

**AMERICAN ARCHIVIST EDITORIAL BOARD To-Dos as of 07/31/12**

No.	To-Do Item	Assigned to	Due Date	Status	Updated By	Date
1	Explore subscription model for journal and look into how EBSCO configures subscription models.	Brinati, Hartman		In progress. Looked at model used by Archivaria and Archival Science. Institutional members are charged more than ind subs, but not based on size of institution. Will now contact EBSCO.	Hartman	4/30/2012
2	Explore partnering with a vendor to do a mock-up of an electronic version of the journal and share with focus group of different ages to determine the success of a digital edition.	Brinati, Hartman		Met on 04/27/12 with Laser Words/SPI Global re ePub format for publications. In May, had conference call with UC Bibliovault. Have also been in touch w/ other conversion and distribution vendors, including BookMobile. As soon as revisions are made to new design, will submit to a vendor for sampling.	Brinati	5/31/2012
3	Editorial Policy in print edition needs to reflect revised "Letters to the Editor" policy (i.e., responsibility for accuracy remains with letters'	Brinati, Hartman	Spring/Summer 2012 issue	DONE. Revisions made in page proofs. 04/2012	Hartman	4/30/2012
4	Implement promo ideas for <i>The Lone Arranger</i>	Brinati, Hartman	Mar-12	In March Brinati and Hartman worked with "The Lone Arranger" author Christina Zamon to develop a promotion for her book and identified 25 regionals with spring and fall meetings. A general announcement ran in "In the Loop" and an invitation was sent via email to each of the 25 regionals. The offer was for regionals to buy the book at a discount and use "ambassadors" to sell onsite at their meeting OR to distribute a flyer that would allow attendees to purchase the book from the SAA bookstore at a discount. Eight regionals took us up on the offer to distribute the flyer. Inviting regionals to buy the books upfront then sell them at their meeting proved problematic for most due to their tax status. One regional -- NEA -- did buy at a discount and resell "Lone Arranger" books onsite -- 40 of them!!! But that effort was championed by the book's author who is a member of NEA and did a book signing during the meeting.	Hartman	4/30/2012

5	Have a meeting to discuss Modules and how to produce alternate formats and decide on a distribution format.	Brinati, Prom	Mar-12	The Publications Board discussed the modules' format and distribution during its meeting at the beginning of March. There are 3 modules on arrangement and description currently in production. The ePub versions of the modules will be sold individually (proposed pricing is Member \$14.99 each, List \$24.99 each). In addition, the 3 modules will be bundled together and include an intro to be prepared by Chris Prom and Tim Frusciano, the editors of these modules. The bundled version will be available both as an ePub (proposed pricing is Member \$34.99, List \$59.99) and in print (proposed pricing is Member \$34.99, List \$59.99). Prom has suggested that a 4th module on digital preservation be added to this bundle, the details of which are still to be worked out. If a 4th module is added, then the bundle would not be available until 2013. Also under consideration is pairing the bundle with the Roe book at a competitive price.	Brinati	5/31/2012
6	Research DRM solutions for modules; consider potential cost and that depending on the institutional setting in which members work, they may not have administrative privileges to	Brinati, Prom	30-Jun	Brinati and Hartman have had conference calls with UC Bibliovault, a conversion and distribution vendor for electronic publications. They can protect web-ready PDF or ePub with Digital Editions. There are different levels of "lock down" available.	Brinati	5/31/2012
7	Okay commenting feature of online reviews section	Cooper Cary, Bell-Russel	10-Mar	DONE		
8	Draft an editorial policy for online reviews comments; determine who will review comments on a regular basis	Brinati, Hartman	Jun-12	Draft text circulated to the Editorial Board May 7. Comments received incorporated into revised version dispatched to Cooper cary and Bell-Russel May 31.		
9	Ask Bill Landis for "lessons learned" from preparing the first-ever supplement, as well as do's and don'ts for the next supplement	Brinati				
10	Editorial Board members should be on the lookout for themes and potential content for future supplements	All				
11	Communicate proposed change from footnotes to endnotes to authors whose articles have already been accepted, and to readers via "From the Editor" column in the journal	Hunter		07/18/12. Keep this item open until a final decision is made about reference notes.	Hunter	7/18/2012

