Agenda Item V.J.

Society of American Archivists
Council Conference Call Agenda
January 20, 2016
2:00 – 4:00 pm EST

Standards Committee Annual Report

(Prepared by 2014-2015 Co-Chairs Dan Santamaria and Meg Tuomala and Incoming Co-Chair Carrie Hintz)

Membership

Dan Santamaria (Co-Chair, 2013–2015)
Meg Tuomala (2013-2016; Co-Chair, 2014–2016)
John Bence (2014-2016)
Hillary Bober (2014-2017)
Kathryn Bowers (2013–2016)
Caitlin Christian-Lamb (2014-2017)
Beth Davis-Brown (2013–2016)
Carrie Hintz (2014-2017)
Trevor Thornton (2013–2016; resigned effective March 2015)
Tim Pyatt, Council Liaison (2013–2016)

Ex Officio:
Lisa Miller (Immediate Past Co-Chair)
Anila Angjeli (TS-EAC-CPF Co-Chair)
Terry Catapano (SDT Chair)
J. Gordon Daines (TS-DACS Chair)
Laura Uglean Jackson (TS-GRD Chair)
Cory Nimer (Rep to CC:DA and MAC)
Michele Pacifico (TS-AFG Co-Chair)
Daniel Pitti (Rep to ICA-EGAD)
Genevieve Preston-Chavez (Rep to NISO)
Michael Rush (TS-EAD Co-Chair)
Claire Sibille-de Grimouard (Rep from ICA-EGAD)
William Stockting (TS-EAD Co-Chair)
Sharry Watson (Rep from CAA CCAD)
Tom Wilsted (TS-AFG Co-Chair)
Katherine Wisser (TS-EAC-CPF Co-Chair)
Vacant (Rep to ARMA)

NISO Representative
Genevieve Preston-Chavez (2014-2016)

Incoming Members for 2014–2017 term:
Christiana Dobryzinski (2015-2018)
Anna Naruta-Moya (2015-2017)

Incoming Chair for 2014–2016 Term:
Carrie Hintz

COMPLETED PROJECTS/ACTIVITIES

GOVERNANCE

Revisions to Standards Procedures

There were no revisions to standards procedures in 2015-2016.

Technical Subcommittees and Task Forces

Discussions regarding the composition of TS-EAD, TS-EAC, and the Schema Development Team continued through the 2014-2015 term. In August 2015 a Draft Charge for a Technical Subcommittee on Encoded Archival Standards (TS-EAS, a consolidation of TS-EAD, EAC, and the SDT) was submitted to the Council and approved. However, following discussions that occurred at the annual meeting, it was decided that the charge would be updated and re-submitted to the Council for review at the November 2015 meeting.

External Representatives

The representative to NISO seat on the committee was filled (Genevieve Preston-Chavez, 2014-2016). The external representative to ARMA seat remains vacant.

Liaisons

The committee continues to use liaisons to SAA component groups for such purposes as calls for comments on draft standards. Communication with the liaisons is via the Standards Collaboration listserv. The list of liaisons[1] is out-of-date and should be updated in 2015-2016.

The committee also began using liaisons to each published standard and/or standard under review or development to help with the development, drafting, and review of standards. Each member of the committee serves as a liaison to one or more standards, acting as the main point of contact between the committee and the technical subcommittee, task force, or other component group responsible for the standard. This structure facilitates active communication between the groups and the committee, and helps the committee manage ongoing work, due dates, deliverables, and the overall workflow and procedures for the development and review of standards.

ENDORSEMENT AND COMMENTS

This year the standards committee participated in several document reviews, including reviews of both:

1. SAA-developed standards for action by the SAA Council; and
2. Standards and documentation developed by external groups seeking feedback and comments.

SAA-Developed Standards

Best Practices for Volunteers in Archives

[1] The roster of Standards Committee liaisons is available at http://www2.archivists.org/groups/standards-committee/section-and-roundtable-liaisons-to-the-standards-committee.

- New standard.
- Approved by the Council in August 2014.
- http://www2.archivists.org/standards/best-practices-for-volunteers-in-archives

Encoded Archival Description (EAD3)

- Revisions to existing standard.
- Approved by the Council in July 2015.
- http://www.loc.gov/ead/
- See appendix 8 for complete report.

Describing Archives: A Content Standard

- Revisions to existing standard.
    - Elements 2.3.3. and 2.3.6 revised
- Approved by the Council in March 2015.
- http://www2.archivists.org/standards/DACS
- See appendix 6 for complete report.

