

Society of American Archivists
Publications Board Meeting
*ARCHIVES*RECORDS 2019*
Austin, TX | August 2, 2019

MINUTES

In attendance: Chris Prom (Chair), Mary Caldera, Amy Cooper Cary, Gordon Daines, Dana Lamparello, Nicole Milano, Aaron Purcell, Colleen Rademaker, Jennie Thomas, Monika Lehman, and *ex officio* members Melissa Gonzales (Council Liaison), and SAA staff Abigail Christian.

Unable to attend: Sarah Demb, Michael Shallcross, Margery Sly, Jessica Ballard (Publications intern), and *ex officio* members Cal Lee (*American Archivist* Editor) and SAA staff Teresa Brinati.

I. WELCOME & UPDATE – Chris Prom

- A. Prom thanked those cycling off the Board: Mary Caldera for her service to the board in being a team player and her substantial peer review; Margery Sly for insightful comments, great author advice, and service as liaison to the Dictionary Working Group; and Michael Shallcross for editorial work on several books, great reviews, and work testing software.
- B. Prom welcomed incoming board members Dana Lamparello, Monika Lehman, and Amy Cooper Cary.
- C. Two Council resolutions honor external help in the Publications Department: Kelly Sweeney for designing issues of *Archival Outlook* and several books, and Meg Moss for 30 years of copyediting issues of *American Archivist* and a number of books.

II. REPORTS

A. Publications Board – Christopher Prom

- The Annual Meeting celebrates the launch of five new books!
- Prom is wrapping up his final term as Editor. He expects one more book proposal to come in and will continue the review process with a board member and two external reviewers, hopefully summarizing comments and giving recommendations to the author before his term ends. The call for Publications Editor to be announced by SAA after the Annual Meeting.

B. Council Update – Melissa Gonzalez

- Council issued a statement canceling the *American Archivist* Brown Bag lunch discussion based on member feedback about problematic issues with the selected article's content. The *American Archivist* Editorial Board and Council are forming a plan for next steps.
- Council has also approved a resource kit of documents and templates developed by the Tragedy Response Initiative Task Force, approved a petition to form a new Accessibility and Disability Section, approved revisions to *Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries*, approved revisions to rename the Collection Management Section, and created a task force to review criteria for the selection of SAA Fellows.

C. Podcast – Colleen Rademaker McFarland and Nicole Milano

- Season 2 will include 7 new episodes and is forthcoming in September.
- This season features only authors/editors of books as so many came out from SAA. Looking to vary the type of guest next season.

D. Review of To-Do list in March 2019 Minutes

- Regarding the end of Sly's second term on the Publications Board, the Board discussed if it needed a new liaison to the Dictionary Working Group, but determined that without interest, a liaison is not needed.
- Regarding an author or ghost author for adapting Helen Wong Smith's workshop on cultural competency, the Board discussed the need for an SAA-specific text or text on archival cultural competency. Since the workshop provides a more general resource on cultural competency, perhaps a companion manual to the course would be better instead of a stand-alone monograph. Or a case studies series from an archives perspective would fill some of this gap.
- Something to continue pursuing is how are SAA books continuing to complement/partner with SAA Education courses. Are we asking instructors to consider our books? A combined catalog will come out later this year. (An Abigail idea now: perhaps a liason from the board and liason from education should work together on this? More momentum that way?)
- In progress or still to do:

TO DO #1 (Brinati, Christian, and Cooper Cary): Connect with archival educators to promote new AFS III volumes for fall 2019. In October, follow up w/ archival educators for spring courses.

Update: Cooper Cary will follow up with Archival Educators Section with a colleague-to-colleague announcement.

TO DO #2 (Lee, Prom, Demb, Cooper Cary, TBD Editorial Board Member): Review and revise editorial policies and guidelines for consistency for both books and *American Archivist*. Request an *American Archivist* Editorial Board member join this team.

Update: Cooper Cary to join team.

