



# Administrative Information

## History

It was an active year for the SAA@QC student chapter. The 2017-2018 academic year was the first year in a couple of years that the student chapter chartered with Queens College (QC). This allowed for the chapter to gain official recognition as a student chapter of the Society of American Archivists (SAA). The chapter plans to re-charter and retain its status with the college and SAA in the upcoming 2018-2019 academic year.

## Meetings

Meetings were held once, sometimes twice per month both on campus and off-campus during the Fall and Spring semesters. During the Summer semester and Winter Break, meetings were held once a month at an off-campus location. As the leader of meetings, the President found that alternating between on-campus and off-campus allowed for different students to participate in meetings, compared to simply having a meeting at one place or time. The chapter conducted a survey at the beginning of the Spring 2018 semester to solicit advice for when students might like to have off-campus meetings. This was an effective way to gauge when off-campus meetings are most convenient to members. This is a tactic that should be used in the future.

## Outreach and Communication

The chapter maintains two main sources for communication: a Google Group listserv and its Facebook page. The listserv is primarily utilized for disseminating meeting minutes, chapter announcements, job postings, and other professional opportunities. The Facebook page is less formal and is primarily used for sharing archives-related news and chapter events. The chapter also has a Twitter Account and website, however these resources were not utilized this year. The bulletin board in the GSLIS student lounge was updated in Fall 2017 for the first time in several years. Flyers were also made for the Fall 2017 semester and placed around the GSLIS suite. Students may join the chapter's listserv or Facebook group at any time, but the chapter typically enlists the most students at Fall and Spring orientations.

### Social Media and Listserv Statistics:

Facebook Page Members as of May 2018: 138  
Email Listserv/ Google Group as of May 2018:: 112

## Budget

The chapter was allocated \$300 total by the Queens College Office of Student Leadership and Development at Queens College: \$150 for the Fall 2017 semester and \$150 for the Spring 2018 semester. At the end of the academic year, the chapter only spent the funds allocated for the Fall semester. Funds do not carry over to the next year.

## New Officers for 2018-2019

New officers are elected every April for the upcoming academic year. New officers begin their term beginning in June of every year, according to the policies of the Queens College Office for Student Leadership and Development. For the 2018-2019 academic year the chapter has five officers.

President: Debra Grech

Vice-President: Gabrielle Manthos

Treasurer: Trey Bedingfield

Secretary: Kasey Doherty

Marketing and Social Media Coordinator: Gabrielle Duggan

# Events Recap

## NYPL Book Ops Tour

June 9, 2017

13 Attendees

NYPL Book Ops, Long Island City, NY

To kick-off the summer, the chapter toured NYPL's Book Ops building in Long Island City. Book Ops is the technical services and processing hub for NYPL and Brooklyn Public Library. This was a repeat tour from the previous year. Students saw the reference services department, shipping areas, processing area, and the sorting machine. This was a fantastic tour for the entire department, as the attendees were archives students as well as public library students. The chapter's contact for the tour was Briana Arcabascio.

## Michelle Caswell Lecture

October 19, 2017

Approximately 40 Attendees

CUNY Graduate Center, NYC

Money Spent: \$150

The chapter was pleased to welcome Dr. Michelle Caswell for a lecture entitled "Archivists Against History Repeating Itself: Towards a Liberatory Now." Caswell is an Assistant Professor of Archival Studies in the Department of Information Studies at the University of California Los Angeles. Her scholarship focuses on the social justice mission of archives and community archiving. The chapter offered Caswell a \$400 stipend: \$150 of its own budget and \$250 provided by Queens College GSLIS. The event was hosted in association with the CUNY Public History Collective, which helped the chapter reserve the room in the CUNY Graduate Center and market the event to its members.

## Lecture/Workshop: Transcribing the John Torrey Papers

November 8, 2017

6 Attendees

GSLIS Mac Lab, Queens College, Flushing, NY

The SAA student chapter was contacted by GSLIS student Gina Baldwin to organize this event. Gina gave a lecture about her work on the New York Botanical Garden's project to transcribe the papers of 19th century American botanist, John Torrey. After the lecture, attendees were introduced to NYBG's transcription software, FromThePage, and had the opportunity to work on transcribing the John Torrey Papers.

## End of the Semester Social - Fall 2017

December 20th, 2017

10 Attendees

Pacific Standard Bar, Brooklyn, NY

SAA organized an end of the semester social for club members to unwind and celebrate the conclusion of the academic semester. Alumni of the archives program, as well as family and friends were invited to attend.

## New York Botanical Garden Library Tour

January 10, 2018

11 Attendees

LuEsther T. Mertz Library, Bronx, NY

With the help of reference librarian Samantha D'Acunto at the LuEsther T. Mertz Library, the chapter toured the LuEsther T. Mertz Library. During the visit students saw the stacks, rare book room, and conservation room. The event was organized for a Wednesday so attendees were able to visit the gardens for free after the tour of the library was given.

## Morgan Library & Museum Tour

February 9, 2018

11 Attendees

Morgan Library, NYC

The chapter toured the Morgan Library with GSLIS alum María Molestina-Kurlat, Head of Readers Services. Students learned about the museum's collections, its reading room operations, and received free admission to the museum after the tour. This was a repeat tour from last academic year.

## Web-Archiving Workshop

March 5 & 12, 2018

17 Attendees

GSLIS Computer Lab, Queens College, Flushing, NY

The chapter collaborated with Queens Library and Queens Memory to facilitate a two-part workshop for GSLIS students on web-archiving. The first session offered an overview of web-archiving, the Archive-It software, and how Queens Library utilizes web-archiving institutionally. In the second session, students were given user names to interact with Queens

Library's instance of Archive-It. This session also featured a Skype call from a web archivist from the Internet Archive.

## Academic Librarianship Panel

April 9th, 2018

12 Attendees

Queens College GSLIS

The chapter collaborated with Princeton Librarians and QC alumni, Sara Howard and Gabrielle Karl-Johnson, for a panel and conversation about academic librarianship. Gabrielle is the Architecture Librarian and Director of the School of Architecture Library at Princeton University. Sara is a Librarian for Research Services and Gender & Sexuality Studies at Princeton University Library. This panel offered insight into a "week in the life" of an academic librarian and tips for new professionals considering academic librarianship.

## End of the Semester Social

May 24, 2018

10 Attendees

Pacific Standard

SAA organized an end of the semester social for club members to unwind and celebrate the conclusion of the academic semester. Alumni of the archives program, as well as family and friends were invited to attend. This was a celebration of the graduating Class of 2018. The chapter also presented its advisor, Professor Johnathan Thayer, with a card of appreciation, thanks, and congrats for finishing his Ph.d program and for accepting a tenure-track position at Queens College GSLIS.