Standards Committee Meeting

October 14, 2021

[Zoom link for meetings](https://virginiatech.zoom.us/j/89631511588?pwd=eXdSYzVxNlowK2FwR3dUQ1o1NzJjUT09)

[Standards Committee shared folder](https://drive.google.com/drive/folders/106h7m1BsH9bw9ImtQH_eMWHlDFnaPKEe?usp=sharing)

Attendees:

1. Introductions
2. Logistics/Shared Folder
   1. We have [a shared folder](https://drive.google.com/drive/folders/106h7m1BsH9bw9ImtQH_eMWHlDFnaPKEe?usp=sharing) (or rather, many folders!)
   2. Kira is still collecting some other materials from previous committees that may be available.
   3. [Listserv](https://connect.archivists.org/communities/community-home?CommunityKey=9990e372-fc8e-4d7b-a9c8-d15f44b86e57) also includes emails and files dating back about 3 years.
3. Liaison openings for committee members
   1. [Current spreadsheet](https://docs.google.com/spreadsheets/d/17OzJYA4BVGu6p7L_pSM-qIs2Tuf0xErr/view)
4. Updates
   1. Co-chair
      1. See most of the rest of the agenda
   2. Council
      1. No Meg (Kira will follow up to see if she has anything to share)
   3. Technical Subcommittees
      1. TS-DACS
         1. Getting started for the year and are talking about planning and goals
         2. Mapping out implementation of principles
         3. Revisions to bring standard in line with the principles
         4. Update education materials and updating workshops
      2. TS-EAS
         1. Co-chairing with Mark Custer
         2. EAC-CPF revision being finalized
         3. Outreach team working on tutorials
         4. EAD revision process will be reaching out to DACS
      3. TS-GRD
         1. Implementing monthly meetings (we want to loop Emily back)
      4. TS-AFG
   4. Others?
      1. Accessioning Best Practices:
         1. Wendy is the liaison for that and they are starting work
      2. Education Committee
         1. First review of guidelines by full review of committee
         2. Proposal document in progress
5. Guidelines for Accessible Archives for People with Disabilities
   1. [PDF proposal](https://drive.google.com/file/d/1dMRJK9xEVxLF3Ee3uJFEikeo3MXddOhG/view) (easier to read)
   2. [Doc version](https://docs.google.com/document/d/1e3MrnOybVMAqjCOUt2YZVva7fCj6XB5b0fbowTIpxPA/edit) (for comment)
   3. Discussion/questions
      1. Related organizations: some regional groups are listed, but not all of them. May be particularly useful to include California. Also, is there a place for Federal law/Federal precedent
   4. If we are ready to vote, this will be done electronically, since we are missing members.
6. Updates on open/upcoming proposals/reviews/revisions
   1. SAA Standards
      1. Guidelines for Accessible Archives for People with Disabilities (Accessibility & Disability Section) ([current version](https://www2.archivists.org/groups/reference-access-and-outreach-section/guidelines-for-accessible-archives-for-people-with-disabilities))
         1. Current status: proposal submitted to Standards to do a revision
         2. Pending: Vote on proposal by Standards
      2. Museum Archives Guidelines (Museum Archives Section) ([current version](https://www2.archivists.org/groups/museum-archives-section/museum-archives-guidelines))
         1. Current status: under revision
         2. Pending: submission of revised guidelines to Standards (last update in June 2021 was that a packet was in progress)
      3. Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collections Libraries (JFT/Reference and Outreach Section/Standards) ([current version](https://www2.archivists.org/standards/standardized-statistical-measures-and-metrics-for-public-services-in-archival-repositories))
         1. Current status: RAO had a subcommittee that was doing some work on the goals/metrics gathering included in the standard, since the dissolution of the JFT. Kira and Meg recently met with RAO leadership to talk about future maintenance of the standard itself. We will set up a meeting with Felicia to talk about possible logistics to a) transfer the charge to Standards, b) come up with a revision schedule, and c) come up with a plan for how revision might be done.
         2. There is also the issue of data/metrics collection, which RAO’s subcommittee has been doing. It would be helpful to also figure out, if this continues under their auspices, what the next steps for those metrics are.
         3. Pending: Scheduling a meeting with Felicia re (6.a.iii.1) above.
         4. If a subcommittee is going to continue the metrics gathering work, we may want to consider Standards having a liaison to that subcommittee, not just whoever takes over maintenance of the standard itself.
      4. Guidelines for College and University Archives (College and University Archives Section) ([current version](https://www2.archivists.org/groups/college-and-university-archives-section/guidelines-for-college-and-university-archives))
