

**Society of American Archivists
Publications Board Meeting
Cleveland, OH | August 19, 2015**

MINUTES

In attendance: Chris Prom (Chair), Cara Bertram (Intern), Jody DeRidder, Colleen McFarland Rademaker, Nicole Milano, Lisa Mix, Tawny Ryan Nelb, Cheryl Oestreicher, Michael Shallcross, Margery Sly, ex officio members Greg Hunter (*The American Archivist* Editorial Board Chair) and Michelle Light (Council Liaison), Archival Fundamentals Series III Editor Peter Wosh, incoming intern Krista Gray, and SAA staff members Teresa Brinati and Anne Hartman.

I. WELCOME

A. Chair of the Board Update—Christopher Prom:

- Prom first thanked departing board member Cheryl Oestreicher, Council liaison Michelle Light, and intern Cara Bertram for their contributions to the Publications Board.
- Since the February 2015 board meeting, SAA has published *Archives in Libraries: What Librarians and Archivists Need to Know to Work Together, Module 8: Becoming a Trusted Digital Repository*, and *Encoded Archival Description Tag Library—Version EAD3*.
- The board also approved several manuscripts, and work is underway on: *Moving Image and Sound Collections for Archivists*, *“All Shook Up”: The Archival Legacy of Terry Cook*, and *Trailblazer: Harold T. Pinkett, Archivist-Historian*.
- The manuscripts *Moving Image Cataloging Manual* and *Module 9: Managing Digital Objects* are also underway.
- Prom also updated the board on his preliminary conversations with a representative of the perma.cc service. SAA hopes to undertake a trial project to see if it provides the means to give a link to authoritative versions of webpages cited in SAA books.
- Finally, Prom noted that while content is being published for archival education courses in colleges and universities, the classroom market has changed significantly and most instructors prefer not to assign items that require student purchases. This topic will need to be discussed at the Publications Board meeting this winter, in conjunction with the discussion about publishing models.

TO DO #1 (Brinati): Add a discussion item to the winter meeting agenda about getting support from educators.

B. Council Liaison Update—Michelle Light:

- The SAA Council discussed ongoing revisions to standards such as EAD and DACS. The published standards rapidly become out of date, and it becomes problematic to keep the standards updated. While there was no resolution on

the issue, the Council referred the issue back to the Standards Committee to think about.

- The Council is recommending a dues increase to help SAA continue to operate in strategic growth mode. The dues increase would provide a consistent income going forward and would help to expand technological systems, among other benefits. With the dues increase, SAA would be less dependent on Annual Meeting revenue and revenue from SAA Publications. Members will have the opportunity to vote on the dues increase in an online referendum this fall.
- The Council approved a Committee on Education recommendation that SAA develop a certificate component for the new Arrangement and Description curriculum that was approved in May 2015.

II. ARCHIVAL FUNDAMENTALS SERIES III—Peter Wosh

A. Editorial Vision and Process:

- The authors are expected to bring their own voices and perspectives to the topics, but they should treat the topic in an even-handed way. The point of the series is to represent best practices and bridge individual opinions with professional consensus.
- The authors will need to address issues at smaller institutions as well as larger institutions with the manuals. In some ways, audiences at smaller institutions with limited budgets are the readers who need the manuals the most.
- The vision for the series is for the content to address how you make decisions in contemporary archives.
- Outlines from the authors were requested by January 1; authors for six of the seven volumes have submitted outlines.
- While Wosh will serve as the main point of contact for the authors, the board recommended applying the shepherd model to each AFS III volume. Shepherds will do a “touch point” after the first two chapters are completed to give early feedback for the authors.

TO DO #2 (Brinati): Add a discussion item to the winter meeting agenda assign shepherds to the volumes.

B. Review of Six Outlines

1. *Introducing Archives* by Tom Nesmith

- There isn't a good introductory book about archives. This title can serve as an introduction for new students thinking about becoming archivists or people thrust into an archival role. It also should be broad enough that it can relate to other disciplines; for instance, there could also be a big market with history graduate students.

- The board agreed that there needs to be a balance with the theoretical and the practical information. The content should not cover archives in a theoretical vacuum; it should describe how archives relate to functions that exist.
- The practical information could be supplemental (similar to the bibliographic essay in *Understanding Archives and Manuscripts*)
- While the content could get weighty, it should be easily grasped by the lay reader. The board isn't looking for something that's too philosophical.
- The author should be careful with his tone. In the outline, he warms up around the fourth or fifth chapter, but he initially writes in a defensive tone.
- The author should be reminded that not everyone is plugged into the discourse. He should stay conscious of the fact that he needs to say things in an easily understood language.
- This will serve as an advocacy tool, though it will not be promoted as such.
- The book should also flesh out the history of the institution of archives. It should cover trends from past decades as well as current trends. It should explain how archives got to where they are today.

2. *Reference and Access Services for Archives and Manuscripts* by Cheryl Oestreicher

- The board felt this outline was particularly strong; they especially liked that it acknowledged all types of potential readers as well as customer service.
- The board felt that the following areas could be covered more in depth: digital access when you have to restrict access, Google optimization, and how users are finding aids online.
- The author also could use the SAA-ACRL/RBMS Joint Task Force on Public Service Metrics and Holding Counts and Measures as a resource.

