



Science, Technology & Health Care

a society of american archivists roundtable

Leadership Handbook



Revised John P. Rees

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Society of American Archivists
**Science, Technology and Health Care (STHC) Roundtable
Leadership Handbook**

Abstract: An informal guide, for the convenience of the Co-chairs and the Roundtable Steering Committee, to how the roundtable is usually organized and operated.

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1. Governance

Historically self-governing, all Roundtables are governed according to the bylaws established with SAA in 2013. See <http://www2.archivists.org/groups/science-technology-and-healthcare-roundtable/sthc-roundtable-bylaws> and the SAA Governance Manual <http://www2.archivists.org/governance/handbook>

2. Leadership

A. Co-Chairs

i. Term of office: The 2 co-chairs serve staggered two-year terms, so that a new co-chair is elected each year. This provides for continuity in the leadership, and the newer co-chair can benefit from the knowledge and experience of the senior co-chair. No person may serve as the senior leader of a roundtable for more than three successive years.

ii. Election: The new Junior Co-chair is officially elected each summer via SAA's online elections process. Past practice has been for the sitting co-chairs to first solicit a member of the Steering Committee to be a nominee before soliciting the general membership. Co-chairs must be members of the Society of American Archivists.

iii. Duties

- Chair Roundtable Annual meeting
 - Senior co-chair runs the meeting;
 - Junior co-chair records minutes; introduces program speakers; ensures attendees sign the sign-in sheet. Calculating the number of on-site attendees is part of the annual reporting requirement.
- Chair Steering Committee meeting
 - Senior co-chair creates the agenda with member input, runs the meeting
 - Junior co-chair takes minutes
- Make arrangements for the Annual Meeting and build the agenda –
 - Junior Co-Chair solicits proposals for the program portion of the meeting (in consultation with the Steering Committee)
 - Senior Co-Chair makes request to SAA for any necessary audio-visual equipment; communicate with SAA Council, Program Committee, and Local Arrangements Committee liaisons to confirm their spots on the agenda; consult with Steering Committee about any hot topics or special guests that should be on the agenda.
 - Junior Co-Chair coordinate STHC endorsement of session proposals – sends out listserv announcement; tracks incoming proposals seeking STHC endorsement; conducts Steering Committee vote; communicates with proposers and SAA on voting results
 - Announces via listservs invitation to meeting and program agenda ahead of annual meeting
- After Annual meeting,
 - Within 14 days of the meeting's close, send SAA Meeting Coordinator updated contact information for new co-chair and

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Steering Committee members (also send to STHC Members
listserv),

- Within 90 days of the meeting's close, submit Annual Report to SAA Council via the SAA Executive Director (also post it on the ARCHIVES listserv for other roundtables and sections to read);
- Post meeting minutes on STHC website
- Communicate with STHC Steering Committee via the SC listserv – examples include arrange Steering Committee meeting; discuss session proposals and STHC endorsement; discuss issues affecting STHC archives and how to respond.
- Communicate with STHC membership via the STHC-L listserv – examples include listing STHC-related Annual Meeting sessions/activities; time and agenda for the roundtable meeting; solicit program proposals; informing the members of events and issues of concern.
- Communicate with SAA leadership on behalf of the roundtable; respond to queries from SAA leadership as issues arise.

See “FAQs about Sections and Roundtables” on the SAA website

<<http://www.archivists.org/saagroups/sectionfaqs.asp>> for SAA's guide to policies regarding roundtables, including responsibilities of chairs.

B. Steering Committee

i. Composition: The Steering Committee is composed of the two Co-chairs, the immediate past Co-chair, the Newsletter Editor, the Web Liaison, and no more than 8 other volunteer Members At Large representing archives in the various disciplines encompassed in science, technology, and health care (in some years, the Steering Committee has included a Student Representative -- i.e. a library school student interested in STHC archives – who has served a one-year (renewable) term). Terms of office are 3 years with the option to be re-appointed; re-appointments are not automatic--members must re-submit their self-nomination.