TO DO #3 (Caldera, Milano, Rademaker, Thomas): Browse spreadsheet of SAA's education courses (sent by Brinati and Christian) and identify gaps where SAA does not have a book but might develop content for one. *IN PROGRESS*

TO DO #4 (Brinati and Christian): Distribute books on Amazon. Start with ebooks then make available *Moving Image and Sound Collections for Archivists* and *Creating Family Archives*. *IN PROGRESS*

TO DO #5 (Brinati and Christian): Develop "starter kits" idea for books. Bundle books around topics of management, moving images, teaching, for students/entry-level, digital, or new members (offer a discount or welcome package?).

TO DO #6 (Brinati and Christian): Develop idea for a free webinar for new archives faculty developing their courses: share available resources, modules, how SAA can help with reading lists or orders. Also target adjuncts in libraries, museums, public history, and other fields that have archival components.

E. Project Status

- *Trusting in the Cloud*, copublished with Facet, was just released but is not yet available through SAA yet.
- *All Shook Up* and *Defining a Discipline* have started production and are in the beginning stage of design and layout.
- Currently in peer review: *Archival Accessioning*, *Making Tools Work for You*, *Museum Archives*, and *Toward a Philosophy of Archival Virtue*
- Expecting revised manuscripts soon: *Reference and Access Services*, *Advancing Preservation*, and *Engagement in the Digital Era*

- In first draft mode: *Archival and Special Collections Facilities*, and *Introducing Archives*
- *Archival Description of Notated Music*: This was endorsed as an SAA standard during section meetings. The cataloging manual won't require review, only light copyediting.
- *Managing Business Archives*: Making good progress and manuscript due May 2020.

TO DO #7: Rademaker assigned as shepherd for *Managing Business Archives*.

- Awaiting proposal from *Records and Archives in the Age of Big Data*
- *Born Digital Design Records* in waiting period.
- Prom will follow up with writers for *Making Archives More Accessible*.

III. Discussion Items

A. Marketing Opportunities

- Because of the five new books, this would be an excellent year to invest in pop-upstores at regional conferences. The New England Archivists (NEA) meets twice; the spring meeting may be a better meeting to attend as the fall meeting's focus is on maps.
- The Midwest Archives Conference (MAC) as a solo archivists retreat in Fargo in the first week of October. Rademaker is teaching there from *Advocacy and Awareness for Archivists* and David McCartney is teaching from *Arranging and Describing Manuscripts and Archives*. If volunteer take shifts, it could be possible to have a bookstore presence there.
- Other possible regional conferences: Western Archives Meeting (combining Society of California Archivists, InterMountain Archivists, etc.) is April 21–25 in San Diego (cal.archivists.org/wham20202) and SSA in Denton in May.

TO DO #8 (Brinati and Christian): Coordinate potential meetings for SAA to attend and then locate volunteers for pop-up bookstores. Volunteers do not have to be board members.

B. Open Access Publications

- The Board discussed if there was anything in the queue suitable for open access. Ideal publication: something we want to get across but that doesn't have a big market for purchasing and something that has low production costs. Standards would be what we focus on and the *Archival Description of Notated Music* would be a good next publication.

C. Archival Future Series (brainstorm potential authors/ideas) – Amy Cooper Cary

- The new *Archival Futures* series has already received several proposals. Three have been through a couple rounds of review and one is close to being ready to submit to the Board. Many submissions propose case studies/project-based ideas, so editors are trying to get writers to think about the broader conversation. It's a process of training people in what the series will publish—think pieces, not manuals. Hopefully the release of *A Matter of Facts* will help that. The three proposals that have undergone review are actively working toward this approach, focusing on the topics of indigenous archives and colonial recordkeeping practices, archives and visual art, and archives and the LGBTQ community.
- There is some concern that *A Matter of Facts*—and the focus of this unique series—will get lost in collective marketing of other books. Contact with Amy and Bethany about possible marketing ideas. And non-archivists too. Who can we reach with this outside of SAA membership and archivists? We should share both the book and the call for proposals with allied associations such as AHA, AAHM (American Association for History of Medicine), and others.

TO DO #9 (Brinati and Christian): Create specific announcements about book after the annual meeting.

TO DO #10 (Brinati, Christian, Cooper Cary): Conference call with Cooper Cary and Bethany Anderson about possible marketing ideas for call for proposals and books. Connect with ALA about how they're marketing the proposal.