

**Society of American Archivists
Publications Board Meeting
New Orleans | August 14, 2013**

MINUTES

In Attendance: Chris Prom (chair and Publications Editor), Nicole Milano, Lisa Mix, Cheryl Oestreicher, Dennis Riley, Margery Sly, and Bethany Anderson; *ex officio* members Greg Hunter (*American Archivist* Editor), Michelle Light (Council liaison), and SAA staff Teresa Brinati and Anne Hartman.

Unable to attend: Jody DeRidder, Tawny Ryan Nelb, Michael Shallcross, and Joseph Turrini.

I. WELCOME (Chris Prom)

The Publications Board welcomed two new members: Jody DeRidder and Publications Board Intern Bethany Anderson.

Since the last Publications Board meeting in January, Dennis Riley completed a citation analysis, which was published in the March/April issue of *Archival Outlook*. In addition, Kathryn Michaelis provided title suggestions for the “Related Items You May Be Interested In” feature in the online SAA Bookstore. Both Kathryn and Dennis are cycling off the Publications Board. Thank you to both for their service.

II. REPORTS

A. Council Liaison (Michelle Light)

1. August 12–13 Meeting

- The SAA Council reviewed the Communications Task Force (CTF) report and directed staff to implement its recommendations as feasible. Among its recommendations the CTF suggests offering an enhanced digital edition of *Archival Outlook* and ending the embargo on the publication so that members can share articles via links and social media.
- The Council adopted the [“Principles and Priorities for Continuously Improving the SAA Annual Meeting.”](#)
- The Council also affirmed its support for the International Council on Archives and its Section on Professional Associations and is exploring ways in which SAA can become further involved in the international scene.

2. Strategic Plan 2013–2018: Educational Material

- The Council adopted the Strategic Plan at its May 2013 meeting. Goal 2.1 states that SAA will “provide content, via education and publications that reflects the latest thinking and best practices in the field.”
- In discussing this goal, the Council noted that SAA’s new Trends in Archives Practice series effectively complements the DAS curriculum and recommended that the Publications Board and Education Committee further collaborate to produce course and reading materials.
 - Challenges include the fact that DAS courses were intended to be flexible and continually evolving; materials would likely need to be updated often.
 - The materials could help bring a level of consistency to the DAS courses.

TO DO #1 (Brinati): Discuss with Education Director Solveig De Sutter if it would be feasible for the Education Committee and the Publications Board to have overlapping meetings this winter *or* arrange to have the Publications Board conduct a conference call with Education/DAS leadership.

3. Strategic Plan 2013–2018: Advocacy

- The new Strategic Plan also stresses archival advocacy. The Publications Board discussed the possibility of developing modules on the basics of advocacy or contributing other advocacy pieces that are targeted to the public.
- The Council created an Advocacy and Public Policy Committee and is discussing creating a committee on public awareness. The Publications Board recommends that these committees consider developing practical leaflets, similar to those produced by NEDCC and NAGARA.

B. Publishing Program Overview (Teresa Brinati)

- Since May 2013, SAA has published *Describing Archives: A Content Standard* (Second Edition); *Perspectives on Women's Archives*, edited by Tanya Zanish-Belcher with Anke Voss; *Exhibits in Archives and Special Collections Libraries* by Jessica Lacher-Feldman; donor brochures, edited by Ellen Doon and Steering Committees of the Manuscript Repositories, Electronic Records, and the Acquisitions and Appraisal Sections; and two new Campus Case Studies by Aprille McKay.
- A number of publications are also in production: *Conceptualizing Twenty-First-Century Archives* by Anne Gilliland; *Through the Archival Looking Glass: A Reader on Diversity and Inclusion* edited by Mary Caldera and Kathryn Neal; and a new SAA Sampler, *Archival Advocacy*.
- Also in the pipeline are two additions to the Trends in Archives Practice Series: *Digital Preservation Essentials* (modules 4–7) and *Rights in the Digital Era* (modules 8–10).
- SAA has begun to sell several titles as EPUBs and PDFs. With slower moving publications, it may be beneficial to extend their lives and convert them to EPUBs and PDFs rather than reprint them or let them go out of print.
- SAA also adopted several publications from Rowman and Littlefield for distribution: *Archivists, Collectors, Dealers, and Replevin: Case Studies on Private Ownership of Public Documents*; *Organizing Archival Records: A Practical Method of Arrangement and Description for Small Archives* 2nd edition by David W. Carmicheal; and *Tribal Libraries, Archives, and Museums: Preserving Our Language, Memory, and Lifeways*, edited by Loriene Roy et al.