Steering committee members must remain active, and must attend at least every other Steering Committee meeting. It is not necessary to be a member of SAA in order to serve on the Steering Committee, except in the role of Co-chair.

ii. Selection Process: In the month before the Annual Meeting, the Co- chairs send a message to the membership (via STHC-L) soliciting interest in serving on the Steering Committee. They make a similar announcement/call at the Annual Meeting. Once it has been determined how many sitting Steering Committee members are retiring from the Committee (thus, how many new slots are available), the co-chairs consult with the Steering Committee to select the new members. In selecting members, chairs should strive for diversity in all its forms: archivists working in science, technology, and health care repositories, geography, gender, newbies/oldies.

iii. Duties: Each Steering Committee member brings his or her unique talents and interests to the group. Duties of committee members vary according to the individual. Some usual duties of Steering Committee members include:

- Develop and/or solicit proposals for sessions at the SAA meeting

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- Write and/or solicit articles for the roundtable's newsletter
- Respond to email queries from the Co-chairs and contribute to discussions throughout the year about programs, policies, and procedures
- Take the lead on issues of concern to STHC archives
- Liaise with other groups with related interests (e.g. ALHHS, CASE).
- Attend the Steering Committee meeting

C. Web Liaison

- Member of the Steering Committee
- Maintains and updates the STHC website
- After the Annual Meeting, posts updated contact information for new Co-chairs and Steering Committee members to the website
- Posts the newsletter and any announcements to the website

D. Newsletter Editor(s)

- Member(s) of the Steering Committee
- Edits the STHC online newsletter, *Archival Elements*
- Produces one issue per year, in summer (before the Annual Meeting).

3. Elections

Junior Co-Chair elections are conducted via an online ballot system provided by the SAA staff. Members must vote via the online ballot.

Formal calls for nominations will be issued by the section leadership and collected by June 1.

Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) will be submitted to the SAA staff by June 15.

Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, will be posted by the section leaders to the section website by July 1.

Online ballots containing basic ballot information will be prepared by staff and made accessible during the first week of July and will remain open for at least two weeks. Section members who are in good standing on June 30 are eligible to vote.

4. Meetings

A. Annual Steering Committee planning meeting

- Held during SAA Annual Meeting, some time before the roundtable meeting (typically a Dutch-treat lunch or dinner meeting, in order to avoid scheduling conflicts with activities scheduled on the SAA program), to review, discuss, clarify, and modify items on the Business Meeting agenda
- Chairs should plan the date well in advance of the meeting so that Steering Committee members can plan to attend

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- Discuss: agenda for roundtable meeting; brainstorm session proposals; new co-chair; new members; pending issues and projects. (See Appendix B, sample agenda.)

B. Annual roundtable meeting

- Held during SAA Annual Meeting
- Senior Co-chair runs the meeting; junior Co-chair records.
- Circulate a sign-in attendance sheet; submit a copy of this with Meeting Minutes information for posting to STHC website
- Circulate last year's meeting minutes
- Elements: (See Appendix C, sample agenda)
 - Welcome from the Co-chairs
 - Attendees introduce themselves around the room
 - Brief visits from representatives of SAA Council, Program Committee, Local Arrangements Committee
 - Call for conclusions to any old business
 - Call to approve last year's minutes
 - Leadership reports
 - Senior Co-Chair on overall activities
 - Webmaster
 - Newsletter editor
 - Special liaisons (HIPAA, Privacy, SAA Committee representation)
 - Announce election results
 - Program – determined by co-chairs in consultation with the Steering Committee. Often, this is a scaled-down version of an STHC-endorsed session that wasn't accepted for the general meeting, but was deemed important and timely by the Co-chairs
 - Call for New Business
 - Call for new Junior Co-Chair and Steering Committee members
 - Brainstorming session proposals.
 - Discussion of issues concerning STHC archives.

5. Communications

A. Newsletter: Archival Elements

Available at <http://www2.archivists.org/groups/science-technology-and-healthcare-roundtable/sthc-newsletters-archival-elements>. *Archival Elements* is the official newsletter of the roundtable. It is produced annually in the summer, preceding each Annual Meeting of the SAA. Articles and announcements are recruited and edited by the Newsletter Editor(s). Content typically includes: Message from the Co-chairs; "Around and About Archives" (announcements from or about STHC members and their repositories); "Conferences, Meetings, and Workshops"; a description of STHC-related programs and activities at the upcoming SAA Annual Meeting; contact information for each Steering Committee member; original articles (often written by speakers at the annual meeting or contributed by Steering Committee members); and information about joining SAA.

