

Society of American Archivists
College and University Archives Section
Annual Report for 2011 to 2012

Name of Section/Roundtable: College and University Archives Section
Date: November 14, 2012

Officers:

Stankrauff, Alison, Chair, 2011-2012, Indiana University South Bend
Vagts, Rachel, Vice Chair/Chair-Elect, 2011-2012, Luther College
Schulte, Becky, Immediate Past Chair, University of Kansas
Engseth, Ellen, Steering Committee, 2010-2013, Univ. of Wisconsin Milwaukee
Ghering, Cynthia, Steering Committee, 2010-2013, Michigan State University
Hartwig, Daniel, Steering Committee, 2011-2014, Stanford University
Jarvis, Kate, Steering Committee, 2011-2014, Emory University
Nash, Katie, Steering Committee, 2011-2014, Elon University
Sommer, Thomas, Steering Committee, 2012 – 2015, University of Nevada at Las Vegas
Stefko, Kat, Steering Committee, 2012 – 2015, Duke University
Webber, James, Steering Committee, 2011-2014, Bates College
Sweetser, Michelle, Steering Committee and Newsletter Editor, 2011- Marquette University
Zachary, Claude, Webmaster, 2012 - , University of Southern California.
Zanish-Belcher, Tanya, Council Liaison, 2012-2015, Iowa State University

Report from Annual Meeting:
Society of American Archivists
College and University Archives Section
Meeting Minutes - SAA 2012
San Diego, August 10, 2012

Section Chair, Becky Schulte, welcomed members in attendance (171 in all) and minutes from the 2011 meeting were approved.

- **Program Committee 2013 Presentation**

- **National Historical Publications and Records Commission Presentation by Lucy Barber of NHPRC:**

Lucy reported that funding of NHPRC is uncertain as of the moment – they are waiting to hear about federal deliberation on funding. Further, that the NHPRC has a booth in the Exhibitors Hall during the conference – she invited us all to visit them there.

- **OCLC Presentation by Jackie Dooley:**

- Rough-and-ready: a project to enable linking of PDF versions of legacy finding aids to ArchiveGrid metadata.
- Legacy Finding Aids for ArchiveGrid.
- OCLC wants to help its constituents speak to their audiences, especially library and archives deans and directors: To help de-mystify what we do, especially digital content.
- Wikipedia: A project to build a community of archives and library Wikipedia editors, as well as to link various types of name authority data into Wikipedia—all designed to ramp up access to our collections via hits on Wikipedia articles.
- Demystifying Born Digital Content: A series of brief reports to help archivists who haven't yet implemented born digital management to get started.
- Collections Assessment: A report published a few months ago detailing strategies for inventorying and assessing collections for various purposes (digitization, preservation, etc.).
- Name Extraction: A linguistics-based project to algorithmically identify personal, corporate, and other names within open-text documents such as finding aids in order to create name indexes and improve discovery.

- **Standards Committee Presentation by Tom Sommer:**

- Wants feedback – will forward standards to membership.
- There's a new Standards portal.
- Standards Proposal Ideas: These are welcome, and they will be vetted by the Committee.
- The URL to the SAA Standards Portal is:
<http://www2.archivists.org/standards>.
The Standards Portal has links to:
 1. Procedures for Review and Approval of an SAA-Developed Standard
 2. Procedures for SAA Endorsement of an External Standard
 3. Proposal for Inclusion of Non-Endorsed Standard

- **DACS (*Describing Archives: A Content Standard*) Presentation by Gordon Daines:**
Produced a revisions draft, encouraging submissions of revisions.

- **SNAP (Students and New Archives Professionals (SNAP) Roundtable):**
SNAP Chair Rebecca Goldman spoke, and encouraged the ‘SNAPpers’ in C&U settings to join their roundtable and their listserv discussions, especially as so many new professionals – and student workers – are in academic settings.

- **Government Affairs Working Group by Frank Boles:**
 - This SAA group’s main purpose is advocacy.
 - Its aims are to affect public policy.
 - Frank made a call to the C&U membership to help write GAWG’s content.
 - Frank made a further call to the C&U membership to join GAWG.

- **College and University Archives Section President’s Report by Becky Schulte:**
 - Becky urged the C&U membership to respond to the Section’s communications survey.
 - She welcomed membership to look at and review the Section’s new web content and mentioned that the newest C&U newsletter is up online and sent to membership as well.
 - Becky thanked the Steering Committee especially outgoing members Kevin Glick and Heather Briston and Section Vice-Chair for their work of the past year.