STANDARDS DEVELOPMENT

Several standards are currently being developed or revised. Following last year's review of three proposals for joint standards development work with RBMS (JTF-Public, JTF-Holdings, and JTF-Primary) remains active.

Additionally, the Technical Subcommittee on Archival Facilities Guidelines (TS-AFG) continues to work on a draft of a revision of that standard, and the Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD) has completed a draft of the guidelines and is soliciting feedback.

SAA-ACRL/RBMS Joint Task Force for the Development of Standardized Statistical Measures for the Public Services of Archival Repositories and Special Collections Libraries

- Development of standard underway.
- See appendix 3 for complete report.

SAA-ACRL/RBMS Joint Task Force for the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries

- Development of standard underway.
- See appendix 2 for complete report.

SAA/ACRL-RBMS Joint Task Force on the Development of Guidelines for Primary Source Literacy

- This proposal and task force description came to the standards committee from the Reference, Access, and Outreach (RAO) Section in April 2014.
- After initial review by the Standards Committee, it was returned to RAO for clarification.
- A revised proposal was received in July 2014; the Standards Committee reviewed it and recommended in August 2014 that the Council approve it.
- Approved by the Council in November 2014; JTF members appointed in spring 2015.

Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers (Revision)

- Revision continues.
- Terms of members extended.
- Final draft expected 2016.
- See appendix 5 for complete report.

Guidelines for Reappraisal and Deaccessioning

- First draft completed, currently undergoing review/soliciting feedback.
- See appendix 9 for complete report.

ONGOING PROJECTS/ACTIVITIES

INITIATIVES ASSOCIATED WITH SAA'S 2013–2018 STRATEGIC PLAN

Goal 1: Advocating for Archivists and Archives

Reviewing *Best Practices for Volunteers*, which help to delineate the roles of volunteers in archives, contributes to advocacy on behalf of archivists as a profession (1.1).

Goal 2: Enhancing Professional Growth

All approved standards are added to the Standards Portal, delivering information effectively and affordably (2.2). Employing the use of continuous revision cycles for standards (used by both *DACS* and *EAD3*) allows for the delivery of information that keeps pace with technological change (2.2).

Goal 3: Advancing the Field

Work happening on the joint task forces with RBMS will both develop new standards (3.1) and enable active participation in partnerships and collaborations (3.3). The committee continues to support the revision of existing standards and development of new standards through active work on *Guidelines on Archival Facilities* and the development of *Guidelines for Reappraisal and Deaccessioning* (3.1). Reviewing the

Best Practices for Volunteers, *EAD3*, and revisions to *DACS* standards supports participation in standards development (3.1).

Goal 4: Meeting Members' Needs

Continuing to use liaisons and the Standards Collaboration listserv, and seeking wider comments on draft standards, facilitates communication (4.1) and creates opportunities for members to participate (4.2).

In addition to convening multiple conference calls since the 2014 Annual Meeting, the co-chairs continued to seek Standards Committee member involvement in drafting Council agenda items and reviewing drafts of those items. Additionally, we held a few discussions and votes remotely (over email) when faced with requests for quick turnaround on getting recommendations to the Council. These activities improve communication among committee members (4.1) and create opportunities for broader participation among committee members (4.2).

At the Standards Committee annual meeting in August 2015 the committee and technical subcommittee members engaged in discussion regarding international participation in standards development. As a direct result, the draft charge for TS-EAS was revised and resubmitted to the Council, demonstrating a commitment to greater diversity in the committee membership (4.3)

Continuing to appoint Standards Committee, technical subcommittee, and task force members and chairs who are early to mid-career archivists provides expanded leadership opportunities in SAA (4.2).

QUESTIONS/CONCERNS FOR COUNCIL ATTENTION

The external representative to ARMA International remains vacant pending additional research regarding a 2008 Memorandum of Agreement between SAA and ARMA International (item D.3, Council meeting minutes, August 12–13, 2013[2]). Last year our Council liaison reported to the Standards Committee that SAA staff would investigate this matter. The committee simply wishes to remind the Council of this in case it is considered a priority.

The Standards Committee annual meeting in Cleveland did not have A/V capability. There was a projector in the room, but no power cords. In order to lead a more effective and collaborative meeting, the co-chairs will submit a request for A/V for the 2016 Standards Committee meeting in Atlanta when the call comes.

