

Society of American Archivists
AMERICAN ARCHIVIST EDITORIAL BOARD MEETING
Wednesday, August 12, 2009
8:00 a.m. to 11:00 a.m.
Austin Hilton, Austin, Texas

MINUTES

Attendees: Mary Jo Pugh (Editor), Jeannette Bastian (Reviews Editor), Brien Brothman, Su Kim Chung, Paul Conway, Bill Landis, Cal Lee, Michelle Light, Jennifer Marshall (minutes taker extraordinaire), Diane Vogt-O'Connor (Council Liason), and Teresa Brinati (Publications Director).

Unable to attend: Bruce Bruemmer.

I. Approval of Minutes (July 16, 2009)

The minutes from the July 16, 2009 conference call were unanimously approved.

II. Reports

A. Back File Digitization Update – Teresa Brinati

Brinati reported that MetaPress is in the process of uploading the content for journals dating back to 1990. Batch number two includes the issues from the 1970s and 1980s. They have been digitized by OCLC and are being reviewed. OCLC has all of the issues from 1960 and is beginning to digitize those. Final prep of the issues from the 1950s is in process and will be sent to OCLC by the end of August. That leaves the content from the 1930s and 1940s to be prepped and sent. All of the content should be this fall.

B. Report on Delmas Foundation – Paul Conway

Conway reported that David Stam of the Delmas Foundation has indicated that it might fund some portion of uploading digitized content from *American Archivist*. A short proposal for \$12,500 has been submitted to Delmas and will be considered at their meeting on September 25.

C. HathiTrust Initiative – Paul Conway

Consider HathiTrust (a collaborative digital preservation initiative) as one of our preservation and access strategies. They already have the first twelve volumes of *American Archivist*. More volumes have been digitized, but they will not be available for a year or two. Council is requesting that they release this content.

ACTION: Conway will look into getting the first twelve volumes exposed before the mid-year meeting of the AAEB in Feb/Mar 2010.

III Abstracting and Indexing

A. Participating in EBSCO – Mary Jo Pugh

ACTION: The AAEB decided to proceed with participating in EBSCO in order to maximize access to the digitized content. Brinati and Beaumont will pursue this

once the digitization process has been completed. Pugh will ask EBSCO to contact us again in January.

B. Indexing and Abstracting Services – SuKim Chung

We want to go with EBSCO. Chung reported that each library has to link full-text articles from the indexes. **FLAG: Do we need to do anything else to follow up on this?**

III. Book Reviews Editor

A. Review Previous Announcement

Bastian has agreed to complete a sixth year as reviews editor (running through both 2010 issues) to allow for a smooth transition to a new book reviews editor.

ACTION: Establish guidelines for the process of selecting the reviews editor and a term limit for this position. What are our expectations of the book review editor? Book reviews editor needs to be a member of SAA.

ACTION: Bastian and Brothman will revise the guidelines on how to write a critical book review.

Rewrite previous announcement to have candidate answer a question such as, “What is your vision for the book reviews section of *American Archivist* instead of just requesting cover letter and CV. **ACTION:** Brinati will draft an advertisement and circulate it to the AAEB for comment in August.

B. Timetable for Process

Need to have new Reviews Editor on board by January 2010, so that he or she can get material to the Editor by December 2010 for the Spring/Summer 2011 volume.

C. Where to Advertise

ACTION: Brinati to include announcement in Sep/Oct *Archival Outlook* and various issues of *In the Loop* as well as post to the A&A list.

V. Readership Survey

A. Survey Draft – Mary Jo Pugh

The rationale for the survey can be to assess readers’ reaction to the online version of *American Archivist* as part of the evaluation process.

What do we want to accomplish with a readership survey?

- Obtain feedback about the online experience with MetaPress
- Explore the relationship between the print and electronic version
- Get a sense of what types of articles readers prefer
- Find evidence of usefulness and impact
- What difference has the *American Archivist* been making?
- Is there the potential for *American Archivist* to make a greater impact in the electronic environment?
- In what ways do readers use the *American Archivist*?
- In what ways would readers like to use *American Archivist* (but can’t right now)?

- How is *American Archivist* working itself into our culture and education?

Consider three sections for the survey, with perhaps 6 questions:

- Impact
- Usefulness
- Who are you?

ACTION: Pugh will work on the survey.

Consider conducting a focus group to get at issues related to how readers want to be able to use and interact with *American Archivist Online*. It might be possible to combine this with soliciting user feedback on the redesign of the survey.

Functions of the *American Archivist* that might not be addressed by a survey:

- Education
- Member benefit
- Journal of record

What actions are we prepared to take in response to feedback that we receive?

Consider having a member of the AAEB responsible for starting an online discussion of articles that are published in *American Archivist* in order to get readers talking about them. Will SAA's new content management system support something like that?

ACTION: Brinati will ask Brian if this will be possible. If so, when might it be possible? What would have to be done to make it happen?

ACTION: Lee will write up a proposal articulating what we'd like to do with an online discussion of *American Archivist* content. Consider starting with a single article to see how this might work. Publicize the new discussion forum in several venues, including the article itself and *Archival Outlook*.

Another option for engaging readers would be to build interactive SAA sessions around articles published in *American Archivist*. This could take the form of a reading group with limited enrollment, with possible participation by authors.

ACTION: Landis will discuss logistics of having a 2-3 reading groups at next year's conference with Brinati.

VI. Guidelines

A. *Guidelines for Case Studies* – SuKim Chung

Guidelines for case studies are ready to distribute on Friday at authors' breakfast. The AAEB will continue to tweak them as necessary.

B. Develop *Guidelines for Perspectives*

C. Develop *Guidelines for Studies in Documents*

D. Revisit *Guidelines for Reviewing Manuscript Submissions*

Need to revise review guidelines for writing a critical review.

VII. *American Archivist Online*

A. Statistics Update – Teresa Brinati

According to reports generated by MetaPress, some 16,976 users opened an *American Archivist Online* article PDF and viewed it to date this calendar year. In FY 2009 *American Archivist Online* was accessed by users more than 27,664 times. Since putting the journal online in January 2008, more than 45,191 users have visited the site.

MetaPress is in the process of refining additional reports that will provide assorted data on user sessions, entry points (where users landed on the website), geographic sessions (where users logged in from), page requests, and referrals (how users are getting to the site). In the meantime, SAA will register the website with Google and receive “Google Analytics” reports, which will be passed along to the *American Archivist* Editorial Board for review.

VIII. Miscellaneous

A. Internal policy stating that authors will not be published twice in same issue – Mary Jo Pugh and Jeannette Bastian

B. Updating Policies and Procedures Manual

Need to update policies and procedures, including those for RM, which have not been revisited since 1995.

ACTION: Pugh will assign particular policies and procedures for AAEB members to review.

C. Update to Council on what *American Archivist* would like to do for SAA’s seventy-fifth anniversary

- A special issue of *American Archivist* that will provide a retrospective on the history of SAA and the archival profession in the United States
- Launch of an occasional series by *American Archivist*, which will be published online only
- A special issue of *American Archivist* celebrating the seventy-fifth anniversary of the journal in 2013

What role does the AAEB need to play in shaping these publications? Need to highlight areas of continuity and change, to bring in perspectives of some non-archivists, and solicit international perspectives. Consider whether to approach authors or to issue a call for papers, or some combination of these approaches. Involve members of the AAEB in seeing articles through to publication.

ACTION: Landis will draft a statement of what AAEB attends to do for the seventy-fifth anniversary and will send them to Brinati for presentation to Council on Saturday.

ACTION: Brinati will schedule a conference call for September the entire AAEB to sketch out a draft table of contents.