B. Listserv: STHC-L (The Science, Technology and Health Care Archives

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Forum)

<http://www2.archivists.org/groups/science-technology-and-healthcare-roundtable/sthc-listserv> STHC-L provides a forum for archivists working at institutions in the natural, physical, and social sciences, technology, and the health sciences. It includes announcements, inquiries, and discussion on access to historical sources and their use and interpretation. Membership is open to archivists and users of archives in the history of science, technology, and health care. The listserv is maintained for the benefit of the Science, Technology and Health Care Roundtable (STHC) of the Society of American Archivists (SAA), but it is open to all (anyone with an e-mail account can subscribe without restriction). Visit the website for subscription information.

C. Website: The STHC website

<http://www2.archivists.org/groups/science-technology-and-healthcare-roundtable> serves as the public face of and access point for information about the roundtable. It includes a description of the Mission of the roundtable; Announcements from the Co- chairs; contact information for all Steering Committee members; an archive of annual reports (PDF format; since 2002); current and past (since 2000) issues of the roundtable's newsletter, *Archival Elements*; the joint STHC-ALHHS *HIPAA (Health Insurance Portability and Accountability Act) Resource Page*; and a link to STHC-L. Additional content may be proposed by roundtable members to be vetted by the Co-chairs and mounted by the Web Liaison.

6. SAA Annual Meeting Session Proposals

A. Solicitation

Proposals for sessions for the annual meeting are solicited via the STHC listserv, and during the proposal brainstorming session at the STHC annual meeting.

B. Endorsement

Formal endorsement procedures vary from year to year, and are communicated to the roundtable by our SAA Council liaison.

7. Reports

A. Annual Roundtable Report to SAA

i. Due to SAA Council (via Executive Director) four weeks before its mid-winter meeting. Submission deadline typically is in early December.

ii. Report (one or two pages in length) should include the following information:

- An accurate list of section leaders and contact information
- A verified count of Annual Meeting attendees
- A summary of work accomplished
- A summary of any activities relating to SAA's strategic plan
- Goals and plans for the coming year
- Other pertinent information on section activities

iii. Report form:

<http://www2.archivists.org/sites/all/files/CouncilReportTemplate2012.doc>

iv. STHC Web Liaison mounts copy of Annual Report on the roundtable's

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website. Co-chairs broadcast an email version to the STHC-L and ARCHIVES listservs.

B. Other reports

i. Co-Chairs message in Newsletter. Invites attendance at the roundtable annual meeting: gives the date, time, location and agenda of the meeting. Includes a description of the program to be offered, with a short biographical statement about each of the main presenters.

ii. Web Liaison's report at Annual Meeting. Roundtable web liaison reports on activities, issues, problems, etc.

iii. Newsletter editor's report at annual meeting. Newsletter editor reports on issue published in the current year, and solicits articles, news items for upcoming issue.

8. Budget

The roundtable has not received monetary support from SAA in recent memory; however, there are provisions in the SAA Council handbook online for requesting support, should a need for such support arise in the future. Refer to "I. Funding for Roundtable Activities" at <http://www2.archivists.org/governance/handbook/section10>. It is important to note that Roundtables may not solicit or spend money without prior Council approval.

