SOLO

Special Edition 2023

Letter from the Chair

Dear Solo Archivists Section Members,

I am so pleased to be able to now address you as the Solo Archivists Section! Thanks to your vote and SAA Council's approval, we can now move forward into the new year with a new name and much to look forward to. I believe that the name, "Solo Archivists Section," better describes the work of our membership, which encompasses far more than just arrangement. This change will be highlighted in Christina Zamon's eagerly-awaited second edition to The Lone Arranger, which will be called *Alone in the Stacks: Succeeding as a Solo Archivist*.

I would like to send out a special thank you to our past chair, Micaela Torronez, who shepherded the section name change through all the steps needed to make this change possible, including our 2022 Section Survey. I would also like to thank Katy Sternberger for her help in starting the conversation about the name change. I applaud her eloquent way of explaining the context surrounding the term "lone arranger" to our membership via SOLO, surveys, and the microsite.

On behalf of the entire Solo Archivists Section Steering Committee, we hope you celebrate our new name, and check out our new Buddy Program!

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In This Issue

Section Name Change

Per a vote of the section membership in July 2023, the Lone Arrangers Section has been renamed the Solo Archivists Section. Twenty years after our founding, we have matured as a group, and the term "lone arranger" no longer seems to be the best representation of who we are and what we do.

The steering committee started discussing the idea of a section name change in June 2022. Not only does the term "lone arranger" poorly reflect the number of important, varied tasks that solo archivists perform besides arrangement, it also has negative connotations among some archivists due to its association with the fictional radio and television show, *The Lone Ranger*. In the show, an Indigenous man, Tonto, is stereotyped and portrayed as a "sidekick" who plays a minor role alongside a white "hero," the Lone Ranger. Once considered a pun, the term "lone arranger" has been increasingly called out as derogatory.

In October/November 2022, we conducted a survey of the section membership, including three questions about potentially changing our name. The survey was advertised on the section listserv. While the survey was open, members had the opportunity to discuss the possible name change at the "UnBOXed: LAS Community Exchange" virtual event held on October 27, 2022.

According to this initial survey, of 99 respondents, 67 said "yes" they would support changing the name of the Lone Arrangers Section. There was an open-ended question to suggest new names. Due to significant interest in the name change, the steering committee decided to continue the process of preparing to conduct a referendum during the 2023 section election.

Note Our New Email Address

Thank you for your participation in the Solo Archivists Section. Your feedback and suggestions help to ensure that the steering committee continues to offer new and helpful resources to our section members and that this unique community within SAA remains engaged and thriving. Get in touch with the steering committee at soloarchivists.saa@gmail.com.

Messages sent to our previous email address will forward to the new one.

How to Participate in SAS

The steering committee is often asked how to join the Solo Archivists Section. You do not need to be a member of the Society of American Archivists in order to participate in most section activities, such as contributing to the newsletter or attending an event. Nonmembers may join up to three SAA sections, and SAA members can join an unlimited number of sections—make SAS one of them! Instructions for joining sections are available on the SAA website.

In February, we sent out a secondary survey asking section members to select their preferred name, based on the top three suggestions members submitted during the October/November survey. With 64 of the total votes, out of 96 respondents, Solo Archivists Section became the new name to use for the referendum. Seventeen respondents voted to maintain the Lone Arrangers Section name. Also in February, in accordance with SAA's governance procedures, we revised our section's standing rules and submitted them to the SAA Council for review.

During the section's annual meeting held on June 12, 2023, the steering committee discussed the upcoming election, including the referendum on the name change. We also heard from Christina Zamon regarding her new book, *Alone in the Stacks: Succeeding as a Solo Archivist*, which does not use the term "lone arranger," per a decision of the SAA Publications Board.

The section election took place in July. Members approved the name change with 73 percent of the vote, and SAA Council approved the revisions to our section's standing rules. Effective August 28, 2023, the Lone Arrangers Section officially became the Solo Archivists Section.

We are excited to move forward with our new name and continue building our unique community of archivists.

SOLO

Solo Archivists Section Standing Rules

I. NAME. The name of the section shall be Solo Archivists Section.

II. MISSION. The Solo Archivists Section (SAS) of the Society of American Archivists seeks to provide education, stimulate communication, and encourage support among archivists working in "solo archivist" settings. The term "solo archivist" includes those working alone or in very small staff situations.

III. MEMBERS. Membership in the section shall be determined according to the guidelines established in Section IX of the SAA Governance Manual.

IV. GOVERNANCE.

A. Bylaws and Standing Rules

These standing rules of the Solo Archivists Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to Section IX. Sections of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.

Solo Archivists Section Standing Rules (cont.)

B. Steering Committee

The SAS Steering Committee, otherwise called SAS leadership, is composed of elected members including Chair, Vice Chair/Chair-Elect, Newsletter Editor, Web Liaison, Events Coordinator, and two Regional Representatives. Only individual members of SAA and the Solo Archivists Section may hold these positions. Vacancies in office shall be filled by a Steering Committee member.

