Society of American Archivists
Description Section: Thursday, August 5th from 3:30-5:00
Meeting Minutes

Head count: 94 attendees

Minutes:

I.   Chair Jenny Mitchell convened meeting. Welcomed attendees and presented agenda.
II.   Announcements:
    a. Jackie Dooley on OCLC research projects:
        • Working group has been convened on best practices for web archiving metadata; handout with list of content types being used differently – guidelines from different institutions vary widely. The group started work in January and hopes to publish best practices early next year; draft will be sent out soon for community comment.
        • Merrilee Proffit is working on project to promote removing barriers for reuse of finding aid data (discussed in Session 101).
        • Archival MARC: 30 years of practice, a study of the occurrence of descriptive fields in archival records of all kinds.
    b. Michelle Light: Council Liaison:
        • Council moving forward to simplify member affinity groups, eliminating section and roundtable distinction, members can join as many as they like, non-members can join up to 3 in which they cannot vote or run for office; new plan will give more time for programmatic activities and less on governance; presented to Council in November and final decisions will be made.
            o Sections will have standardized by-laws
            o Must request physical space at next year's meeting by March 1
        • EAD roundtable is now Encoded Archival Standards
        • Approved group to report on environment: will post info brief on Archives and the Environment
        • Updated diversity statement to include concept of Inclusion
        • Council wants to assume more proactive role on Digital Practice on Metadata, appointed person to do environmental scan
    c. Diane Ducharme: Liaison to Cataloging of Rare Materials Section
        • ALA group approved publication of new single-item manuscript cataloging standard; hopes for Description Section approval
    d. Election results, new officers, departing officers
        • Departing this year: Secretary Katrina Windon and Steering Committee Member Tracy Jackson, chair Jenny Mitchell moving to ex officio capacity
        • New members: new steering, new secretary, new vice-chair/chair-elect, continuing members
III.   New chair: Molly Marcusse
    a. Molly Marcusse introduced herself and discussed plans for next year: continuing projects and dealing with the change in section and roundtable structure
IV.   Jenny gives introduction of Presentations:
    a. Anila Angieli, "From Several Archival Data Sets to One Graph" (a project to create interactive and visual web interface pulling together authority records from several French institutions in EAC-CPF and RDF, as a prototype that can be used further by participating institutions and others)
        • Project to demonstrate possibility to represent archival metadata in RDF
        • Interconnect and enrich obtained RDF datasets
        • Participants: three institutions in France: Archives Nationale, Bibliotheque nationale de France, Service interministeriel des Archives de France (SIAF)

- Small group promoting methodologies, low budget project, use vendor
- Project aims to explore relevance and accuracy of relations; reactive user interface; rigorous methodological approach
- OWL ontology for archives
    - ICA EGAD put together Records in Context RiC-CM and RiC-O, both to be released in 2016 (conceptual model and ontology)
- RiC-Ontology will hopefully allow project to structure prototype, project might be use case for RiC-O
- Data submitted from partners will be carefully selected to be relevant, controllable, interconnectable; sources differ but agreed on EAC-CPF, form of heading, other points
- Currently in preparation of metadata sets stage; already finding significant overlap; must keep track of provenance of source information
  b. Allison Jai O'Dell introduction, "Towards a Framework for Linked Rare Materials Metadata: An Overview of the Task Force to Explore Data Elements for Rare Materials Description"
- RBMS Bib Standards Committee (RBMS BSC), task force charged with determining list of data elements complementary to DCRM, RBMS Policy Statement for RDA, Controlled Vocab for Use in RB and SCL Cataloging, and rare book user needs; recommend solutions for incorporating data elements that could be used in libs and archives; seek community partners; develop a list of data elements that looks and smells like a Rare Book ontology
- RBSM BSC put out DCRM and Controlled Vocabs for RB and SCL
- Without such an ontology: inconsistent encoding (diminishes interoperability) and high-level encoding (diminishes discovery of granular content)
- Ontology provides solution with consistent, granular description, enable full potential of content within DCRM and Controlled Vocabs
- Make statements and clarify relationships between them
- Draft list available on GitHub: includes ways to describe provenance, condition, binding details, relationships for bound-withs, unusual or ephemeral contents or ads, print-making processes, genre/form details, restrictions on access and use in detail, etc.
- Have just gotten started, and now need to figure out where to go: working with linked data group to test out ontologies
- Next steps: invitations to comment, stay engaged with this section and maybe make joint effort to publish
  V. Jenny Mitchell gave opportunity for Q&A and Discussion
  VI. Adjourned

Minutes taken by Tracy M. Jackson