12	Check with vendor to determine the possibility of linking within the PDF, and determine cost.	Brinati, Hartman				
13	Send journal changes to the graphic designer and re-evaluate the design once changes have been made	Brinati, Hartman		Revisions sent to graphic designer on 04/30/12. Revised version reviewed in May/June with outstanding tweaks returned to graphic designer. Hunter to lead implementation discussion at August board meeting.	Brinati	7/16/2012
14	Check with Peter Hirtle to see if a creative commons symbol or copyright symbol should be added with author name(s) in each article.	Brinati, Hartman		Hirtle suggested including copyright + cc symbols with author's name on title page of each article. This suggestion incorporated into redesign.	Hartman	5/31/2012
15	Put a call asking authors for proposals and a one-paragraph abstract for a 75th anniversary-themed piece	Hunter		07/18/12. Keep this item open until the topic is discussed at the August meeting of the Editorial Board.	Hunter	7/18/2012
16	Ask Mary Jo Pugh to assemble a group of editors, professionals to participate in a moderated discussion during August 2012 Annual Meeting on the 75th anniversary of the journal. Contact Oral History Section and engage them in this project.	Hunter		05/28/12. Contacted Mary Jo by e-mail. 06/03/12. Mary Jo not attending SAA. Solicited other options from Editorial Board. 06/26/12. Since attendance by former editors at this year's SAA meeting is unknown, discussed with Teresa holding off until the Fall. We will place this on the agenda for the Editorial Board. One suggestion is to partner with the Education Office to hold this as a webinar that can be recorded.	Hunter	6/26/2012
17	Work with Mary Jo Pugh to assemble former <i>American Archivist</i> journal editors to participate in a moderated discussion on the 75th anniversary of the journal.	Hunter		See above.	Hunter	6/26/2012
18	Determine the best way to download all of the journal content. See if MetaPress or JSTOR could easily provide such files. Touch base with Paul Conway about CD copies.	Brinati	6/1/2012	JSTOR is best option; procedure disseminated to the board in June; next steps to be discussed at August meeting.	Brinati	Jun-12
19	Determine criteria for an electronic submission system and further research submission systems	Hunter		07/18/12. Keep this item open until the topic is discussed at the August meeting of the Editorial Board.	Hunter	7/18/2012
20	Leave a placeholder in the FY 2013 <i>American Archivist</i> budget for electronic submissions system	Brinati	4/4/2012	DONE. 04/04/2012: Placeholder in budget. 06/08/2012: \$1,000 in budget approved budget approved by Council.	Brinati	Jun-12

<b>21</b>	Create and send guidelines and rubric to aid peer reviewers	Hunter		Rubric being used in draft form this spring. Rubric will be finalized at August meeting of the Editorial Board	Huner	7/18/2012
<b>22</b>	In vol. 75, no. 2, provide explanation regarding elimination of article designations in the TOC	Hunter		06/26/12. Will include this is 75:2's "From the Editor."	Hunter	6/26/2012
<b>23</b>	Reach out to international community and begin investigating copyright issues for using material from international archival journals in AA.	Hunter	Ongoing	5/24/12 - Made contact with Brazil (Vilma Moreira dos Santos. Director, Arquivo Público Mineiro). 5/31/12 - Made contact with UK (Jenny Bunn, Journal of the Society of Archivists). 5/31/12 - Contacted Trudy Peterson.	Hunter	5/31/2012
<b>24</b>	Contact MetaPress for data on downloaded articles and other search stats	Brinati		Usage stats to be provided at August board meeting.	Brinati	7/17/2012
<b>25</b>	Have a conversation with MetaPress, and perhaps Google, to work toward giving the website content more prominence online	Brinati, Prom				
<b>26</b>	Request agreement from EBSCO for review and disseminate to board	Brinati, Hartman				
<b>27</b>	Identify journal article for reading group discussion during the Annual Meeting	Meehan, Hunter	Jun-12	DONE. Scott Cline's "'Dust Clouds of Camels Shall Cover You': Covenant and the Archival Endeavor" from forthcoming AA Fall/Winter 2012.	Meehen, Hunte	Jun-12
<b>28</b>	Let Nancy Beaumont know that for Annual Meeting in San Diego two meeting rooms for 30 people each are needed Aug. 9, Noon-1 p.m. for the reading groups.	Brinati	3/1/2012	DONE		
<b>29</b>	Put out a call for interest in June with follow up in July for the reading groups.	Meehan, Brinati	Jun-12	DONE	Brinati	Jul-12