9. References:

- STHC Roundtable Description: STHC provides a forum for archivists with similar interests or holdings in science, technology and health care, including medicine, and provides opportunities to exchange information, solve problems, and share successes.
- SAA Roundtable Guidelines:
<http://www2.archivists.org/governance/handbook/section10>
- Frequently Asked Questions about Sections and Roundtables:
<http://www.archivists.org/saagroups/sectionfaqs.asp#4>
- STHC Web site: <http://www.archivists.org/saagroups/sthc/index.html>

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10. Appendices:

Appendix A: STHC Leadership Calendar

MONTH	ACTIVITIES/RESPONSIBILITIES Co-Chairs	Steering Committee
August	<p>SAA Annual Meeting occurs (late August/Early September):</p> <ul style="list-style-type: none"> • Chair STHC Steering Committee Planning meeting early in the week. • Lead Co-Chair runs STHC roundtable meeting; Jr. Co-Chair takes minutes and circulates sign-in sheet. (Sign-in sheet turned in to SAA Executive Director; Keep copy) • Ask for nominees/candidates to serve on Steering Committee • Conduct brainstorming session on program proposals for next year's meeting • Ask SAA Webmaster for listserv subscription and membership counts for Business Meeting Report <p>After meeting, Lead Co-Chair becomes Steering Committee member, Jr. Co-Chair becomes Lead Co-Chair, and the newly elected Co-Chair takes office.</p>	<ul style="list-style-type: none"> • Attend STHC Steering Committee Planning meeting • Attend and participate in roundtable meeting: <ul style="list-style-type: none"> • Newsletter editor reports, asks for articles • Web liaison reports on activities • Suggest topics for sessions proposals

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September	<ul style="list-style-type: none"> • Follow up on next year’s Annual Meeting session proposals: Send message(s) to STHC-L listserv calling for proposals and reminding members of deadlines • Finalize new Steering Committee appointments • Leadership List (unit chair, vice-chair, newsletter editor and standards liaison): Must be completed and to the SAA Executive Director 14 days after the annual meeting 	<ul style="list-style-type: none"> • Take lead in developing proposals for annual meeting • Outgoing Co-Chair: usu. sends message to listserv that is a wrap-up of the annual meeting activities, a thank you to roundtable volunteers and an introduction of the new Chair & Co- Chair. • Web liaisons: update steering committee list on website, post annual report to web
October	<ul style="list-style-type: none"> • Remind STHC roundtable members to submit proposals by deadline (Customarily October 1) • Poll steering committee for endorsements of sessions • Draft Annual Report to SAA Council; consult with Steering Committee. (Submission deadline is 90 days after meeting close) 	<ul style="list-style-type: none"> • Submit session proposals by deadline (Customarily October 1) • Weigh in with endorsements of sessions • Review and comment on draft of Annual Report
December	<i>[typically hear from Program Committee in late December, early January regarding status of proposed sessions]</i>	

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January	<ul style="list-style-type: none"> • Decide on program portion of the roundtable meeting (in consultation with the Steering Committee) • Solicit local STHC members for pre-meeting tours of repositories 	<ul style="list-style-type: none"> • Volunteer to host pre-meeting tour of repositories • Volunteer to organize/host student poster session • Newsletter editor: begin soliciting articles for newsletter
February	<ul style="list-style-type: none"> • SAA announces Annual Meeting Program on its website • Provide SAA Program Coordinator a description of your meeting – of 50 words or fewer – for inclusion in the online Preliminary Program • Solicit membership for Program presentations • Budget requests: due to the SAA Executive Director by March 1 	<ul style="list-style-type: none"> • Write and solicit articles for newsletter • Volunteer presentation for the Meeting Program
March	<ul style="list-style-type: none"> • SAA normally assigns meeting slots • AV requests: deadline usually April 1. Roundtable leaders will receive an annual notice from the SAA office detailing the process for requesting meeting space and audiovisual support for roundtables at the Annual Meeting, with deadlines for responding. Usually an online form. See SAA Governance Roundtable chapter for criteria; http://www2.archivists.org/node/15119 as an example • Start search for new Co-Chair nominees 	<ul style="list-style-type: none"> • Nominate new SC members, volunteer to serve as Co-Chair
April	<ul style="list-style-type: none"> • Announce, via STHC-L, STHC-sponsored and -related SAA annual meeting programs and activities; urge members to attend annual meeting; include date, time, and location of the roundtable meeting 	