- **SAA Council Liaison Presentation by C&U Council Liaison Tom Frusciano.**
 - Tom thanked the Section for working with him and with Council.
 - He welcomed the new C&U Council Liaison, Tanya Zanish-Belcher.
 - The January was primarily discussing the SAA budget.
 - The January 2012 Council meeting included a review of SAA's strategic priorities and the June meeting included discussion and adoption of the budget.
 - Council agenda materials are posted before each meeting and Section members should review those materials and contact the Council liaison with any concerns they may have.
 - Council has revised the SAA Advocacy Agenda. There is an increased emphasis on advocacy – and encourages membership to get involved.
 - Council Guidelines are on the microsite on the SAA website.
 - Roundtables now need bylaws.
 - The SAA Membership Needs and Satisfaction Survey:
Council will be examining members’ comments.

- NHPRC Report on the changing nature and environment of the historical record and research.
- **Nominating Committee Report by Cynthia Ghering:**
 - Over 300 C&U members voted in this year's election.
 - Cynthia announced election winners:
 - * For Vice-Chair/Chair-Elect
Rachel Vagts of Luther College.
 - * Steering Committee
Thomas Sommer of the University of Nevada at Las Vegas.
Kat Stefko of Duke University.
- **Newsletter Editor Newsletter Editor and Website and Newsletter Committee Reports by Michelle Sweetser:**
 - There have been two issues of newsletter, *The Academic Archivist*, that have come out this past year.
 - Michelle appealed to the membership for submissions.
 - The Newsletter and Website Committee produced a survey, which was recently distributed to the C&U membership. It will be up for the rest of this month. Michelle reported on the preliminary responses to date. Primarily, the survey polls membership to see just what they want to see in both the newsletter and in the website content. And also just how they want to receive it (electronically via which formats, etc.).
- **College and University Archives Section Guidelines Update by Becky Schulte:**
 - Currently up are the 1999 Guidelines for revision.
 - Guidelines language should be updated – unanimously by C&U membership. Becky will work on this with Council Liaison Tanya Zanish-Belcher.
- **SAA Diversity Initiative Report by SAA Diversity Committee Member Deborah Torres:**
 - The Diversity Committee met on Tuesday of this week.

"The Committee is going to put a proposal forward to expand the Mosaic *Scholarship* award into a program, with a grant from the Laura Bush Foundation for America's Libraries, which has a deadline of September 24th. SAA is working with both the Association of Research Libraries (ARL) as well as Institute of Museum and Library Services (IMLS) on this. Please see Nancy Beaumont's August 2012 report to SAA Council "SAA/ARL

Collaboration.” Nancy mentions that the Laura Bush 21st Century Librarian Program is an IMLS grant.

- www2.archivists.org/sites/all/files/0812-1-V-J-MosaicProgram.pdf
- The Laura Bush Foundation for America’s Libraries seems to be a different funding program. According to their web site: The Laura Bush Foundation for America’s Libraries grant program provides funds to update, extend, and diversity the book collections of America’s school libraries. In doing so, the Foundation will provide students increased opportunity to learn to read, to become better readers, and to advance academically.
 - This initiative to expand the Mosaic Program will need letters of support, which probably will be in the end of August or the beginning of September.
 - Mentoring with the Mosaic Program will be expanding under this initiative. It is being modeled (in part) on the American Library Association’s well-known and successful Spectrum Scholarship Program. The mentoring of scholarship recipients will also be expanding under this initiative.
 - Further, the SAA Diversity Committee is seeking in general to diversify the archival record, which is a strategic initiative of SAA. The Committee will be putting a call out to SAA membership to solicit ideas on how to do this – and what to focus on.

- ***Lone Arrangers Roundtable Survey of Membership Report by Alison Stankrauff:***

Earlier this year, the Lone Arrangers Roundtable assembled a working group to create a survey that was sent out to the LAR membership. The goal is to ascertain particular characteristics of lone arrangers – to best answer the needs of the roundtable membership, as well as to more broadly understand just who lone arrangers are, across the field. Questions were asked along the lines of ethnic and gender identification, any perceived disabilities the respondent might have, just where they worked – both in terms of kind of repository as well as location within the United States and beyond. Other questions included levels of education, how long they’d been employed as an archivist, etc.

- **Future Directions for the C&U Section – Becky Schulte and Alison Stankrauff:**

- An emphasis on the SAA directives of diversity as well as advocacy.
- Alison stressed she wanted to work with – and hear from – the C&U membership in the coming year.

- **Presentation on *Best Practices in Fair Use in Academic Libraries* by Heather Briston**

- (<http://www.arl.org/pp/ppcopyright/codefairuse/code/index.shtml>).

- **Q&A**
- **Adjourn**

Completed Projects/Activities:

Newsletter and Website Committee Survey:

The Newsletter and Website Committee produced a survey, which was distributed to the C&U membership. The survey polled membership to see just what they want to see in both the newsletter and in the website content. And also just how they want to receive it (electronically via which formats, etc.).

The results of the Survey:

Key points to raise about the C&U Communications Survey:

- SurveyMonkey announced on the C&U section listserv as well as the A&A list.
- 29 responses at close of business day, August 6, 2012.
- In terms of resources C&U archivists want to see on the section website – they are wide and varied. Traditional content such as section news, minutes of annual meetings, reports, the best practices guidelines, newsletter, etc. Also some new ideas, including: practical articles, links to relevant and useful sources, sample forms/policies/templates, case studies, and more.
- 83% of respondents (24) indicated a blog specific to C&U archivists and archives would be of good use.
- Those who thought a blog would be useful suggested a wide variety of ideas for suggested content, including pieces about how archives use new technologies; information on newly acquired or processed collections; information on fair use, HIPPA, FERPA, records management, access; descriptions of experiences common to C&U archivists, such as marketing university archives to senior admin, building collections, dealing with backlog, increasing productivity of students, social media in educational archives, etc. These suggestions will be invaluable should the section leadership decide to move forward with a blog.
- We asked for suggestions on how to organize the content and resources on the C&U website and suggested some broad categories such as a governance section, a resources section, an annual meeting section, and the like. Most of the feedback indicated that these seemed to be logical categories and express some concern about the labeling and categories imposed by Drupal.
- 64% of respondents said they would look for the C&U minutes from the annual business meeting on the website, 7% in the newsletter, and 25% in both.

- 50% of respondents prefer to access the C&U Newsletter in PDF format and 50% report a preference to access the newsletter as an HTML web page. Two indicated they would prefer access in both formats.
- Respondents were nearly balanced in their preference for frequency of receiving section news, with 50% preferring news as it happens and 46% with a preference to receive updates quarterly.

Endorsed Session for the 2013 Annual SAA Meeting:

The SAA College and University Archives Section Steering Committee deliberated over a total of seventeen session proposals. There was strong content submitted – but the Steering Committee was able to narrow it down to two session proposals to endorse.

Here are the endorsement results:

Zanish-Belcher - Brave New World: The Intersection of Institutional Repositories and University Archives

University archives exist to acquire, preserve, and provide access to university records with enduring value. What happens when content sought for institutional repositories overlaps with content collected by university archives? How do acquisition, appraisal, description, and preservation practices differ between the two-and when should they be shared processes? This session answers these questions and focuses on relationships between repository staff and archivists in relation to policies, logistics, and workflows.

Jackson - Getting the Good Stuff: Acquisition and Appraisal in Institutional Archives

Collecting policies and acquisitions strategies for records documenting institutional history tend to be non-existent or simply too vague to be useful. This session explores ideas and innovations in developing policies and working with staff and faculty to acquire substantive historical materials in print and electronic formats. Speakers from public and private colleges and universities will discuss developing meaningful collecting policies, creating a systematic collecting program from scratch, and transitioning from paper-based to born-digital acquisitions.

Ongoing Projects/Activities:

The Newsletter and Website Committee produced a survey, which was recently distributed to the C&U membership. Michelle Sweetser reported on the preliminary responses to date. Primarily, the survey polls membership to see just what they want to see in both the newsletter and in the website content. And also just how they want to receive it (electronically via which formats, etc.).

New Projects/Activities:

The 2005 revision of the *Guidelines for College and University Archives* were never approved by Council because they wanted to ensure “that the guidelines are not inappropriately proscriptive”. There is a possibility that if we simply change the title to

something like *Best Practices for College and University Archives* the document would be approved. The question was presented to the membership present at the meeting and unanimously approved. Becky Schulte will work on this in the coming year with Council Liaison Tanya Zanish-Belcher and with the SAA Standards Committee (See: <http://www2.archivists.org/groups/standards-committee/standards-committee-annual-meeting-minutes-2012>).

Diversity Initiatives:

The initiative to expand the Mosaic Program – via the SAA Diversity Committee:

Letters were received and submitted with the application. The application outcome is still, at this time, undecided.

Questions/Concerns for Council Attention:

Not at this time.