SAA Description Section Meeting Minutes
Aug. 29, 2008, 12-2 p.m., San Francisco, Ca.

1. Mark Matienzo, Section Chair 2008, opened the meeting with welcoming remarks and announcements while the meeting room was expanded to accommodate more attendees.

2. Announcements and election results:
- Revised Description Section bylaws passed without opposition
- Erin Lawrimore was elected the Vice Chair/Chair Elect for 2009
- Jennifer Meehan and Christine de Catanzaro were elected as Steering Committee members for 2008-2010 and 2008-2009 respectively
- Donnelly Lancaster elected DS Secretary in a run-off election during the meeting
- Janet Carleton appointed new Description Section Web page coordinator
- Sarah Keen appointed new Descriptive Notes editor/coordinator
- The section endorsed two sessions on this year's program at SAA: session 302, Evolving Finding Aids for Basic Processing; and session 701, Less Process, More Pixels: Alternate Approaches to Digitization and Metadata.
- The Section also prepared comments on several reports and standards, including the draft report of the Working Group for Future of Bibliographic Control, the International Standard for Description of Institutions for Archival Holdings, and ISO FDIS 2709.
- This year, two issues of the section's newsletter, Descriptive Notes, were made available online from the Description Section's page on the SAA website. As always, the newsletter depends on your contributions. If you have any news or updates about your description-related activities, please send them to Sarah Keen at skeen30@gmail.com.

3. Reports delivered by the following representatives from SAA committees, liaisons and related groups. Full reports are posted on the Description Section web site if not included.

- James Roth, DS vice-chair/chair elect: Description Expo report
  - There were 6 contributions from Brown University; the JFK Library and Museum; the Museum of Contemporary Art, Los Angeles; the University of Michigan Bentley Historical Society; University of Vermont; and the Archives of American Art, Smithsonian Institution.
  - The Expo website is available at http://archivists.org/saagroups/descr/desexpo08.asp

- Ben Primer (DS's outgoing Council rep.):
  - Enjoyed working with DS. Our incoming Council representative is Tom Hyry.

- Bill Landis: DACS Working Group report
- Lisa Carter: ALA Committee on Cataloging: Description and Access (CC:DA)
- Claire Sibille: ICA Section on Professional Standards and Best Practices
- Mark Matienzo: Technical Subcommittee on Descriptive Standards (TSDS)

- Jennifer Schaffner: Rare Books and Manuscripts Section
  - Discussion throughout the SAA conference clustered around investment in the alliance of "companion standards," addressing the challenge of integrating bibliographic, archival and museum description. Archival descriptive standards

are one of a constellation of interlocking standards that include not only Describing Archives: a Content Standard (DA:CS) and the various facets of Descriptive Cataloging of Rare Materials (DCRM), but also Cataloging Cultural Objects (CCO, from the museum community) and RDA.

- o The liaison from RBMS (Rare Book and Manuscripts Section, a section of ACRL, etc.) to SAA reported here (and in several other sections and roundtables) on projects the two communities share, such as DCRM work underway on standards for rare graphics, maps, music and manuscripts. Collaboration between SAA and RBMS bridges the intellectual distance of item-level and multi-level description, between bibliographic and collection-level description. RBMS has a healthy and robust mechanism, through its Bibliographic Standards Committee, to create revise and review standards.
- o Interests and initiatives that RBMS shares with SAA include mass digitization of special collections, the impact of streamlined processing and description on reference and access, and security ("missing materials"), to name just a few. A new RBMS task force - soon to become a standing committee - on digitization of special collections is charged with developing guidelines. Seminars are planned for 2009 on MPLP reference. The RBMS Security Committee is working with booksellers, law enforcement and OCLC to develop with a procedure to 'mark' catalog records centrally for items that have been stolen or are missing.
- o This year our own Jackie Dooley and Bill Landis taught the first course at Rare Book School on archives for rare book librarians. The success of the course has led to suggestions for a course on rare books for archivists, too.

- Diane Ducharme: DCRM-MSS
    - o DCRM-MSS is an editorial team formed by the Bibliographic Standards Committee of the Rare Book and Manuscript Section of ACRL/ALA, charged with developing a descriptive standard for individual modern (post1600) manuscripts as one of the DCRM suite of manuals. The hope is that will also be acceptable as one of the "companion standards" envisaged by DACS.
    - o The editorial committee is chaired by Margaret Nichols, Head of the Special Materials Unit of Cornell University Library; other members are: Kate Moriarty, Rare Book Catalog Librarian, Saint Louis University; Jennifer K. Nelson, Reference Librarian, The Robbins Collection, UC Berkeley School of Law; Elizabeth O´Keefe, Director of Collection Information Systems, The Morgan Library; Heather Wolfe, Curator of Manuscripts, Folger Shakespeare Library; and myself, Diane Ducharme, Archivist, Beinecke Rare Book and Manuscript Library, Yale University, and SAA Liaison. Also, Bill Landis is ex-officio. He is head of Arrangement, Description, & Metadata Coordinator, Manuscripts and Archives, Sterling Memorial Library, Yale University
    - o We would also like to acknowledge the contributions of Alison Bridger, Senior Manuscript Cataloger at the Folger Shakespeare Library, to the work of the committee.
    - o The DCRM-MSS editorial committee had its first working meeting at ALA Annual on July 1, 2008, and has begun working with draft text of Areas 0 and 1. The committee hopes to meet for a three-day working session in the early fall and again at the ALA Midwinter Meeting in January 2009. The draft text, which is wiki-based, will be available for viewing and comment in the course of its development.

- Karen Smith-Yoshimura: OCLC/Research Libraries Group
- Susan Westberg: OCLC
- Gerald Stone: Canadian Committee on Archival Description
- Kathy Wisser: EAC Working Group
- Jacquelyn Ferry: 2009 Program Committee

- Chris Prom: Archon
  - Version 2.0 was released Winter 2008. This was a major rewrite which included security improvements as well as multilingual support for the staff interface.
  - Version 2.1 was released in April 2008, with updates including an accession manager, improved usability to the finding aid search, and efficienceies in data handling.
  - Version 2.2 of Archon was released August 2008, and includes improvements to the digital library (thumbnails), as well ass XHTML and web accessibility compliance.
  - Next steps:
    - Developing user community/support services
    - Audio Visual Self Assessment Tool.
    - Redesigned and improved admin interface.
    - Waiting word on several short term funding sources
    - Developing business plan and assessing feasability.

- Sibyl Roud: Archivists Toolkit:
  - In 2007-08 we started offering classes integrating DACS with the AT. Currently there are upcoming classes in Lexington, NY and New York, NY.
  - Recipient of SAA's 2008 C.F.W. Coker award.
  - Development of an Archivists' Toolkit Roundtable in progress. Please contact Brad Westbrook or Genie Geraurd.
  - Are planning for a release in the fall which will include:
    - Customizable rapid data entry screen
    - Improved export/import of EAD
    - Improved rearrangement (drag and drop) tool
    - Improved searching
    - Support for multiple users of resource record
    - Support of Java 1.6
    - Additionally planning a release in Summer, 2009 which will include:
    - Revised digital object, name, and subject modules
    - New modules for appraisal/assessment, rights management, and work orders.

- Kris Kiesling: EAD Working Group and MARBI

4. Mark Matienzo called for new business. No new business.

5. DS meeting program: Gerald Stone, Library and Archives Canada: "Are Standards Necessary?" Q and A session followed.

6. Meeting adjourned. There were a total of 72 attendees.