

SAA joint Collection Management Section and Acquisition and Appraisal Section Meeting, July 27, 2020 at SAA Annual Meeting (virtual)

1. CMS Overview of year
 - a. First year as CM section
 - i. Solicited suggestions from members for programming
 - ii. Solicited additional entries for the Documentation Portal
 - b. Web liaison activities
 - i. Made inquiries regarding updated documentation from 19 past submitters of documentation to the section Documentation Portal for ArchivesSpace and Archivists Toolkit
 - ii. Added 5 pieces of documentation to Documentation Portal from 2 different groups (one institution and one consortium)
 - iii. Reviewed and fixed as needed numerous broken links on the section microsite caused by section name change
 - c. TS-EAS
 - i. Starting this past year, a representative from the CM section steering committee is serving on the TS-EAS Outreach and Communications team. This team conducts webinars and other trainings to familiarize people with various Encoded archival Standards. They conducted one in April about ongoing work on Encoded Archival Description (EAD) and Encoded Archival Context - Corporate Bodies, Persons, and Families (EAC-CPF)
 - ii. Caitlin Wells served on the team, and will be replaced by another steering committee member
2. New members: Election is completed. Congratulations to:
 - a. Larissa Krayner, new Vice-Chair/Chair-Elect
 - b. Bernadette Birzer, new Web Liaison
 - c. They'll be joining Jane LaBarbara, incoming chair, and steering committee members Rita Johnston and Jennifer Mitchell
 - d. Elected candidate for the open Steering Committee position was unable to serve this year, so we will be holding a special election for that position in the coming month
3. Thank you to members rotating off
 - a. Noah Lasley, Web liaison
 - b. Audra Yun, Council Liaison
4. COVID-19 Discussion Notes (Jamie Seemiller, Outreach Committee, A&A section):

Is your institution still collecting and or doing collection management during COVID 19. If so, what are the main challenges? What has changed about how you bring in collections? [Initials are used for privacy]

C - still collecting, didn't want to officially say not collecting, contactless grocery store model, people drop off at loading dock wearing masks

MO - didn't stop collecting but stop transfers, made deposit payments, gotten about 50 linear feet in three weeks, trying to get material in before end of fiscal year, allowing shipment or contactless. We just started entering pre-2000 accession records into ASpace as a student project! I accessioned 6 whole linear feet my second day in the office. :) None since then due to acquisitions management.

JF - need to do field appraisals, working with donors to preserve relationships and ingest digital relationships

JJ - has not been able to be in library since March, not allowed on campus, Institution more focused on student experience, had to take a step back. Take time to think about workflows, Covid community archive online, signed off on several collections but only accepted digital Oh! I also wanted to add that my "accessioning" of collections and items has been incredibly brief. The records I'm creating in ASpace I'm pulling directly from curator email correspondence and donor agreements, which has been an interesting treasure hunt in some cases. Legacy finding aid work

CW - have not been in yet, serials are getting delivered, working on data migration into ASpace

Hello, CJ, Archival Collections Manager at X. I don't have a mic, but wanted to participate. Most of our donations come via mail anyway as we are located rurally. We usually have email correspondence with donors and request photos and lists of collections before we accept them. Donations are definitely down from last year. Our museum closed to the public in mid March, but work has never fully stopped. I have been doing a combination of processing on site and cataloging from home.

MH - We've got folks working on a lot of legacy descriptive/accessioning projects from home too

How has Covid 19 impacted your use of collections management tools?

RB - digital deed of gift, crawl websites and descriptive practices

Legacy finding aid description clean up- offensive language and more inclusive language

Processing born digital records

Most are not in office, some on limited basis

ASpace clean up agents, development, migration of data

Most collecting and accessioning on pause

Hybrid models for staff in archives

Reviewing our language and other issues relating to the depiction of African Americans and use of Confederate-related images

Use slack to communicate at home

Fixing "Mrs." language

Only one person said was going to donors' houses

Many Covid backlog forming
Having donors do inventories with photos for appraisal,
Donor packets- share
Packing instructions

How can A&A or CMS support your work in the coming year during Covid 19?

Appraisal discussions- How people are conducting appraisal during COVID, how people are appraising COVID collections, and also just general discussions about appraisal methods

<https://www2.archivists.org/groups/collection-management-section/cmt-documentation-portal>

<https://www2.archivists.org/groups/collection-management-section/repository-profiles>