

Description Section Business Meeting Meeting Minutes

Wednesday, August 15, 2018

Washington, D.C.

4:00 pm-5:15 pm

Note-taker: Secretary, Sarah Jones

I. Welcome

Martha Bace, outgoing Chair of the Description Section convened the meeting and welcomed attendees.

- a. Change in the program: Annie Temmino was to present but she will not be attending

II. Announcements

- Elizabeth Wilkinson, University of Virginia: incoming Chair
- Cyndi Shein, UNLV: Vice Chair/Chair Elect
- Sarah Jones, UNLV: Secretary
- Katy Rowden, Temple University: Member at Large
- Question on the election ballot of why seats are running unopposed; Martha encouraged members to run in elections
- Martha Bace thanked steering committee members for their service

III. Updates

Updates from SAA Council provided by SAA Council liaison, Audra Eagle Yun, UC Irvine

- Council Meeting agenda:
<https://www2.archivists.org/groups/saa-council/august-13-2018-council-meeting-agenda>
- Council approved the Protocols for Native American Archival Materials and issued a statement of regret for not engaging and endorsing them sooner:
<https://www2.archivists.org/statements/saa-council-endorsement-of-protocols-for-native-american-archival-materials>
- Discussed feedback about the annual SAA meeting, especially the site selection; locations that support the values and ethics of SAA.
- Agreed to form a six-member task force to develop guidelines for staff use in considering vendor exhibits, sponsorships, and advertising. The task force will be appointed by September 1 and will have a final report due for consideration at the November 2018 Council meeting
- Approved revisions to its “Principles and Priorities for Continuously Improving the SAA Annual Meeting” making a point of emphasizing diversity and inclusivity of programming events:
<https://www2.archivists.org/news/2018/saa-council-endorses-native-american-protocols-creates-vendor-guidelines-tf>

- Discussed the need for revising the *Best Practices for Internships as a Component of Graduate Archival Education* and the *Best Practices for Volunteers in Archives*

American Archivist Editorial Board, provided by Board Member Carrie Daniels, University of Louisville and *American Archivist*

- Encouraged all members to submit to *American Archivist*
- If members have ideas what should be covered in *American Archivist* that is not currently being covered, please suggest a special issue or section and Carrie will pass it onto the rest of the editorial board

Technical Subcommittee on Describing Archives: A Content Standard [TS-DACS], update provided by Susan Luftschein, USC

- Soliciting feedback and comments on a proposal for Revised Preface and Statement of Principles in DACS; comment period runs through August 31
- Two ways of submitting feedback: Github and the SAA website directly (prefer Github because it provides more transparency with comments)
 - <https://github.com/saa-ts-dacs/dacs/pull/20>
 - <https://www2.archivists.org/standards/DACS/revisions>

Technical Subcommittee on Encoded Archival Standards [TS-EAS], update provided by Co-Chair Kathy Wisser, Simmons College

- Follow documentation and notes at Github: <https://github.com/SAA-SDT>
- Setting up procedures, documenting, and creating a handbook; getting feedback from members in order to make sure everyone is heard
- EAD3 v1.1.0 release version was released after a call for comments in July
- EAC-CPF underway with minor revision, fixing small bugs; call for comments will go out September 3, 2018

Music Library Association (MLA) Archives and Special Collections Committee Working Group for Archival Description of Music Materials, update provided by Karen Spicher, Yale University

- The working group has finalized its second draft of *Archival Description of Music Materials, A Supplement to Describing Archives: A Content Standard*, which is available at the following URL: <https://goo.gl/2Us8BX>
- Working group is pursuing an endorsement by SAA as well as a joint publication between SAA and MLA regarding this supplement
- For more information about the supplement and work surrounding it, there is a panel session tomorrow: Session 311 in Washington 6 “Notes on Notes”

IV. Presentations

Records of a School at Sea, by Annie Tummino - *not present*

When Archives Have Artifacts: 250+ Objects/100+ Years of AP History - Describe THAT!, by Francesca Pitaro and Sarit Hand from Associated Press Corporate Archives

- Project began in 1015 due to imminent relocation; artifacts of the news industry (cameras, typewriters, obsolete technology) needed to be inventoried, and needed intellectual and physical control of all the items
 - Used unique identifiers; dimensions of items for extent; dates of when the object was used; LC subjects and specific AP subjects/names; brief description, accession numbers
 - Challenge: bulk of collection housed off-site, needed to compensate for lack of access on-site: photographed items and had a visual way to track and request items
 - 2017: items moved to the new location with unique location codes, which was vital to finding items
 - From excel spreadsheet to ArchivesSpace: cleaned up data, aligned ASpace to DC elements, and used interns to assist with clean up
- Used Office365 so everyone could work on the documents at the same time
- In the end, the team created 14 format based collections; items are now accessible and physically maintained
- Next steps: syncing ASpace with Preservica

Enhanced Data for Enhanced Access, by Alicia Detelich, Metadata Archivist at Yale University (slide presentation found [here](#))

- Taskforce led effort to reconcile authority records in Voyager and ArchivesSpace to clean up data: Yale has 14 repositories with different databases, standards, controlled terms, etc.
- Migrated into ArchivesSpace in 2015, led to many issues with agents and subjects: duplicates, inconsistent source usages and field usages, out of sync with Voyager
 - Taskforce formed in 2016, report to Yale Archival Management System (YAMS) Committee
 - Draft Best practices in 2016 for agent/subject creation, created in 2017: <https://docs.google.com/presentation/d/1QaDRW4tzLnGRfVB3ensGEOsNdvdVYBdBy1srxsPwSidA/edit#slide=id.p>
 - Developed mapping's from LCNAF and MARCXML to ArchivesSpace fields: <https://docs.google.com/document/d/18d-mmB2bjgDGWi7eCfk7M4TIPxEB3fZJ6LlotajoP7I/edit>
 - 2017-2018 contract with Lyrasis to develop
 - Sent six tests to Lyrasis, provided feedback and on July 21, 2018 the records were loaded into production instance of ArchivesSpace
- Results:
 - Best Practices documents in the for of Yale ArchivesSpace Manual: https://docs.google.com/document/d/1DI_7YNZy-RcjQ9hpMMbxJEkHFpYndzmDoG3ylOc38BY/edit
 - Over 31,000 agents/subjects imported, and 9,600 resources have 213,000 links to all agents and subjects
- Next steps: more training sessions for the LCANF plugin implementation; periodic maintenance and monitoring of people now following Best Practices;

share documentation with others about making difficult decisions in mapping certain fields from MARC/ASpace fields

No time for Q&A or general discussion

V. Introduction to and words from incoming Descriptive Section Chair, Elizabeth Wilkinson

- Acknowledged and thanked outgoing chair, Martha Bace.
- Encouraged section members to contact her or other committee leadership of any programming for the upcoming year

VI. Adjourn at 5:11pm.