         1. Current status: under revision (proposal to revise approved in June 2021)
         2. Pending: submission of revised guidelines to Standards
      5. TS-GRD
         1. Current status: due for revision
         2. Pending: Discussion with SAA leadership/Council regarding proposed plan (appoint 1-2 new members now to facilitate continuity, do not instigate a revision this year, request a 3 year extension to do revision with TS of 5-6).
         3. There are currently four members, but they feel they are lacking in some expertise and diversity. The members do not have staggered terms, meaning everyone rolls off in August 2022, which is also a concern for continuity.
      6. TS-AFG
         1. Current status: under revision
         2. TS has recently regrouped and has new co-chairs
         3. TS is taking stock of status
         4. Prioritizing five completed draft chapters for committee review
            1. hoping to send these five for peer review by January 2022
         5. Pending: Standards and TS communication with Publications about how the peer-review process works.
      7. TS-EAS
         1. EAC-CPF current status: under revision
            1. Pending: submission of proposal to Standards
         2. EAD current status: under revision
            1. Pending: submission of proposal to Standards
      8. Guidelines for a Graduate Program in Archival Studies ([current version](https://www2.archivists.org/groups/education-committee/guidelines-for-a-graduate-program-in-archival-studies))
         1. Technically, this is under the auspices of the Education Committee, but there are some outstanding questions about ownership and management of this and another set of guidelines. Standards needs to follow up and help clarify next steps/process
   2. External Standards
      1. Archives for Black Lives in Philadelphia (A4BLiP) Anti-Racist Descriptive Resources Guide (sponsor: Description Section)
         1. Current status: Resource has been created and Description Section has agreed to serve as sponsor.
         2. Section is going to reach out to membership for input
         3. Pending:
            1. Standards is working on locating documentation around other examples of external standards.
            2. Submission of proposal to Standards
7. Other items or updates?
   1. Art and Rare Materials (ARM) 1.0 work
      1. The group generated not only an RDF file of the new ARM ontology, but also 6 new vocabularies specifically focused on use cases for special collections material intended for use both within BIBFRAME and other linked data applications. We also created a set of human-readable ontology files and Implementation Guidelines with recommendations specifically focused on each domain. These documents are available in the task force’s github repository: <https://art-and-rare-materials-bf-ext.github.io/arm/v1.0/>
      2. Next steps: There is a request for Standards to speak with RBMS-BSC and ARLIS/NA to form an on-going editorial group and to advocate for this. Kira has asked some questions and offered a meeting to talk about what this might look like and where responsibility for it might go with outgoing task force members so we can figure out who in SAA needs to be part of a conversation.
   2. Orphan standards
      1. The on-going work on the Standards Portal revision has revealed a handful of orphan standards, either generated by task forces that no longer exist or Council appointed groups that no longer exist. This relates to 6.a.iii above and Kira is hoping we can address this question at the same meeting with Felicia. We may need to try and identify some potential sections who could take over management/maintenance.
   3. Representation on CC: DA (Committee on Cataloging: Description and Access)/MAC (MARC Advisory Committee)
      1. Terms of existing rep (ex-officio) ended in 2020 and there was a recommendation by that person not to appoint someone new. However, a question came up at the annual meeting this past August and there isn’t any real documentation about how SAA documents/handles disbanded representatives.
      2. Emails suggest this was a conversation that was going to be taken to Council (i.e. it wasn’t a Standards issue), but please correct if someone knows otherwise.
   4. Purchase of an ISO
      1. Request to purchase ISO-8601-1:2019 (<https://www.iso.org/standard/70907.html>) and ISO-8601-2:2019 (<https://www.iso.org/standard/70907.html>)
      2. Pending: figure out if this was followed up on or if we need to make a request.
8. RiC-O feedback process
   1. We will start a document to comments
   2. Restart email thread
   3. Email RiC-O
9. Next meeting: November 18, 2021