The conversation about the huge amount of work that the development and ongoing maintenance of standards requires continues. SAA leadership recognizes this challenge, and the committee and various TS members are exploring resourcing models to inform a

[2] http://www2.archivists.org/sites/all/files/081213_Minutes_As_Adopted.pdf

proposal for a professional resource in the future. The committee simply wishes to keep this conversation open and alert the Council to forthcoming work on this.

LIST OF APPENDIXES

Appendix A: Standards Committee meeting minutes, August 18, 2015

Joint Task Force and Technical Subcommittee Annual Reports

Appendix B: Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (JTF-Holdings)

Appendix C: Joint Task Force on the Development of Standardized Statistical Measures for the Public Services of Archival Repositories and Special Collections Libraries (JTF-Public)

Appendix D: Schema Development Team (Development and Review Team) (SDT-DRT)

Appendix E: Technical Subcommittee on Archival Facilities Guidelines (TS-AFG)

Appendix F: Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS)

Appendix G: Technical Subcommittee on Encoded Archival Context-Corporate bodies, Persons, and Families (TS-EAC-CPF)

Appendix H: Technical Subcommittee on Encoded Archival Description (TS-EAD)

Appendix I: Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD)

External Representative Annual Reports

Appendix J: ALA Committee on Cataloging: Description and Access (CC:DA) and MARC Advisory Committee (MAC) representative

Appendix K: Representative report: International Council on Archives Experts Group on Archival Description (ICA EGAD)

Appendix L: External Representative to NISO Annual Report

Note: Report not provided from the ARMA International representative because the position remained vacant in 2014–2015.

Appendix A

Standards Committee Annual Meeting Minutes

Tuesday, August 18, 2015
1-5 p.m. EDT

In attendance: Dan Santamaria, Cory Nimer, Tim Pyatt, Maureen Callahan, Hillel Arnold, Hilary Bober, Kate Bowers, Kathy Wisser, Terry Catapano, Bill Stockting, Cecilia (?), Mike Rush, Caitlin Christian-Lamb, John Bence, Carrie Hintz, Anna Naruta Moya, Dennis Meissner, Beth Davis-Brown, Anila Angjeli, Karin Bredenberg, Chris Prom, Daniel Pitti, Meg Tuomala

Welcome and call to order (Dan Santamaria)

Introductions and new members (all)

Recognition of outgoing members (Meg Tuomala)
- Dan Santamaria (end of term)
- Trevor Thornton (resigned)

Council Liaison update (Tim Pyatt)
- TS-EAS recommendation passed
    - Questions asked council to consider:
        - 15-20 members floating number
        - Proviso that SAA members always be the majority
        - Terms—no consensus 3 year renewable term, no cap on renewal (to give flexibility)
    - How will standard be maintained? Council had questions about this.
        - Rolling revision, implications
            - Publications program (print copies are still selling)
            - ArchivesSpace/and other vendors and software development. How to engage this community so that they can keep pace with rolling revisions. (TO DISCUSS LATER)
            - General consensus that the official, most up to date version of the standard will be published online, and the print version can operate as a "guide to" the standards (Tim will take this to Council)
    - Finalizing charge, next steps
    - Recognition by Council that Standards hardest working committee in SAA
    - Discussion about the possibility of getting some monetary support from SAA to support the technical development of standards. If we come up with a proposal before the January Council meeting Council can consider it for the next year of budgeting

Standards Committee update (Dan Santamaria, Meg Tuomala)

- EAD 3 release
- JTF work
- Approved Primary source literacy group charge and appointments (to get started on the fall)
- Spent lots of time on appointments, keeping things running generally (9 groups reporting to the committee right now)
    - To address this we assigned liaisons to the groups which has been successful
    - Reviewed standards portal—still need to decide on action to take/owners for out of date standards and guidelines

Constituent group updates

JTF-Holdings Metrics (not present, see report in appendix 2)

JTF-Public Services Metrics (not present, see report in appendix 3)

TS-Archival Facilities Guidelines (not present, see report in appendix 5)

TS-DACS
- Approved revisions this spring
- Levels of description discussion—engagement w/ archival community and good conversation on this this year
    - Putting together formal response for the feedback they have gotten
    - Will rework this somewhat significantly and resubmit to the community
- Talk about revising education and outreach
- DACS website—what to do with examples (part of standard or outside of it)

