

**Society of American Archivists
Publications Board Meeting
Portland, OR | July 26, 2017**

MINUTES

In attendance: Chris Prom (Chair), Mary Caldera, Sarah Demb, Nicole Milano, Aaron Purcell, Michael Shallcross, and Anna Trammell (intern); incoming board member Gordon Daines; and *ex officio* members Amy Cooper Cary (Council Liaison), Greg Hunter (*The American Archivist* Editor), Cal Lee (incoming editor *The American Archivist*), and SAA staff members Teresa Brinati and Abigail Christian.

Unable to attend: Jody DeRidder, Colleen McFarland Rademaker, Margery Sly, Jennie Thomas, and Jessica Chapel (incoming intern).

I. WELCOME

- Prom recognized Anna Trammell for her work as Publications Board intern this year. She helped to report on the book publishing survey, updated SAA's review outlets, collaborated with *The American Archivist* Reviews Portal to update its site, prepared review blurbs for books, and updated the list of SAA publications in Hathi Trust.
- Prom also recognized Jody DeRidder for her term of service on the Publications Board. She helped plan and administer the 2016 publications survey, was a strong contributor in general, and a great reviewer of proposals.

II. REPORTS

A. Publications Update—Christopher J. Prom

- SAA has published three books since last fall, two volumes in the series Trends in Archives Practice—*Appraisal and Acquisition Strategies* (Modules 14, 15, 16) and *Putting Descriptive Standards to Work* (Modules 17, 18, 19, 20)—and *Moving Image and Sound Collections for Archivists*.
- Two manuscripts in the seven-volume Archival Fundamental Series III have been submitted and are with reviewers: *Leadership and Management of Archival Programs* edited by Peter Gottlieb/David Carmicheal and *Providing Reference and Access Services for Archives and Manuscripts* by Cheryl Oestreicher. Kathleen Roe's manuscript for *Advocacy and Awareness for Archivists* is expected in September.
- The manuscript for *Archival Values: Essays in Honor of Mark Greene* edited by Christine Weideman and Mary Caldera has also been received and will be sent to reviewers in August.
- Prom is meeting with several people at the Annual Meeting to discuss and refine proposal ideas. The Board should expect revised proposals from, Beth Yakel and Jeannette Bastion as well as Audra Yun.

B. SAA Council Update—Amy Cooper Cary

- SAA recently issued a statement regarding the 2019 meeting in Austin, pending Texas legislation.

- The Council approved a petition to form a new section—the Independent Archives Section—for consultants and archivists not tied to institutions.
- The Council discussed results of the SAA Survey on Barrier to Participation, which will inform the conversation at the next Council meeting.
- The Council approved SAA support for two ICA documents on the role of archivists and managers in human rights issues.

C. Publishing Program—Teresa Brinati

- SAA is continuing its partnership with ALA Editions, which carries six SAA publications. We are also considering ways to partner with them to expand content and the SAA brand in a new marketplace.
- Revenue for print publication sales turned a favorable corner in FY 2017!!!

D. Dictionary Working Group—Teresa Brinati

- The Word of the Week email has more than 1,400 subscribers. The new IDM software is in use. Following the Publication Board’s lead, the Dictionary Working Group has adopted perma.cc link. The goal is still to launch the *Dictionary of Archives Terminology* before the year is out.

E. *The American Archivist* – Gregory Hunter

- Issue 80.2, forthcoming, is currently in the copyediting stage. Reviews editor Bethany Anderson has expanded the number of reviews in each issue and the Reviews Portal has been gaining traffic. Hunter’s term will end December 31, 2017. The next appointed Editor, Cal Lee, will take the helm January 1, 2018.

III. PROPOSAL FOR GENERAL ARCHIVES BOOK

- The Board discussed a revised proposal by Laura Millar for an archives book aimed at the general public that would delve into why the public should care about archives, how to judge the value of evidence in digital environments, and how archives help people establish versions of the truth. There are concerns that this angle takes the book out of our market and also that the proposal veers from the original idea of providing the general public with a basic understanding of archives. It might be that these are two different book projects and SAA could publish both, although the original idea of an accessible book advocating for archives is the priority. Perhaps another author would be interested in taking on the original idea.

IV. IDENTIFYING SUBJECT GAPS IN THE LITERATURE

- The Board discussed ideas for new books by identifying possible subject gaps in the literature. One recommendation was to revisit the Archival Fundamentals Series to see what might not be covered in an overview of an issue so that another book could go more in depth.
- Other topic ideas included digital asset management, adapting ACRL/RBMS guidelines on primary source literacy skills for use outside of academic settings, web archiving, archiving social media and event collecting (which may be what Margery Sly’s “History As It Happens” project aims to cover), though there is a concern on dating the books too soon.

- Another idea considered fundraising in archives which could be geared toward smaller archives, nonprofits, and special projects. The book might discuss using collections to appeal to donors and asking for donations or support when accessioning material. The question is if this book is specific enough to archives. Same with an idea for project management in archives, though alumni regularly express a need for this training.
- It may be possible to partner with SAA's Education courses and instructors more. Course development may also extend to a book. For example, Helen Wong Smith of the Kaua'i Historical Society will be teaching a course on cultural competency
- Members discussed if there was a need for a theory and practice textbook, or if the Archival Fundamentals Series filled that need. Possibly partner with instructors or the Archives Leadership Institute to design a semester-long textbook.
- Oral histories may be another gap. It might be beneficial to have an introductory book on doing oral history projects from the perspective of an archivist. Such a book may have outside market value as there's a growing emergence in digital humanities projects. SAA used to sell a few books on oral history from other publishers that did quite well.
- Issuing calls for book proposals in an open submission process around particular themes would also generate new content, ideas, and overall interest in the program.

TO DO #1 (Brinati & Christian): Compile and redistribute the outlines from the Archival Fundamental Series so that the Board may become re-familiar with them.

TO DO #2 (Brinati & Prom): Browse SAA's education courses and match up with existing books for promotional purposes.

TO DO #3 (All): Browse SAA's education courses and identify gaps where SAA does not have a book but might develop content for one.

TO DO #4 (Cooper Cary and Milano): Report back on The Liberated Archive Forum at the Annual Meeting for any possible book ideas or proposals that may arise from it.

TO DO #5 (Prom, Caldera, Daines): Develop a specific call for proposals.

V. REVISITING THE PROPOSAL REVIEW FORM

- In considering the proposal review form, the Board thought that developing an agreed upon set of goals/mission would be helpful in determining to what extent proposed works meet those goals. Primary and secondary audiences should be better spelled out. The form should include a ranking system with clear direction as to what "good" and "excellent" proposals do.
- The Board also realized the author proposal template should be revised for clarity so Board members can make better decisions. The template should include author research and a list of related literature, describe what's unique about their project idea, and lay out a potential timeline taking into account other projects the author may have.

TO DO #6 (Demb and Caldera): Revise review form.

TO DO #7 (Prom and Brinati): Review and revise author proposal template.