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May	<ul style="list-style-type: none"> • Consult with Steering Committee (SC) about continued participation, solicit nominations for any upcoming vacancies on Committee, seek nominee to run for Co-Chair 	
June	<ul style="list-style-type: none"> • Write lead article for STHC newsletter, “Message from the Co-Chairs” about plans for Annual Meeting (including agenda for STHC meeting) • Schedule time and arrange a place for SC planning meeting, usu. a dinner meeting on Wed. or Thurs. of SAA meeting week. 	<ul style="list-style-type: none"> • Newsletter editor: prepare issue late June/early July • Steering Committee reviews newsletter
July	<ul style="list-style-type: none"> • Online elections—SAA handles emails and online voting apparatus • Send a message to STHC-L reminding members of STHC-related sessions and activities. • Send a message to STHC-L inviting members to the roundtable meeting, giving the date, time, and agenda. Include a reminder about the election of the new Co- chair, and a call for nominees/candidates to serve on the Steering Committee. 	<ul style="list-style-type: none"> • Web liaison: post newsletter to web

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Appendix B: Sample Agenda for Steering Committee Meeting

**STHC Steering Committee 2013 Agenda
River Bends Café, Friday 5:00-6:00pm**

Old/Standing Business

- 1.) Welcome and Introductions
- 2.) 2012 Roundtable Committee Minutes
- 3.) Newsletter- Liz Phillips
- 4.) Website – Polina Ilieva
- 5.) STHC listserv - John Rees
- 6.) Annual Meeting Task Force – Jodi Koste
- 7.) Standards Committee Rep vacancy (Paige) – John Rees
- 8.) Steering Committee Membership – John Rees
- 9.) Elections – John Rees
- 10.) SAA 2013 Annual Meeting Session Report – Melanie

New Business

- 1.) New bylaws
- 2.) Online Voting—is it worth it?
- 3.) Update leadership handbook
- 4.) Outreach / new members
- 5.) 2014 meeting
- 6.) Open floor

Adjournment

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Appendix C: Sample Agenda for roundtable meeting

**STHC Roundtable 2012 Meeting
Wednesday, August 8, 3:15 pm – 5:15 pm
Sapphire O/P Room, San Diego Hilton Bayfront**

Business Meeting, 3:15-3:45

Welcome and Introductions

Council Representative Announcements: Tom Frusciano

Government Affairs Working Group: Frank Boles

Approval of 2011 Minutes / Old Business

Reports:

Annual Meeting Taskforce: Jodi Koste

HIPAA/HITECH and/or Common Rule regulatory update: Phoebe Evans-Letocho

Archival Elements: Liz Phillips

STHC Website: Polina Ilieva

STHC listserv

Leadership Activities during 2011-12

Steering Committee Membership

STHC Co-Chair Candidate Report: John Rees

Program Presentations, 3:45-4:45

AIP update on total collection digitization

Chip Calhoun, Technical Services Archivist

Smithsonian Archives Field Book Project

Tammy Peters, Supervisory Archivist

This session will present an overview of the Field Book Project, a collaborative initiative of the National Museum of Natural History and the Smithsonian Institution Archives to improve access to these important records of biodiversity research. The core goal of the Field Book Project is to provide one online location for locating field book content. Combining traditional archival description with library and museum approaches to description and content delivery, the Field Book Project draws from existing practices and standards. This session will present an overview of the project, its description and content delivery approach, and next steps.

Tammy currently supervises SIA's Archives and Information Management (AIM) and Reference Teams. AIM is responsible for identifying, acquiring and describing records and papers relating to Smithsonian history that form the Archives' collections; the Reference Team provides researchers information about and access to SIA holdings. Tammy has worked on numerous collections management, and cataloging and description projects since joining SIA in 1995.

Tammy holds a B.A. in History from Bethel College (KS) and an M.A. in American Studies from Purdue University.

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**Computer History Museum Digital Repository Development
Paula Jabloner**

As Director of Collections at the Computer History Museum where she has worked since 2004, Paula oversees the work of the collections staff engaged in managing, preserving, and providing online and in-house access to the Museum's Collections. Prior to joining the Computer History Museum, Paula managed a number of archival collections and projects, including serving as Project Director for Silicon Valley History Online

She received a Master of Information and Library Studies from the University of Michigan and a Bachelor of Arts in History from the University of Massachusetts, Amherst. Paula is a member of a number of professional organizations including the Society of American Archivists and the Society of California Archivists.

