

# Standards Committee

Agenda for 2024 December 12, 9-10 PDT, 10-11 MDT, 11-12 CST,  
12-1 EST

Zoom info: **You can join this meeting from your computer, tablet, or smartphone.**

<https://smith.zoom.us/j/92651039913>

Attending: Lara, Dan, Jen, Kelli, Regine, Heather, Karin, Alexis, Becca, Brionna, Lydia, Anna, Maristella

Regrets: Sue

Leading the meeting: Dan

Minute taker: Alexis

## Operations

Roster issues:

- Call for volunteers still open (until December 15)
  - TS-DACS needs volunteers.

[Liaison](#) assignments

- New assignments:
  - Anticipating having a mid-term appointment be liaison to [ARM-Bibframe task force](#) Notes: Two groups working together
  - Call for taskforce members went out by email on November 18 with a deadline of January 31.
  - Current liaisons are Lara and Dan.
  - Note: Dan provided an update on mid-term appointments.

## Continuing Business

- [Archival Accessioning Best Practices Submission Package](#)
  - Council approved.
  - Lara will figure out how to update Standards Portal
- [Archival Continuing Education proposal](#) from the Education Committee
  - Council approved.
- [Internship Best Practices proposal](#) from the Graduate Archival Education Subcommittee
  - Council approved.
- [TS-EAS constituent group funding proposal](#) for 2025 annual meeting
  - Submitted to Council. Update.
- Council meeting is coming up February 11-12, 2025 (agenda items due January 13)

- Note: Dan announced next steps are to make updates to standards portal. TS-EAS funding did not go up. Need funding so international members can come to annual meeting, but was not taken up by Council. Lydia is helping to resolve it with TS-EAS. Have requested a meeting with President Taylor to address this. Proposing to do an interim action to approve the request.

## New Business

1. Next steps for survey to inform development of a standards roadmap (in alignment with the [SAA Strategic Plan](#)).
  - a. [Link](#) to the draft survey form.
  - b. Note: Heather discussed issue of having public libraries as a type of institution and also the fact that there are small institutions with many archivists and large institutions with few archivists.
  - c. Anna noted she worked at a large institution with few archivists that had an under resourced dept.
  - d. Lara noted that there might be a different relationship to standards if you are small but have a lot of archivists. She's very interested in small institutions relationship to standards.
  - e. Dan noted that we want to be able to determine whether our feedback is representative.
  - f. Lara noted we could ask how resourced you are to do the work.
  - g. Heather noted that the type of role a person has would be helpful to know and if someone is doing multiple could be a way of telling how resourced an institution is.
  - h. Could dedicated technical support be a proxy for resources?
  - i. Lara mentioned purpose of survey is to find out how people are using standards and what they need support in and where they want things to go.
  - j. Dan noted that we may want to pivot to do more education and outreach around standards, and also to assess whether we should continue some of them.
  - k. Heather stated it could be good to know the type of role people answering are in, rather than job titles, which can really vary.
  - l. Regine pointed out that it's important to be clear (re: what we mean by "work with archives") and not confuse people.
  - m. Will drop question about standards committee awareness.
  - n.

# Updates (if any)

## Co-chairs (Lara and Dan)

The Chair of RBMS contacted us about the process for revising the joint Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries, which are past due for revision.

## Council (Lydia)

## Technical Subcommittees (liaisons to)

TS-DACS (Dan): No updates

TS-EAS (Lara)

- [Reorganization and timeline](#) (update)
- In process: TS-EAS meeting at Annual Meeting—working to get Council to approve funding (preferably ongoing) and get invites out to international members

TS-AFG (Heather)

- Had a very productive November meeting and wrapping work on the Security and Environments chapters
- Got in touch with the original author of the Fire Safety chapter, who is going to help the subcommittee finish that chapter
- They are very close to completing the full revision

TS-GRD (Heather)

- One member resigned, so the committee is 5 people
- Each member working on individual sections ahead of their January 31st meeting and looking for outstanding issues to resolve
- They are hopeful to finish the revisions by the deadline, but because they are down one member it is possible they may ask for an extension

## Other Groups (liaisons to)

Accessibility and Disability (Sue)

College and University Archives (Sue): Met with steering committee on 12/2. They have committed to a 3 year revision cycle, with next revision set for 2026.

Education Committee (Alexis)

Attending the Graduate Education subcommittee meeting next week. Will have more updates after the meeting.

Attended an Education Committee meeting. Provided overview of Standards Committee role. Offered to attend additional meetings as necessary, answer questions, and take their questions to the Standards Committee. Education Committee will stay in contact about revision of the Archival Continuing Education (ACE) standard. They asked for a full list of what standards they or their subcommittees are responsible for and I provided it.

Intellectual Property WG (Anna): no updates

Museum Archives (Anna): no updates

Reference, Access and Outreach Section (Jen):

- Guidelines for Primary Source Literacy: The names of the ACRL-side volunteers to go through the off-cycle appointment process were submitted to ACRL. No updates about call for volunteers for SAA-side.
- Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries: Jen will follow up with RAO help with next steps.

Accessioning, Acquisitions and Appraisal Section (Sue): no updates

## Liaisons from Other Groups

Experts Group on Archival Description (Stephanie)

ALA Committee on Cataloging: Description and Access and MARC Advisory Committee (Becca)

## Action Items:

Next meeting: 2025 January 9