C. Officers

The **Chair** directs and reports section activities, organizes and conducts the section's annual meeting, chairs the Steering Committee, coordinates activities across section officers, acts as liaison for the section to other bodies, appoints section committees as needed, and handles administrative matters such as the section's annual report to SAA.

The **Vice-Chair/Chair-Elect** serves as acting Chair in the absence of the Chair, participates in the coordination of section officer activities, and acts as Secretary as needed during the annual meeting. In coordination with the Chair, the Vice-Chair takes part in the coordination of officer activities so as to have a smooth and knowledgeable transition to Chair in their second year.

The **Newsletter Editor** is responsible for producing two newsletters each year, soliciting and coordinating newsletter submissions, editing contributions, and delivering issues to members.

The **Web Liaison** is responsible for maintaining online resources including the SAS section microsite, SAA Connect pages, and all other online materials under SAS governance.

The **Events Coordinator** is responsible for organizing, coordinating, and leading online and in-person events in coordination with SAS officers as needed and producing all related collateral.

The **Regional Representatives** are responsible for coordinating a regional directory of professionals, organizations, activities, and other regional resources of interest to solo archivists.

Terms of Service:

The **Chair** will serve for one year after serving one year as Vice-Chair/Chair Elect.

The **Vice-Chair/Chair-Elect** will serve for one year before serving as Chair in their second year of service.

The **Newsletter Editor** will serve for two years, being elected every odd year.

The **Web Liaison** will serve for two years, being elected every even year.

The **Events Coordinator** will serve for two years, being elected every even year.

Two **Regional Representatives** will each serve for two years for staggered terms, one being elected every even year, and one being elected every odd year.

Solo Archivists Section Standing Rules (cont.)

Election Calendar:

D. Committees

Committees may be appointed by the Chair upon recommendation of the Steering Committee or by recommendation/action of the membership. SAS committees shall include at least one SAS officer, not including the Chair or Vice-Chair/Chair-Elect.

E. Nominating Committee and Elections

The Chair shall issue a call for nominations to all SAS members via the section listserv and microsite. Current SAS members can self-nominate or be nominated for any SAS officer positions up for election. All SAS officers may assist the Chair in researching and soliciting interest from prospective nominees. A list of nominations for the section offices up for election shall be announced to members no later than June 15. The SAS Steering Committee will provide members with information about the candidates via the SAS listserv and microsite prior to election. If an elected officer cannot serve or steps down prior to their two-year term, the section Chair with support of the serving officers shall appoint section members as needed.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with guidelines for section elections as specified in Section IX. Sections of the SAA Governance Manual. Availability of the online ballot and deadline for voting shall be announced by the Chair to all section members via the section's listserv and microsite.

If for any reason the Vice-Chair is unable to succeed to the office of Chair, a new Chair shall be elected following the same procedures as election for a Vice-Chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

V. MEETINGS. The section will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the Steering Committee.

VI. COMMUNICATION. SAS leadership will communicate with its members through, but not limited to the SAS listserv, websites, newsletter, events, and other appropriate media.

VII. ENACTMENT AND AMENDMENTS.

These bylaws were first approved and enacted by a majority vote of the membership in August 2009. These bylaws were revised and enacted by a majority vote of the membership in August 2016. The SAS standing rules were revised in 2021 with the addition of officer roles beyond Chair and Vice Chair/Chair-Elect. In 2023, the standing rules were revised to reflect a change in the section name.

Introducing the "Essential Resources for Solo Archivists" Collaborative Database

One of the great things about the Solo Archivists section is the way members share their knowledge and recommendations with one another in the section listserv. The downside is that those recommendations get lost or buried over time.

In response to a request from a section member, the Solo Archivists section leadership has launched the Essential Resources for Solo Archivists, compiled from the recommendations shared on the listserv by multiple members in September 2023. This database is available to all section members as a shared Google Sheet. We encourage members to add to or update the database as new resources emerge.

The Essential Resources for Solo Archivists collaborative database is accessible here: https://bit.ly/solo_archivist_resources. The link to the database is also available on the *Getting Started* page in the Solo Archivists section on the SAA website along with other resources.

We hope you find this new database useful in navigating the challenges of being a solo archivist. If you have any questions or suggestions for how we can improve our knowledge sharing and communication, please contact us: soloarchivists.saa@gmail.com.

Alison Quirion,
Regional Representative Co-Lead
Solo Archivists Section

SOLO

Solo Archivists Buddy List Facilitates 1:1 Connections

The Solo Archivists section leadership committee is always looking for new ways to help support one another in the workplace. The Buddy List initiative is a way to connect with other solo archivists outside of the listserv or SAA Connect. The idea for the program came out of a section leadership discussion on how to help members who are seeking advice, but are hesitant to post questions on the listserv due to the public-facing nature of the system.

