

Description Section Meeting Agenda for 2003

I. Welcome from the Chair

II. Reports from SAA Committees and Liaisons

EAD Working Group - Kris Kiesling
US MARC Advisory Board (MARBI) - Michael Fox
ICA Committee on Descriptive Standards - M. Fox
OCLC - Susan Westberg
RLG - Anne Van Camp
SAA Technical Subcommittee on Descriptive Standards (TSDS) - Dennis Meissner
RLG EAD Advisory Group - Dennis Meissner
ALA Committee on Cataloging: Description and Access (CC:DA) - Susan Hamburger
CUSTARD - Kris Kiesling
2004 Annual Meeting - Mark Greene/Christine Weideman

III. Section Reports

Descriptive Notes - John Rees
Section Web Site - Diane Ducharme
Finding Aids Fair - Chris Prom

IV. Ongoing Business

2003 Sessions sponsored by Description Section- Brad Westbrook
Ideas for 2004 program sessions - Chris Prom

V. New Business

VI. Election of Vice-Chair/Chair-Elect (results announced at the end of the program)

VII. Program

"OAC Digital Objects: Developing Best Practices and Relationship with METS"

Robin Chandler, California Digital Library; Adrian Turner, California Digital Library; Genie Guerrard, UCLA Special Collections

A discussion of the Online Archive of California's Cultures Project as a test ground for exploring the utility of best practices for constructing digital objects and employing the METS standard as a tool for managing digital content. Speakers will explain descriptive practices for digital objects employed in the Cal Cultures Project and demonstrate the benefits of developing and applying best practices at the consortial level.

Section Officer Candidate Statements

Kate Bowers, Processing Archivist, Harvard University Archives

Kate's current duties include overseeing all processing activities in the Harvard University Archives and contributing to digital projects, especially the creation and/or reformatting of resources for the Harvard/Radcliffe Online Historical Reference Shelf:

<http://hul.harvard.edu/huarc/refshelf/>

She is a member of several digital library systems steering committees, including the OASIS Steering Committee, which manages Harvard's intra-institutional consortia EAD site. For SAA, she has been the Chair of the Visual Materials Cataloging and Access Roundtable and she is currently on the College and University Archives Steering committee. She holds an MSLIS from Simmons College Graduate School of Library and Information Science.

Kelcy Shepherd, Project Director, Five College Finding Aid Project

Kelcy is managing an EAD and MARC retrospective conversion project involving Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts at Amherst. In her previous position at the Environmental Design Archives (UC Berkeley) she supervised and assisted with processing, cataloged collections in the MARC format, encoded finding aids in EAD, and collaborated on internal guidelines for description. With Waverly Lowell, she co-authored Standard Series of Architecture and Landscape Design Records: A Tool for Arrangement and Description of Archival Collections, winner of the 2001 C.F.W. Coker Award. Kelcy has given presentations relating to tools and standards for improving access to architectural records, collaborative EAD projects involving smaller repositories, and the challenges and rewards of project positions. She earned her Master's Degree in Library Science from Simmons College in Boston.

Voting will take place during the Section meeting.
