

Standards Committee

Agenda for 2025 April 10, 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, Jennifer, Regine, Anna, Heather, Karin, Maristella, Mary, Kelli, Jen

Regrets: Sue, Alexis, Lydia

Leading the meeting: Lara

Minute taker: Dan

Operations

Roster issues:

- Resolved! New members are Jennifer Brcka and Regine Heberlein

Deadlines for council item submission:

- May meeting: April 14, 2025
- Annual meeting: July 21, 2025
 - Will affect committees with end of term dates

[Liaison](#) assignments (no change for now)

Continuing Business

- Proposal for Standards Development Form
 - [Draft](#) of Google form to replace the form linked from [this page](#)
 - Technical issues with the old form updating has caused issues in getting the correct information sent to the co-chairs
- [Standards survey results](#)
 - Closed—126 responses
 - Analysis phase—next steps?
 - Mix of quantitative and qualitative responses
 - The built in charts provide some basic info, but need to provide analysis, particularly of the free text responses
 - Heather, Jennifer, and Regine willing to start digging into the results for next meeting
 - Everyone should read through the free text answers to get a sense of the feedback

New Business

- **Best Practices for Internships**—request from Graduate Archival Education Subcommittee of the SAA Committee on Education for Standards Committee approval of revision of standard
 - [Submission memo](#)
 - [Text of standard](#)
 - Excellent memo of submission with clear outline of their process, although missing consultation with the Diversity Committee
 - Some concern with the heading names in the actual standard
 - Action to take: Request that they get feedback from Diversity Committee and then resubmit so that it can go up to Council for the annual meeting
- **Principles in Indigenous Archival Repatriation (PINAR)**--request from SAA Archival Repatriation Committee for Standards Committee approval of new standard
 - [Submission memo](#)
 - [Text of standard](#)
 - Question about principles versus guidelines and whether the appropriate groups were consulted
 - Get more detail on who it was shared with, did they share with Diversity and Accessibility groups?
 - “Principles” isn’t defined in the procedures, but does resemble some of the other standards we maintain
 - Need to know what the review cycle should be
- Version control for standards
 - Lydia inquired about whether it might make sense for Standards to keep deprecated versions of Standards on our Standards Portal. Thoughts?
 - This has sometimes been done in the [past](#)
 - Would be helpful for continuity as well as just knowing what past standards look like
 - What about just having a Github with all the standards in order to support full version control?
 - What about standards already using Github? Maybe for those we just link out?
 - What about the portal? Maybe that just links out to Github?
 - Requires Standards committing to being able to support it
 - Question about Standards Committee responsibility versus individual groups
 - Standards role being providing guidance to the individual maintainers for how to use Github (or other versioning systems)
 - Create a list of best practices for groups that maintain standards, including version control?
 - Consider this in the context of the survey results for prioritizing work in the coming year+
- Annual Meeting scheduling

- Options are:
 - 90-minute time slots each weekday starting at 11:00 am, 1:00 pm, 3:00 pm, and 5:00 pm CT
 - July 1-August 1
- Must schedule by May 1
- Co-chairs will send out email requesting people let us know about when they **won't** be available

Updates (if any)

Co-chairs (Lara and Dan)

- Submitted [council item](#) to assign the *Joint Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries* to the Collection Management section
- Reached agreement in principle with the Archival Management section for them to take on responsibility of *Best Practices for Volunteers in Archives* and *Best Practices for Archival Term Positions*. Draft council item to be sent to them for review soon.
 - Late breaking discovery that the *Best Practices for Archival Term Positions* is actually an external standard, not an SAA one.

Council (Lydia)

Technical Subcommittees (liaisons to)

TS-DACS (Dan)

- Met Tuesday and onboarded two mid-term appointments.
- Put out a new minor version (2022.3.2)
- Prepared a draft of a public call for comments on several pull requests, hope to have a major change request for Standards by the end of June for sending to Council in time for the annual meeting

TS-EAS (Lara)

- The next quarterly TS-EAS meeting is scheduled for Wednesday, May 21
- TS-EAS annual meeting will be all virtual, beginning August 11 and ending August 14. This was decided by the vote of the membership. 80% chose a virtual meeting rather than one onsite in Anaheim.
- Separate SAA managed annual meeting is July 21

TS-AFG (Heather)

- Dan/Heather met with TS-AFG co-chairs to clarify the situation
- They still have more work to do and will be filing for an extension
- Considering using annual meeting for public comment
- Also looking at making a joint SAA and Canadian standard
- They still would like to publish as a book
- Dan is working on a draft proposal for the summer council meeting that would put on a permanent footing with an ongoing revision cycle

TS-GRD (Heather)

- Group is considering filing for extension because they are down a member and worried about timeline
- They are meeting on Friday and will make the call then
- Also considering alterations to structure

Other Groups (liaisons to)

Accessibility and Disability (Sue)

College and University Archives (Sue)

Education Committee (Alexis)

GAES submitted the Best Practices for Internships revisions. No word from Education Committee.

Intellectual Property WG (Anna) No updates.

Museum Archives (Anna) No updates.

Reference, Access and Outreach Section (Jen)

Was able to make contact with the co-chair on the subcommittee working on the update

Update from Co-Chair of RAO's subcommittee on Primary Source Literacy. Susan McElrath

The Task Force on Revising the Guidelines on Primary Source Literacy had their first meeting in February 2025 and started working on their first projects: a survey and literature review. One of the key takeaways from their initial discussion of the guidelines was that they want to hear from the community about how/if they use the guidelines.

Susan is leading the subgroup that is creating the survey. They are in the process of finalizing the survey questions with the goal of distributing the survey towards the end of April. They're planning to share the survey across a variety of lists to gather as many diverse perspectives as possible.

The team will spend the first part of the summer analyzing the survey results with the goal of reporting their findings to the full taskforce at the end of the summer.

The taskforce will be meeting again in late April to work on the framework for the revision process which will start in earnest in the fall if all goes as planned.

Accessioning, Acquisitions and Appraisal Section (Sue)

Liaisons from Other Groups

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

Action Items:

Next meeting: