

Description Section Business Meeting Meeting Minutes

Wednesday, July 26, 2017

Portland, Oregon

4:00 pm-5:15 pm

Note-taker: Secretary, Cyndi Shein

I. **Welcome**

Molly Marcusse, outgoing Chair of the Description Section convened the meeting and welcomed attendees.

- Acknowledged the contributions of archivist Mark Greene and announced that a gathering to honor him will be held tonight after the opening reception (9-10 pm Hilton Portland Downtown, Skyline Room).
- Outlined meeting agenda and introduced guest speakers.

II. **Announcements**

Updates from SAA Council provided by SAA Council liaison, **Michelle Light**

- Council Meeting agenda: <https://www2.archivists.org/groups/saa-council/july-24-2017-council-meeting-agenda>
- Introduced incoming SAA Council liaison: Audra Eagle Yun
- SAA is exploring options for potentially relocating the 2019 annual meeting due to discriminatory bathroom legislation pending in Texas. SAA will keep members informed. Current information can be found on the SAA website: <https://www2.archivists.org/news/2017/concerns-about-saa-2019-annual-meeting-in-austin-texas>
- SAA Council approved a new section: Independent Archives https://www2.archivists.org/.../0717-1-IV-B-Petition_IndepArchSection.pdf
- Results of the SAA membership survey regarding reducing barriers to participation in SAA leadership and/or events are under analysis and will be considered during SAA strategic planning in November.
- Council reviewed new criteria and procedures for component groups seeking funding.
- SAA supported two International Council on Archives (ICA) statements: <https://www2.archivists.org/sites/all/files/0717-1-V-E-ICAStatements.pdf>

Music Library Association (MLA) Archives and Special Collections Committee Working Group for Archival Description of Music Materials update provided by **Karen Spicher**

- New working group is a subgroup of the Music Library Association that is developing a standard specifically for description of notated music. The guidelines will conform to existing professional standards; they will act as a companion standard to Resource Description and Access (RDA) and Describing Archives: A Content Standard (DACS). The group report will include a literature review, will define levels of description, and will provide guidance for applying

the standard. The standard will be output neutral, but is intended to inform descriptive fields, such as those used in MARC records and finding aids.

- The group is seeking SAA endorsement and plans to have a draft ready for review in February, 2018. The group will share the draft for feedback when it is ready.

DACS Technical Subcommittee update by Co-chair **Adrien Hilton**

- Subcommittee is engaged in a multi-year project to revise DACS principles. In March 2017 seventeen archivists were invited to a week-long meeting to brainstorm revisions to DACS. The proposed revisions were distributed to listservs and to invited focus groups for comment. The subcommittee is currently analyzing feedback on the proposed revisions.
- SAA now has seven free webinars in addition to paid courses on DACS: <https://www.pathlms.com/saa/courses/4933>

Editorial Committee of Descriptive Cataloging of Rare Materials (Manuscripts)

[DCRM(MSS)] update by SAA liaison, **Diane Ducharme**

- Approved last year. Published by ACRL. Standard now available online on RBMS website (PDF). Provided a workshop to teach catalogues how to use standard. Hoping to offer workshop again soon. Listed committee members.

Description Section election results and call for articles from Chair, Molly Marcusse

- Newly elected Steering Committee members:
 - Vice Chair/Chair Elect: Elizabeth Wilkinson
 - Steering Committee Member-At-Large: Rachel Searcy
 - Newsletter Editor: Cheri Crist
- Call for articles for “Descriptive Notes” newsletter. Goal of newsletter is to meet member needs and share news of interest to members.

III. Introduction to and words from incoming Descriptive Section Chair Martha Bace

- Acknowledged and thanked outgoing chair, Molly Marcusse, for her service.
- Encouraged section members to contact her regarding areas of action for the coming year.
- Called for collaboration on descriptive topics across the profession.

IV. Presentations

OCLC Research Library Partnership Jackie Dooley (OCLC) and Kate Bowers (Harvard), and Alexis Antracoli (Princeton) presenting about developing best practices for creating descriptive metadata for web archives

- Charge and details about the group’s work: <http://www.oclc.org/research/themes/research-collections/wam.html>
- Alexis: issues at Princeton Mudd Library that needed to be addressed: absence of widely shared community best practices for describing archived web sites. (Princeton uses Archive-It)
- Jackie: WAM established meet this need. Twenty five member group worked to identify issues and move toward best practices that will fit with standards used by

libraries, archives, and museums (LAMs). Need to bridge archival and bibliographic description differences. Also need to accommodate platforms that use Dublin Core. Work was released for comment--feedback is currently under review. TS-DACS feedback from both archivists (2 comments) and a librarian rejected the premise of trying to bridge the gap between bibliographic description and archival description, but the working group stands by its contention that the gap needs to be bridged.

- Kate: Based on NSDA survey data, Archive-It is used by about 80% of respondents to archive web content. Archive-It uses Dublin Core and thus has a “very lean set of fields.” WAM has defined 14 suggested data elements. See draft report for details:
<https://drive.google.com/drive/folders/0B7XD89gl28x5aTF1a3pMSzZxbVk>
- Jackie: comment period has been reopened until August 4. The best practices report is targeted for publication in early October, together with a literature review on user needs and a review of 11 harvesting tools.

Q&A for OCLC presentation

Q. What types of websites are archival repositories collecting?

A. Archival repositories intentionally scope their collection policies based on their overall collecting. Each repository sets crawls and captures according to its collecting focus on specific topics.

Q. Scalability of the guidelines?

A. Flexibility will be key. Suggested data elements are intended to be guidelines, not a standard. The guidelines are minimalist to make their use scalable--a widespread need expressed by metadata practitioners. Literature review emphasizes the centrality of context and provenance, including a repository's reason(s) for collecting specific web sites/pages.

Q. Where will technical metadata about crawl will be recorded? Frequency of crawl might be helpful to user?

A. Capture date is definitely important to user and is retained in harvest reports of all tools, but technical metadata was outside the scope of this working group, which focused on descriptive metadata.

RDA mapping presentation by Anila Angjeli

Bibliothèque nationale de France (BNF)

- Pilot for Interoperable Archival Authorities in France (PIAAF)
- Experiments with integrating authority records from three French partner institutions using semantic web functions.
- Objective was to demonstrate usefulness of interconnecting the data. By enriching data and visualizing data in a useful way to enable different user perspectives. Enables inferences through semantic web.
- Small pilot: 275 EAC-CPF records and 38 finding aids
- Used Records in Context Ontology (RIC-O) which is still under development by the Experts Group on Archival Description (EGAD).

<http://www.ica.org/en/records-in-contexts-ric-a-standard-for-archival-description-presentation-congress-2016>

- Architecture based on RDF triple store. Uses SPARQL queries.
- LogiLab was the contractor for project.
- Will be open source. Scheduled to go live fall 2017 (nothing to show yet).
- Each partner preserved its own metadata structure. Nothing was flattened.
- Encoded all names across institutions using current French standard.
- BNF and other French MARC records have LOD authority IDs with URIs for entities already. Links to BNF linked data service and to Wikipedia.
- Used ISNI identifier for entityID.
- Enhanced and refined relationships beyond basic hierarchical and associative relators of EAC (for example, isDirectorOf).
- A lot of this metadata was manually created. Thesaurus management tool in France: GINCO. The tool is member only. It exports SKOS.
- Pilot implemented RIC-Ontology. Automatically generated XML/RDF files via a script. Generated RDF files for each informational object.
- Findings so far are encouraging. RIC-O does work to express the relationships between the entities across the institutions.

(RDA mapping presentation ran overtime. No time for Q&A/general discussion)

V. Adjourn