C. Book Sales (Teresa Brinati)

- Twenty publications contribute 80 percent of sales, which exerts a drag on inventory.
- *Archival Arrangement and Description* debuted in winter 2013. It is too early to come to any conclusions about sales; SAA would need to see a full semester of sales to better analyze the sales numbers.
- The Publications Board discussed SAA's role as a clearinghouse, and wanted information about the marketplace's purchasing habits. It would be worthwhile to ask buyers if they are going directly to publishers to purchase books, or if they purchase through SAA.

TO DO #2 (Marketing Subcommittee): Determine if and how SAA could obtain this information from the marketplace.

TO DO #3 (Brinati): Add to the winter agenda a follow-up discussion about SAA's role as a clearinghouse.

TO DO #4 (Prom): Write an *Off the Record* blog post by spring 2014 about the SAA Sampler Series. This series could be marketed to readers outside the profession as well.

D. Project Status as of 8/5/13 (Teresa Brinati)

- *AMIA Compendium of Moving Image Cataloging Practice (Revised Edition)*: Proposal was approved by the Publications Board in August 2013. A joint publication project with AMIA, the original edition was jointly published in 2001. The author will consider if it can be incorporated into the Trends in Archives Practice series. This project is expected to go smoothly. Lisa Mix volunteered to shepherd this project.
- *Archives for Librarians*: The book's shepherd, Cheryl Oestreicher, reported that the authors continue to make revisions. The full draft manuscript is expected this November.
- *Case Studies on Processing*: The authors, Elizabeth Slomba and Pam Hackbart-Dean, wish to submit a revised proposal. They voiced the desire to produce something that would be sold, rather than given away freely.
- Donor Brochures: Print editions were published in August 2013, and the content will be published online this fall. They also will be translated into Spanish.
- *Disaster Planning*: Project in limbo. CoSA produced a similar publication that is freely available.
- *Effective Processing*: Need update.

TO DO #5 (Prom): Request update on the status of *Effective Processing* from Dennis Meissner and Mark Greene.

- *Glossary of Archival and Records Terminology*: The Glossary Working Group has been moving forward with their review of the existing terms and has plotted a strategy for adding new terms. The group also discussed the current branding and rebranding.
- *Management of Local Government Records*: The authors submitted a revised outline in January 2013 and one chapter in June.

TO DO #6 (Milano): Check in with John Slate and Kaye Lanning Minchew for an update on status of *Management of Local Government Records*.

- *Reader in Religious Archives*: Need update.

TO DO #7 (Prom): Look in to status of proposal for *Reader in Religious Archives*.

- *SAA Sampler: Social Justice*: The Board opted to wait for the publication of Mark Greene's article in *The American Archivist* 76:2. The Sampler introduction should reflect some of the discussion on the article.
- Trends in Archives Practice: *Digital Preservation Essentials* (Modules 4–7) and *Rights in the Digital Era* (Modules 8–10): The letters of intent have gone out to the authors of the next seven modules. Tables of Contents were due August 2013; Prom will distribute to the Publications Board for comment.
- Trends in Archives Practice: *Implementing DACS*: This was originally conceptualized as a solo module, but Prom discussed the idea of adding modules about implementing EAD and EAC-CPF to create a three-module cluster titled *Putting Descriptive Standards to Work*.
- Two proposals were withdrawn: *Born Digital* and *Visual Culture and Archives*.

TO DO #8 (Brinati): Add a discussion of case studies to the winter agenda. The Publications Board would like to discuss the strategic direction of case studies and providing consistent guidelines to authors. Case studies appear in a number of SAA outlets (*The American Archivist*, books, Campus Case Studies, etc.) are subject to variant review and editorial practices.

E. The American Archivist Update (Gregory Hunter)

- *The American Archivist* 76:2 was in production as of August.
- Hunter reported that 27 articles are in the revise and resubmit category, and 4 are ready for the next issue.
- Hunter has found success in using three peer reviewers and a newly developed rubric.

