival description, metadata, and digital object curation. Unfortunately, the global Coronavirus pandemic forced us to shift gears, opting to host a solo meeting featuring the following 10-minute presentations: Capturing Metadata for Description of Born Digital Collections: A Simple Tool by Lara Friedman-Shedlov; Digitizing the Cleveland Play House Production Photographs: Using Performance Past to Inspire Future Workflows by Eleanor Blackman, Stephanie Becker, and Anne Kumer; Basic Finding Aid Clean-Up Using OpenRefine by Bailey Hoffner; and Building Bridges and Simplicity: Creating an Easy-to-Use App for EAD Export, Cleanup, and Display by Corey Schmidt. THE presentations were well-received and garnered praise from several people during the online session.

**Link to Meeting Minutes:**

#### **SELF-ASSESSMENT**

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

The Steering Committee is very engaged. This year, I witnessed a dynamic group of people pivot and re-focus after shifting gears multiple times to accommodate new remote working situations and the shift of the Annual Meeting to a virtual format.

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

Email listserv, Twitter, Web conferencing

**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?**

The following sections sometimes overlap with MDOS: Description, Web Archiving, and Electronic Records.

**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?**

I'm not sure. Curation, maybe?

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

No, I think it's a good idea to re-evaluate all of the sections and make sure they are working as cohesively as possible.

### **QUESTIONS FOR COUNCIL**

No.