The Buddy List is seeking solo archivists interested in connecting directly with other solo archivists to engage in conversations about work, share suggestions or advice, or bounce ideas off each other. If this sounds like the level of interaction you've been seeking from the Solo Archivists section, we encourage you to submit your information to the Buddy List.

To participate, fill out the SAA Solo Archivists Section: Buddy List 2023-2024 form. At minimum, you are required to enter your name and email address. Any additional information you

provide will help to filter participants by location, experience, and professional interests. Once your information is submitted, you will receive an email in 1-3 days with View link to the directory. From there, you can reach out to other program participants via email.

Access to the directory is limited to the Solo Archivist section leaders and Buddy List participants. By submitting the form and volunteering information to the directory, participants agree to adhere to SAA's Code of Conduct. The directory will be purged annually each August, and you will receive a reminder to sign up for another year should you want to continue participation. If you need to revise or delete your information prior to the annual purge, or have lost the link to the list, you must email your request to section leadership at soloarchivists.saa@gmail.com.

It's important to note that this is not a replacement for the SAA Mentoring Program. If you are interested in being a mentor or mentee, we highly recommend you submit to that program: https://www2.archivists.org/membership/mentoring.

If you have questions or feedback on the Buddy List initiative or suggestions on additional ways to support our community of solo archivists, contact us: soloarchivists.saa@gmail.com.

Happy Networking!
Solo Archivists Section Leadership Committee

SOLO

Call for Submissions to *SOLO*

If you have ever been interested in submitting something to *SOLO*, now is your chance! The call for submissions for the Spring 2024 edition of *SOLO* is now open.

Our section has now been around for 20 years, and what it means to be a solo archivist has changed a lot during that time. There are mountains of useful and free technologies now at our fingertips. Communication, even at a global scale, has connected us in ways we never expected. This forthcoming edition of *SOLO* will focus on the theme of new beginnings, new discoveries, and the changes you may have been afraid to make but are glad you did.

To submit to *SOLO*, please read and consider the following guidelines.

Submission Guidelines
SOLO, newsletter of the Solo Archivists Section
Updated 2023-09-01 by Katy Sternberger (SAS newsletter editor, 2021–2023)

Style: The *SOLO* newsletter adheres to the *Chicago Manual of Style*. See also SAA's house style guide. The tone of the newsletter is somewhere between conversational and scholarly.

Content: The newsletter relies entirely on submissions from SAS members or anyone wishing to contribute to the community of solo archivists. We're looking for articles, photos, and shorter announcements relevant to solo archivists. Possible topics related to the theme include your collections; your successes and/or struggles as a solo archivist; a resource or tool you have found helpful; and incorporating diversity, equity, and inclusion into your work as a solo archivist. If you're not sure about an idea, send a pitch to the SAS newsletter editor at soloarchivists.saa@gmail.com.

1. **Highlights**. We recognize that you may not have the bandwidth to contribute an article right now, but we still want to hear from you! Consider responding to our current questions (as of spring 2022):

   - Name.
   - Position title.
   - Institution.
   - What kind of institution do you work at (e.g., university archives, nonprofit library, corporate archives, self-employed)?
   - What's the most interesting thing in your collection?
   - What's your major accomplishment this year (feel free to share a link)?

2. **Updates** (250–700 words). This section consists of shorter announcements of interest to solo archivists, including job changes, grants or awards, resource or tool reviews, and reflections on the profession or work as a solo archivist.

3. **Articles** (700–1200 words). This section includes substantive articles relevant to solo archivists. Articles should include some kernel of information that will enlighten the reader professionally.

Images: Images are encouraged with all submissions and should be sent as JPG or TIF files at a resolution of 300 dpi or higher.

Accessibility: The Solo Archivists Section Steering Committee is committed to making the *SOLO* newsletter as accessible as possible for all readers.

Distribution: Announcements about new issues of *SOLO* will be distributed via the SAS listserv, SAA Announcements listserv, and SAA's biweekly e-newsletter *In the Loop* (all of which are open to SAA members and nonmembers alike). Back issues of the newsletter are available on the SAS microsite.

Solo Archivists Section Steering Committee
2023–2024

Julie Yamashita	Chair	Lanterman House Museum and Archives
Hilary Swett	Vice Chair / Chair-Elect / Regional Representatives Co-Lead	Writers Guild Foundation
Alison Quirion	Regional Representatives Co-Lead	Santa Monica Studio
Rebecca Leung	Events Coordinator	Mills College at Northeastern University
Allison Bundy	Newsletter Editor	Concordia College
Shaun Kirkpatrick	Web Liaison	Chubb Archives

Get in Touch!
soloarchivists.saa@gmail.com

Visit Us Online!

solo archivist
n. ~ an individual who is the only staff member
or the only formally trained archivist working in an archives
Dictionary of Archives Terminology, s.v. "solo archivist," accessed September 1, 2023,
dictionary.archivists.org/entry/solo-archivist.html.