3. *Advancing Preservation* by Elizabeth Joffrion and Michele Cloonan

- The outline was very philosophical in tone, and the board noted that there needs to be practical information as well. With preservation, there is a lot of practical information that is freely accessible online. NEDCC, for example, offered basic preservation information online, and this book could point to that rather than rehash content that is freely accessible (plus mentions of specific technologies or other tools can become quickly dated). This book should aim to include a different kind of practical information: How archivists make preservation decisions, and the challenges they might face as they make the decisions. It should address how archivists decide what to do and in what order they should preserve materials, as well as why readers would or wouldn't do something within their own institutional contexts.
- The board also noted that the content is more oriented to larger institutions that have a preservation staff on board, rather than lone arrangers. The content should describe how to have a preservation program even if readers don't have

the structure. It also should help people with limited resources make decisions and determine what's the good, ethical course of action.

- The board was pleased that the outline covered risk management and disaster response and an ethical and moral section.

4. *Arranging and Describing Archives and Manuscripts* by Dennis Meissner

- The board felt this was a strong outline; it made very clear what Meissner would discuss in the book.
- Topics the board felt Meissner should include or flesh out are: where to look for updated standards, dealing with hybrid content, multiple provenances and impact on arrangement and description, and descriptive content about digital materials. The outline had a lot on description, but was a little fuzzy on arrangement issues.
- Historical context is also important, beginning with the arrangement and description framework that was developed in the 1970s.
- Meissner will cover MPLP but the book should address different approaches as well.

5. *Advocacy and Outreach* by Kathleen Roe

- Overall, the board liked the outlined and noted that it contains many good points.
- Roe has indicated that she may take on a coauthor for the book.
- The board felt that the organization could be improved. Currently, there are sections, chapters within the sections, and shorter sections within chapters. Also, chapters should be numbered consecutively.
- The board also noted that Section 2 and Section 3 felt similar, and that everything within Section 2 could go under Section 3.
- The difference between advocacy and outreach and techniques for each should be really clear. Outreach is more to users and more about the content, advocacy is more about support.
- The board also felt that case studies should be integrated throughout, and the content should explicitly explain why the case studies are incorporated. The case studies shouldn't feel like an afterthought at the end of the book.

6. *Appraisal and Collection Development for Archives and Manuscripts* by Mark Greene

- The board evaluated the outline Greene originally sent, but Greene indicated that he was redeveloping the outline with a new vision in mind when the board met.
- The board encouraged the author to take the content in a new direction.
- With the outline that was evaluated, Greene indicated that he wanted to express his viewpoints on appraisal but give adequate attention to other schools of thought, and he wanted to have a strong authorial voice. The board felt that the

volume would be an extended opinion piece, and, while they wanted to read the book that was described, it wasn't necessarily right for the series. Many in the audience will be new to the field, so content needs to be addressed in a way that won't turn people off. The volume also should be forward-looking. It should be less about rehashing debates of the past and more about positively shaping the future.

TO DO #3 (Wosh): Provide feedback on outlines to authors.

C. Discussion on the seventh volume: *Leading Archives and Manuscript Programs*

- Of all the volumes, this title lends itself best to a collaborative approach.
- Wosh suggested working with former/current instructors or students the Archives Leadership Institute to produce the volume. Wosh will develop a statement to explain the concept of the book and approach individuals with the idea.
- The board didn't feel that *Managing Archival and Manuscript Repositories* could be considered a predecessor because the AFS III volume will be covering different topics and taking different approaches.
- This book should address how archivists can lead organizations into the twenty-first century, and where leadership fits in with digital.
- Leadership in large and small organizations alike should be addressed.
- Other topics the content should cover include: project management, strategic planning, integrating IT with an organization, and general information about leading your organization and creating positive changes.
- The book could pull content from key presenters at ALL, but there shouldn't be too many authors working on the volume.

TO DO #4 (Wosh): Pursue a revised project overview and contact individuals who may be interested authoring and/or editing *Leading Archives and Manuscript Programs*.

III. Other Business

A. Yankee Book Peddler

- SAA is entering into an agreement with Yankee Book Peddler, which will purchase books produced in 2015 for 20 percent off the list price and distribute to libraries around the globe. YBP will be invoiced and will be able to return books.

B. Dictionary Working Group

- Word of the Week continues to be popular and now has 1,004 subscribers. The Working Group will be moving forward with purchasing software in the fall to collaboratively edit, publish, and maintain the forthcoming new *Dictionary of Archives Terminology*.

- At the Annual Meeting, the Working Group staffed a table in the registration area that allowed attendees to help define twenty archives terms.

C. Allen Press

- The first phase of implementation was launching the new website, AmericanArchivist.org, in late April, with legacy content migrated from MetaPress throughout the spring. The content from the latest issue—Volume 78, No. 1, Spring/Summer 2015—was converted to HTML5 and posted to the website. The second phase of implementation is currently underway and involves setting up composition and production. The third phase of implementation will begin sometime this fall and should take approximately three months. It involves setting up PeerTrack, a system unifying the submission, tracking, review, and editing of manuscripts. Once the system is set up, it will be tested. The goal is full implementation by next spring.

TO DO #5 (Prom, Brinati, Hartman): Once PeerTrack is in place, evaluate if this system can be used for SAA books, modules, and even case studies.