Nominations and election of Co-Chair

Call for New Steering Committee members

2012 Program Committee Representative: TBD

2013 Session Ideas

New Business from the Floor

Adjourn, 5:15

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Appendix D: STHC @ SAA Flyer Samples

SCI-TECH-HEALTH CARE STHC@SAA2003	
THURSDAY 1:30-3:00 pm	<p style="text-align: center;">02</p> <p>Approaches to Processing: Finding Time and Funding</p> <p>Most archival repositories struggle to find processing and to find one to cope with processing backlog. Archival proposals for processing summer often do not receive priority within their own organizations. Those that are internally successful then must face a highly competitive external funding environment. Participants in this session will discuss coping strategies adopted by repositories and incentives provided by external organizations to effect the prompt initiation and successful completion of processing projects.</p> <p style="text-align: center;"><small>co-sponsored by STHC and Archives Management Roundtable</small></p>
FRIDAY 10:30am-noon	<p style="text-align: center;">22</p> <p>Documenting Disease</p> <p>Three significant medical collections document disease, often acute, and public health issues. Collections at the National Academy of Sciences, State University of New York, Buffalo, and the University of Virginia shed light on biological warfare during World War II, Love Canal and the contemporary toxic waste crisis, and the course of yellow fever in the early 1900s. These collections present continua in records creation, format, acquisition, and description; they raise significant questions concerning access and use by historians, scientists, and public health professionals.</p>
FRIDAY 1:00-2:30 pm	<p style="text-align: center;">37</p> <p>A Life of Their Own: Theory, Methodology, and the Study of Documents in Context</p> <p>Theoretical, methodological, and technological studies play in breaking understanding of the nature and function of recorded information? Reports on ongoing doctoral and postdoctoral research at UCL, U, will address the function of records, data, and documents in disparate disciplinary environments. This session is designed for those interested in contemporary records research, as well as those wishing to learn more about how research methods and theory can be used to understand coding and its context.</p>
FRIDAY 3:00-4:30 pm	<p style="text-align: center;">43</p> <p>Mission to Mars: The Documentary Journey of Observation and Exploration of the Red Planet</p> <p>Documenting has an understanding of the place where presents numerous challenges as demonstrated by the experience of two archivists who are responsible for Mars collections that span from the seventeenth century, when the disease between Earth and Mars was comically calculated to the year when a joint JPL/NASA mission will launch two Mars rovers. These two collections contain a variety of formats, from early paper and vellum to born-digital, which pose a myriad of technical issues affecting their identification, assembly, preservation, and access.</p>
SATURDAY 1:00-2:30 pm	<p style="text-align: center;">53</p> <p>Cultural Sensitivity and Intellectual Property in Anthropological Papers: Ethics and Access</p> <p>This panel discussion among the participants and with the audience focuses on issues of cultural sensitivity and intellectual property in anthropological and folkloric collections. How do such ethical and legal concerns affect access? How are intellectual property, Native American sovereignty, and privacy issues different? How are they alike? What are the conflicts and considerations for activities and uses? Of particular relevance to this discussion are field notes, photographs, moving images, and sound recordings.</p> <p style="text-align: center;"><small>co-sponsored by STHC Roundtable and Museum Archives Section</small></p>

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Appendix D cont'd

SCI-TECH-HEALTH CARESTHC@SAA2003

Perspectives on Archival Compliance to HIPAA

SATURDAY
8:00-9:30 am

STHC Roundtable Meeting – Open to everyone!

