



General Information

Please complete the following Annual Report form by September 1. Questions?

Contact governance@archivists.org.

- * **1. Name of Section:** Collection Management Section
- * **2. Council Liaison ([check here](#)):** Selena Ortega-Chiolero
- * **3. Chair (Report Submitter) Information:** Megan Mummey
- * **4. Roster Updates: Please list all newly elected or appointed steering committee members. Include full name, position title, and term end date for each.**

Sarah Jones, Vice Chair, 2026-09-01

Rory Grennan, Steering Committee Member, 2027-09-01

PROJECTS AND ACTIVITIES

SAA's sections are integral to SAA's work on behalf of our members and the profession. For many members, sections represent their primary experience with SAA. Please indicate all projects and activities that your section has completed this year, continues to work on, or plans to implement in the next year.

* **5. Completed:**

The CMS Steering Committee organized and held the CMS spring webinar on April 28, 2025. The webinar consisted of three presentations themed around setting strategic priorities and decision-making for collection management with a focus on tools, systems, and data. Presenters included Andrew Harman, Head of Special Collections Processing at the University of California, Santa Barbara; Rory Grennan, Director of Archives for Florida State University Libraries, and Steven Gentry, Archivist for Archival Processing at the University of Michigan's Bentley Historical Library. 166 people attended the webinar.

The Steering Committee also planned and held our Annual Meeting themed around Collaboration and Collection Management. The Steering Committee felt that we should try to focus on ways that archivists can support each other during difficult times and looked for presenters focusing on mutual support and aid. The presentations focused on a new network for emergency response in Kentucky and creating an accessioning community of practice in the archival profession.

The Steering Committee also held their annual elections for two positions: Vice-Chair and Steering Committee Member.

*** 6. Ongoing:**

The CMS Steering Committee spent most of the year revitalizing the CMS documentation portal:

<https://www2.archivists.org/groups/collection-management-section/documentation-portal>. The Steering Committee discussed ways to revitalize our internet presence in the Fall and mapped out a plan to update our Documentation Portal. In response to the current landscape of collection management tools, the committee decided to pivot from offering purely informational “how to” documentation on various collection management systems to focus on local usage guides for the different systems. In Spring, the committee surveyed section membership about what systems they would like covered by the Documentation Portal, contacted institutions about their outdated documentation, and looked for new documentation to post on the portal. This project will be ongoing into Fall 2025.

*** 7. New:**

This spring the Collection Management Section became the new home for the *Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries*, the joint standard with RBMS. We expect to begin the updating process during FY 25/26.

SAA STRATEGIC PLAN

SAA's Strategic Plan is the guiding document for the association. Please review the current [Strategic Plan](#) and indicate below how your section has contributed to each of the 4 main goals.

*** 8. Goal 1: Advocating for Archives and Archivists**

The Collection Management Section aspires to be a place where archives professionals can share information with each other about tools, processes, and workflows relating to collection management. This group connects the most with goal 1.4 and helps strengthen the ability of those who manage archives by providing a platform through its programming and Documentation Portal for conversations and professional education around archival collection management practices, systems, and tools.

*** 9. Goal 2: Enhancing Professional Growth**

The Collection Management Section has highlighted and fostered the knowledge and experience of archives professionals through programming over the past year. We organized a spring webinar in April on setting strategic priorities for collection management, with a focus on data and tools. We aspire to create a space where archivists feel comfortable speaking freely, so we do not record the presentations, but send out the slides afterwards. This year we had over 300 people register and 166 people attended the webinar; all registrants received a copy of the slides. The Collection Management Section also continues to maintain the Documentation Portal and Repository Profiles on its microsite. This year we embarked on a much-needed update

of the Documentation Portal to reflect the current collection management system landscape and better serve section needs.

*** 10. Goal 3: Advancing the Field**

The Collection Management Section worked towards Goal 3 through its programming, also described in Goal 2. To elaborate, both the spring webinar on setting strategic priorities and the annual meeting presentations on how collection management and collaboration have showcased the experiences of SAA members working with specific processes, tools, and each other in the field, and benefited attendees through their practical, candid experiences. The chair of the CM Section served as a liaison to the TS-EAS Outreach and Communications subcommittee and offered them time at both events to give updates on standards and engage user feedback. This year we invited the Membership Committee, Mentorship Subcommittee to talk about their mentorship program to encourage section membership to participate. The Steering Committee is committed to collaboration and will continue to seek out new opportunities with other sections and committees in the coming year. The Collection Management Section became the new home for the *Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries*, a joint standard with RBMS. We expect to begin the update cycle for the standard, jointly with RBMS, next year.

*** 11. Goal 4: Meeting Members' Needs**

The Collection Management Section proactively seeks to meet the needs of its section members and the SAA community. The high numbers of attendees at both the spring webinar and the annual meeting indicate that our programming resonates with SAA members. The topic for the spring webinar was chosen from a survey of membership held in FY 23/24. Additionally, the Collection management Section surveyed members this year on their needs for the Documentation Portal. The Steering Committee has begun making changes to the portal based on this user feedback. The Collection Management section listserv is also utilized for members to solicit advice and answers to questions, although it is more commonly used for announcements in recent years. The Collection Management section shares the work that it does by keeping the Collection Management section microsite up-to-date with timely information and updates.

2024 SAA ANNUAL MEETING - SECTION MEETING

*** 12. Number of Attendees 80**

*** 13. Provide a summary of meeting activities and highlights. (No minutes, please, just notes.)**

Annual Meeting Agenda – Theme: Collaboration and Collection Management

1. Welcome - Megan
2. Council updates - Selena Ortega-Chiolero

3. Business Meeting
4. Presentations
 - a. *The Kentucky Heritage Emergency Response Network (KHERN): Collaboration in Disaster Preparedness and Response*, Ruth Bryan, University Archivist, University of Kentucky Libraries; Rusty Heckamann, State Archivist, Kentucky Department of Libraries and Archives; and Leah Craig, Deputy Director at the Kentucky Historical Society.
 - a. *From Seed to Bloom: Harvesting from the Community Garden of Accessioning*, Rosemary K. J. Davis, Head, Accessioning, Beinecke Rare Book and Manuscript Library, Yale University and Rachel Searcy, Accessioning Archivist, New York University
2. Q&A
3. Membership Committee, Mentorship subcommittee highlights
4. Updates from the TS-EAS Committee

14. Link to meeting minutes on the section's microsite (optional):

SELF-ASSESSMENT

*** 15. How would you describe the health or energy of your section? How engaged are your members?**

The energy of the section is good, as evidenced by our event attendance numbers, the desire for the presentation slides, and engagement in section surveys.

QUESTIONS FOR THE COUNCIL

*** 16. Does your section have questions or concerns for the SAA Council?**

No.