

Acquisitions and Appraisal Section Meeting Report

Thursday, August 9, 2012, 3:30-5:30

Society of American Archivists' 76th Annual Meeting, San Diego, CA

1. Call to order and introduction of current leadership- Kim

Current Leadership:

Kim Anderson, Chair

Laura Uglean Jackson, Vice Chair/Chair Elect

Brad Bauer, Past Chair

Jennifer Graham, Steering Committee Member

Adrianna Cuervo, Steering Committee Member (outgoing)

Virginia Hunt, Steering Committee Member (outgoing)

Dee Gallo, Steering Committee Member

Michelle Sweetser, Web Liaison

2. Update on OCLC- Merrilee Proffitt

Merrilee Proffitt of OCLC Research reported on an upcoming OCLC report titled, "You've Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media." A few copies were available at the meeting. This is in pre-published form and should be widely available soon.

3. Remarks from SAA 2013 Program Committee- Nancy Lenoil

Next year's SAA conference will be theme-free. The call for papers is online and in the conference program. The deadline for submitting conference proposals to the program committee is October 5, 2012. Preference will go to complete proposals. Endorsed proposals are important and section endorsements are due to the program committee by October 15, 2012.

4. Remarks from Council Liaison- Dennis Meissner

If you have any problems regarding the Section, please bring them to the Steering Committee so that they may be forwarded to Council.

Dennis then reported on the highlights from the most recent Council meeting earlier that week:

- Endorsed ISO standard 16363, *Space Data and Information Transfer Systems- Audit and Certification of Trustworthy Digital Repositories*
- Council is digging deeper into the SAA Governance Manual so that everything works smoothly. They improved revisions to Section XI, Official Representatives and Coalitions, which addresses appointing representatives to external groups.

- SAA Member Survey: Council broke it into 5-6 sections. Council will organize itself into work groups and pull people in to focus on the data. Members will be hearing much more about the survey results on Jackie Dooley's blog, *Off the Record*, of which an RSS feed is available.
- Reframed strategic priorities. #1 is advocacy for grants. Will invite position papers and then develop a plan.
- Looked at student members and costs of annual meetings
- Let Dennis know if you need anything!

5. Report on the Section Facebook page- Kim

- The last section member survey indicated a need for more interaction, and the steering committee created a Facebook Group to help fill this need
- Jennifer Graham submitted this report
- 50 members have joined the Facebook Group
- There are not many updates or posts, which is also true of the listserv
- Please feel free to post whatever you think relevant to the Section

6. Report on section sponsored and endorsed sessions at SAA 2012- Kim

At this year's annual meeting, the Section endorsed Session 303, "Things They Never Taught You in Graduate School: Donor Relations." The Section endorsed another session but it was not accepted. Acquisitions and Appraisal is being discussed at roundtable meetings, section meetings, in five posters, 16 sessions, and 11 Acquisitions and Appraisal Section members are participating in sessions.

7. Report on the *Guidelines for Reappraisal and Deaccessioning*- Laura

- The *Guidelines* were approved by the SAA Council Executive Committee at their May meeting
- A few members of the Reappraisal and Deaccessioning Development and Review Team created a proposal for a workshop on reappraisal and deaccessioning, which was accepted by the Education Committee. The group might be looking for case studies that can be used in the workshop, stay tuned for a call for proposals.
- The Development and Review Team was disbanded and a Technical Subcommittee for the Guidelines for Reappraisal and Deaccessioning (TS-GRD) was formed. Laura Uglean Jackson is chairing the group, and Margery Sly, Mark Shelstad, and Chela Weber are members. The co-chairs of the Standards Committee and chair of the Acquisition and Appraisal Section will serve as *ex-officio* members [however, because Laura is also chair of the Section, Ginny Hunt, vice chair, will serve as the representative this year]. This group will oversee revisions and promotion of the *Guidelines* and will be soliciting comments and revisions in the future.

8. Election Results- Brad

- Thanked the nominating committee and all of those who ran for positions in the Acquisitions and Appraisal Section.
- Ginny Hunt won vice chair/chair elect
- Adrianna Cuervo, incumbent, won for one of two Steering Committee Member positions.
- Jamie Quaglino won the second open position of Steering Committee Member

9. Announcements from floor, motions, calls for project ideas, etc. – Kim

- a. Donor brochures: Laura Uglean Jackson updated the Section on a joint project between the Manuscripts Repositories Section, Electronic Records Section, and the Acquisitions and Appraisal Section to revise three SAA brochures: *A Guide to Deeds of Gift; Donating Your Personal or Family Papers to a Repository; and Donating Your Organizational Records to a Repository*. This effort is headed by the Manuscript Repositories Section leaders and a meeting will take place to discuss the changes and form a plan at the Manuscripts Repositories Section meeting on Friday, August 10.
- b. Laura then updated the committee on her hopes and plan as incoming chair of the section. Some ideas for this year are to recruit a student member intern; create forums for discussion of appraisal topics; and do something to educate and inform members acquiring and appraising born-digital records. She welcomes ideas and suggestions from members and wants to know what the section's members would like to see and do.

The floor was opened to solicit ideas and discussion.

- c. A representative from the Committee on Education encouraged members to apply for scholarships to attend the EAC-CFP workshops. Scholarships are available thanks to an IMLS grant. She said workshops are being offered regularly and that there are LOTS of scholarships available. You can find out more by going to the education committee's website.
- d. Jamie Quaglino voiced a need for more information on conducting hybrid appraisals, perhaps a survey to see what people are doing. Kim suggested forming a sub-group to discuss this and possibly do a session on this next year.
- e. Kim then asked the audience, "When you're getting ready to appraise in your job, what do you need help with?"

The following comments were made by unidentified members of the audience:

- i. MPLP and processing as accessioning, how do you appraise and describe sufficiently when you're doing both processing and accessioning "under the gun"?
 1. Someone shared that they implemented a strategy where collections were bumped up if a donor paid them to process the collection
 2. A suggested strategy of bringing a laptop to describe the collection as you're boxing it up at the donor's/record creator's

3. A suggestion to create a tips and tricks page for quick appraisal and description
 - f. An audience member voiced a need to channel questions from other sections about appraisal and acquisitions issues
 - g. An audience member voiced a need to provide platforms that are useful for actual workflows
 - h. Drew Bourn brought up the topic of documenting acquisitions and aggregating this content digitally. This could be another possible session proposal for next year.
10. The business meeting ended and the section meeting program began. Tracy Panek of AAA Archives and Rochelle McCune of Gap, Inc. Archives led a fun, interactive program where audience members shared stories of the most unusual places they found collections, the weirdest things they found in a collection, and treasures they discovered in the archives.