Lisa A. Min, Moderator
Manager, Archives and Special Collections
Katherine L. Library and Center for Knowledge Management
University of California, San Francisco

Stephen E. Foyok
Head, Archives and Special Collections
Augustus C. Long Health Sciences Library
Columbia University

Tim L. Jenney II
University Archivist and Assistant Director for Historical Collections
University of Alabama at Birmingham

Bonny McCall
Archivist
The Johns Hopkins Medical Institutions

Archivists from three major academic health centers will discuss how their respective repositories are complying with the **Health Insurance Privacy and Accountability Act (HIPAA)** which went into effect in April 2003. They will focus on measures their repositories are taking to assure ongoing research of holdings while complying with the stringent new privacy regulations of HIPAA. A main issue is how to identify and protect information pertaining to patients and human subjects that may appear in records that generally have not been restricted such as correspondence files in personal papers. Each speaker will present an overview of the policies their repositories have implemented and assess how these policies in practice meet the challenges of the HIPAA legislation.

Audience questions and discussion will be encouraged

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Appendix D cont'd

SCI-TECH-HEALTH CARESTHC@SAA2004

STHC Roundtable Meeting

Open to everyone!

THURSDAY
5:30 -7:00 pm

1. Welcome and introductions (Jean Decker, Joe Anderson)
2. Council Representative (Meggie Salimi-Markoff)
3. Program Committee Representative
4. Program

Charles Weiner
Professor Emeritus of Science, Technology, and Society
Massachusetts Institute of Technology

Dr. Charles Weiner will talk about the need to document community grass roots organizations that develop in response to environmental, health or other issues, and how archive it can proactively assure that such efforts are documented by oral history projects and programs that actively seek such records.

Dr. Weiner was educated at Case Institute of Technology. He was Director of the Center for History of Physics at the American Institute of Physics from 1963 until 1974, when he joined the MIT faculty. His research and writing focus on the political, social and ethical dimensions of contemporary science and the response of scientists to public controversies arising from their work. He is currently completing a book on the history of social responsibility in science from the atomic bomb to contemporary genetic engineering.
5. Business
6. Adjournment and walk to SAA Opening Reception

Audience questions and discussion will be encouraged

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SCI-TECH-HEALTH CARESTHC@SAA2004

STHC-themed Student Posters: Brief Presentations and Discussions

THURSDAY
12:00 noon in the poster area

Cataloging and Re-housing Negatives from the Research Laboratory of Electronics at the MIT Museum Archives
Koran Davidson-Heller
Senneca College

Documenting Internet2, an NHERF-funded Collaborative Research Project of the University of Michigan School of Information, the Charles Babbage Institute, and the University of Minnesota Libraries
Dhruva Tooker
University of Michigan

Applications of Systems Engineering to Archives Management
Suzie Long
University of Missouri-Rolla

The Authenticity, Accuracy, and Reliability of Archaeological Records in a Geographical Information System (GIS): Research in the American Southwest
Erin O'Meara and Randy Treason
University of British Columbia

Students with STHC-themed posters each will give brief oral presentations (5 minutes max) and field questions (5 minutes max) from assembled meeting attendees. We will start at one poster, have a presentation and discussion, then move to the next poster. The Science, Technology and Health Care Roundtable is hosting and organizing this informal program in order to promote discussion of work by archival graduate students and encourage contact between students and professionals.

Open to everyone – meet at Poster #1 at noon, sharp

Society of American Archivists
Science, Technology and Health Care (STHC) Roundtable
Leadership Handbook

Appendix D cont'd

SCI-TECH-HEALTH CARESTHC@SAA2004

session 13

Facilitating Description: Developing Standard Series

THURSDAY
3:45-5:15 pm

Lisa Mix, Chair and Commentator
Library and Center for Knowledge Management, University of California, San Francisco

Paradigm Round: Working with Standard Series Descriptions
Waverly Lowell
Environmental Design Archives, University of California, Berkeley

The Strength is in the Structure: Standard Series for Engineering and Science Faculty Collections
Julia Demeter
The Bancroft Library, University of California, Berkeley

Tag 'em and Bag 'em: Standard Series for Biomedical Research Collections
John F. Rees
National Library of Medicine

Developing standard series description helps solve a variety of challenges faced by the modern archivist. Effective resource allocation, streamlining processing, assisting appraisal, and translating technical language to various researcher audiences are but a few. One archivist will discuss the successful application of the standard series paradigm and how it can be applied across the archival enterprise. Two archivists will then explore their experiences developing common series description for engineering, science faculty, and biomedical scientist papers.