F. To-Do List from January 2013 Meetings

TO DO #9 (Brinati): Add to winter agenda discussion on updating the Archival Fundamentals Series; include reconceptualization of *Understanding Archives and Manuscripts* and *Appraising Archives and Manuscripts*.

TO DO #10 (Marketing Subcommittee): Inquire with Meg Phillips about the possibility of working with NARA to develop brochures that introduces the public to archives.

TO DO #11 (Marketing Subcommittee): Investigate Google Ad Words to determine how it can be used to promote SAA titles.

TO DO #12 (Light): Request that the Council disband with thanks the Fundamental Change Working Group.

III. PROPOSALS

A. Scrapbook Processing and Digitization for Archives and Other Cultural Institutions: A Guide:

- The Publications Board supported the publication, provided the authors make suggested changes and flesh out the topic to make a longer book than what is suggested in the proposal.
- For this publication to be a guide, it needs a strong piece on preservation, which the proposal did not indicate. The Board recommends that the authors seek a preservation specialist to contribute information on preservation.
- The publication should cover a variety of institutions, both large and small. The publication should address smaller institutions that do not have big budgets and that would be unlikely to have access to resources in house. The book should cover budgeting and selecting outside vendors.
- It would also be beneficial to include case studies to offer other institutional perspectives since the authors are all from the University of North Carolina at Greensboro. The case studies could be scattered throughout the book as sidebars.
- The Board felt that there would be a lot of interest in the project, and that it could be marketed to NARA or Ancestry.com. In addition, Hunter commented that at the recent Western Archives Institute, 25 to 30 percent of attendees were looking for information on scrapbooks.
- Milano volunteered to shepherd the project.

B. Becoming a Trusted Digital Repository:

- Stephen Marks submitted a revised proposal based on recommendations the Publications Board made at the January 2013 meeting.
- The Board felt that while not many institutions will go for certification, the publication would be a good tool for institutions to use to evaluate their repositories.
- The publication could be tied into DAS courses, or be listed on the bibliographies of relevant DAS courses.
- The Board recommended that Marks look into what the EU has done with DRAMBORA.

- Marks will need address whether or not there would be any copyright issues with ISO.

TO DO #13 (Prom): Investigate copyright issues that Marks may encounter and if this will be a major challenge to publication.

- The Board supported the publication of *Becoming a Trusted Digital Repository* as a standalone Module 11 in Trends in Archives Practice and recommended it be made available in PDF and EPUB formats.

IV. Strategic Priorities

A. Trends in Archives Practice and Archival Educators:

- The Board discussed marketing the Trends in Archives Practice series to Archival Educators. Within SAA, it would be best to work with the Educators Roundtable to encourage class adoptions.
 - Next summer SAA will have published additional modules, giving the educators more options.
- The series also could be marketed at the Archival Education Research Institute.
- The Board would like to investigate the possibility of creating an institutional subscription model for the modules. This conversation should involve a person in the university environment who can help the Board explore options. Beth Yakel was suggested as a resource.
 - *The American Archivist* Editorial Board is also considering an institutional subscription model—can the efforts be combined at all?

TO DO #14 (Hartman, Anderson): Investigate institutional subscription/licensing model.

TO DO #15 (Prom): Speak with Sly about adding the Trends in Archives Practice modules to the reading list for the Certified Archivists exam.

TO DO #16 (Brinati, Hartman): Market modules to SAA Student Chapters.

V. Subcommittees

A. Funding (Tawny Ryan Nelb)

- Nelb compiled an extensive list of possible funding sources for SAA to tap into for production of the Trends in Archives Practice modules and perhaps to bring in an individual to serve as series editor.
- Of the sources Nelb described, Mellon, IMLS, and Sloan looked the most promising.
- In order to secure funding, the Board felt SAA must communicate how the modules could have an impact outside SAA (i.e., as an example of producing core literature in a modular format that's accessible).
- Prom felt the first step must be to draft a two-page document about what SAA hopes to accomplish with the modules, and informally floating the idea. Link the modules to the SAA Strategic Priorities.

TO DO #17 (Prom): Write up document and share idea with Board, John Wilkin at University of Illinois, and perhaps ALA contacts.