Standards Committee

Agenda for 2025 February 13, 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: Dan, Lara, Sue, Anna, Kelli, Jen, Becca, Mary, Mraistella, Lydia, Karin
Regrets: Alexis
Leading the meeting: Lara
Minute taker: Heather

Operations

Roster issues:
- Discovered that the Governance Manual assigns responsibility for TS appointment recommendations to the Standards Committee, which is at odds with the actual practice of having the TS chairs submit recommendations.
    - For this round, Standards officially delegated that responsibility via email.
    - We will submit a Governance Manual revision proposal to bring it into alignment with practice.
    - Standards responsible for recommendations for new groups
- Good response to call for volunteers, many excellent candidates. Lara and Dan submitted recommendations in January.

Liaison assignments (no change)

Continuing Business

- Archival Accessioning Best Practices
    - Now on Standards Portal
- Lara working on updates to form on portal
    - Dan suggested possibility of moving to a google form
    - Lydia suggested using airtable, like the one used by mentoring subcommittee
- Standards survey
    - Reported time estimates were mostly 2-10 minutes, so that's what we'll go with for the announcement
    - Still to determine:
        - Deadline for response

- Text of announcement (to be sent to announcements list, In the Loop, local lists)
- Need to choose a date to share survey
- Need to have time to create a report for the annual meeting
- Aim for first week of March to send out survey
    - Leave open for the month with possibility to extend to early april
- What to include in survey
    - Why we are doing the survey
    - What we will do with the survey
    - Participants do not need to be SAA members to complete survey
- Lara and Dan will draft the announcement in a google doc
- Where to share the survey
    - Share with in the loop as soon as possible, even if the survey isn't ready yet to find out the deadline
    - Share on everyone's local lists

New Business

1. Minor [DACS change request](#)
    a. Adding new example for difference between 6.2 and 6.4
    b. Minor change request approved

Updates (if any)

Co-chairs (Lara and Dan)

We will be reaching out to the Collection Management Section to see if they can take on responsibility for the *Joint Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries* and the Archives Management Section to see if they can take on *Best Practices for Volunteers in Archives* (currently maintained by the Committee on Education's Graduate Archival Education subcommittee) and *Best Practices for Archival Term Positions.*

Collection management section is not currently managing any standards

Best practices for volunteers - currently managed by committee on education's graduate education subcommittee who does not want to manage this going forward – will reach out to archives management section to take this on

Council (Lydia)

Discussed ethical investing at council meeting, avoiding support for military

Pursuing ethical investment strategies
Working on statement about dismissal of archivist of the united states
Reaching out to candidates for vice president

Dan asked for RiC updates - Lydia is going to share a draft proposal
Discussed when is a good time to reach out - Dan, Lara, and Lydia will meet
https://groups.google.com/g/ica-atom-users

Reviewed strategic plan - reviewing strategic plan to do list

Technical Subcommittees (liaisons to)

TS-DACS (Dan)
- Met twice since our last meeting
- *DACS* Part II [video](#) is up
- Preparing for a call for comments on several major changes this spring
- Looking to call for submission of examples from the broader community, possibly in combination with the annual meeting
- Looking at arrangement notes and access notes
- Possibility to expand the types of examples in the standard

TS-EAS (Lara)
- Next TS-EAS meeting, Feb 26/27
- Sent in nominations
- Are working following the setup timeline which includes clear check points for TS-EAS, among them CfC for EAD4 and alignment between the EAS Standards. Plan to hand over to SC during late fall 2025 for initiating the process of approval by Council spring of 2026.
- Call for comments will be sent in April

TS-AFG (Heather)
- The group hasn't met since our last meeting.
- Ongoing minor revisions and formatting fixes
- Only outstanding task is the revision of the fire safety chapter
- Chair is optimistic about the revision being completed
- Some concern about sustaining the group through the peer review process to publication
- Asked about if standards could help support the process of peer review through publication
- Heather will follow up with David and maybe set up a meeting

TS-GRD (Heather)
- The group continues to work on revisions
- Their next meeting is Friday 2/14, and they will share any additional updates after that

Both TS-AFG and TS-GRD set to expire after this term, what does that mean for maintaining their standard?

Other Groups (liaisons to)

Accessibility and Disability (Sue)
No updates
Lydia shared that they are working on getting the standard online
https://www2.archivists.org/groups/reference-access-and-outreach-section/guidelines-for-accessible-archives-for-people-with-disabilities

College and University Archives (Sue)
No updates

Education Committee (Alexis)
Not present at meeting

Intellectual Property WG (Anna) No updates

Museum Archives (Anna) No updates

Reference, Access and Outreach Section (Jen):
       Primary Source Guidelines
       TPS Guidelines revision task force members for SAA was formed 12/23/24: Katie (liaison/exofficio), Heather Lowcock, chaoya nkauj zag ntxhee yang, Alison Reynolds, Katie Salzmann, and Susan McElrath (co-chair). There are 6 more members from RBMS, chaired by Anna. They will start meeting in the Spring. RBMS has already done a survey and Anna may have them start on reviewing the survey results.

       Jen is going to look into more info about the content of the survey

       Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries
       J will be co-chair of subcommittee, restarting from work done in 2017 now that the revision is approved. They will do a survey of 60 institutions. J is finding the right contact person in RBMS/ACRL to help form the revision committee, hopefully by May 2025.

Accessioning, Acquisitions and Appraisal Section (Sue)
No updates

Liaisons from Other Groups

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

- The link on the Standards page of the SAA Governance Manual for this representative position's duties continues to be broken: https://www2.archivists.org/governance/handbook/section7/groups/Standards. The old page is living on a "disbanded reps" page (https://www2.archivists.org/governance/handbook/section11/representatives/ala-committee-on-cataloging-and-access-MARC-advisory-committee), which is outdated and needs to be fixed. I have let Jill Burgos know, but no movement on that yet.
- MAC
  - Meetings were held 1/29/25 and 1/30/25
  - The MARC proposals/discussion papers this session had very little that would impact archival description specifically, aside from Discussion Paper 2025-DP01 which proposes to add subfield z ($z) to the 245 (title) field which would allow for catalogers to "flag the source of title entries that would appear pejorative, and reflective of institutional bias if the source were otherwise assumed to have been assigned by the institution." This is expected to come back to MAC in June as a formal proposal, so I will circulate the discussion paper among SAA (listserv) to gather community feedback that I can take to the next meeting where it will be voted on. I will finish writing up my notes from these meetings and pass it along to the committee.
- CC:DA
  - Meetings were held 2/6/25 and 2/7/25
  - Meetings consisted mostly of reports from representatives and some minor administrative changes for the committee. We expect more RDA proposals in the near future, including one about changes to the extent field. I will need to gather feedback from SAA members in about a week when I get papers for review and comment.
- FYI: Archives Advisory Working Group (officially reporting to the RDA Steering Committee (RSC)) is looking for more members to help advise the RSC about matters related to archival description when using the RDA standard. I am one of four initial committee members and our charge is to research and write a Discussion Paper addressing usage of RDA in archival description and to evaluate potential intersections with RIC. If you know of anyone who might be a good fit for this international committee, now is a great time to help shape the way the library description community accommodates archival description. Please let me know if you or anyone you know might be interested.

Lydia suggested making a council agenda item about accessibility and posting standards as pdfs vs using something with version control

Action Items:

Next meeting: 2025 March 13
Dan and Lara will set up google doc with survey announcement
Dan and Lara will talk to Lydia about RiC