TS-EAC
- Authored entry for encyclopedia of bibliographic ….?
- Special issue of Journal of Arch. Organization case studies EAC-CPF
- Tag library stable, schema stable
- Making examples more useful
- Looking to work more closely with TS-EAD to make sure standards and schemas are interoperable
- EAC-Functions
    - Giving report in the description section meeting
    - Task-force
    - Virtual meeting in June, revisited main principles/architecture
        - Ad-hoc group /informal incubator
            - Appointments?
                - No, informal , how can they contribute to EGAD
                - Send function examples to Kathy Wisser
                - Will keep committee informed on each step

TS-EAD
- Standard released this morning
- Still working on conversion style sheet

TS-Guidelines for Reappraisal and Deaccessioning

- Currently seeking comments and community feedback on their most recent revision

Schema Development Team

- Next focus will be the reconciliation of EAD and EAC-CPG

Expert Group on Archival Description

- Reported out on the current work underway to develop a new conceptual model for archival description

ALA CC:DA and MARC

- Two MARC changes to the 046 authority fields- two subfields for dates on corporate bodies for the formation and dissolution dates of a corporate body.
- LOC is currently updating authorities for RDA

Discussion items

- TS-EAS proposal
    - These standards are de facto international standards, committee should have wider international representation
    - Language and geographical barriers
        - Hard for international members to attend SAA, however a lot of business happens at SAA
        - People are putting a lot of trust in SAA, SAA needs to recognize this
    - Virtual meetings and discussions
- SAA support and maintenance of standards
    - Volunteer support
        - How sustainable is this?
    - What's the number? How much would this cost? Staffing/expert
        - Mike approximated 1 FTE (just for encoding standards)
        - Intellectual work can be managed on a volunteer basis
    - Should we be working on a proposal for this, what is the timeline?
        - Next budget cycle starts May 2016
        - Proposal for January 2016 council meeting?
- Print publication of standards
    - Hate to see updating of standards be held back b/c of print pubs
    - Is there a way to keep approval process same, change website, but batch publications (every few years?)
    - Hard to discuss w/o knowing revenue stream and actual cost implications
    - What is the scale of unusable publications?
    - Print on demand?
    - Currently print about 1000 at a time
    - Keeping publications editor in the loop that all this is happening
    - Log of changes on the website /errata sheet in the print pub
    - Volatility of DACS v. volatility of encoding standard

    - Errata page/standardized across standards
        - Easy to print PDF
        - Accessible from Standards and publications web portals
    - Review the need for a new PRINTING on a cycle (divorce renewal of standard with printing)
    - Lines of communications between standards /TS and pubs could be better
    - Revision tracking software (e.g. GitHub) instead of email
    - Tim will write up to notes and circulate amongst chairs before sending to council

- PDF/A working group (Meg Tuomala)

- JTF-Primary Source Literacy
    - STDS made recommendation, what is status on this
    - 5 appointments were made (Meg/Carrie to follow up with Nancy on this)

- Statement on Access
    - Kick over to CAP
    - DCRM (MSS)

Suggestions of activities/projects/goals for 2015–2016 (Standards Committee)

- Standards Portal maintenance
- Work of the W3C image interoperability group- could be added to the portal

Other announcements

- BEING AWARE OF EGAD/keep front of mind work and using it to frame/reframe standards

Appendix B

SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries Annual Report

BACKGROUND

The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (hereafter "JTF-HCM") is responsible for the development of guidelines (hereafter "Guidelines") that will provide metrics, definitions, and best practices for quantifying the holdings of archival repositories and special collections libraries. The Guidelines will consider and address both the wide range of types and formats of material typically held--including analog, digital, and audiovisual materials--and the different ways in which collection material is managed and described. The Guidelines might also accommodate a two-tiered approach involving basic/minimum metrics and advanced/optimum metrics and/or include recommendations for institutions that wish to engage in collections assessment.

Officers

- Martha O'Hara Conway, Co-Chair, ACRL/RBMS, University of Michigan
- Emily R. Novak Gustainis, Co-Chair, SAA, Harvard University

Membership

- Alvan Bregman (ACRL/RBMS), Queen's University, Canada
- Adriana Cuervo (SAA), Rutgers University
- Rachel D'Agostino (ACRL/RBMS), Library Company of Philadelphia
- Lara Friedman-Shedlov (ACRL/RBMS), University of Minnesota
- Angela Fritz (SAA), University of Arkansas Libraries
- Lisa Miller (SAA rep), Hoover Institution Archives, Stanford University
- Katy Rawdon (ACRL/RBMS), Temple University
- Cyndi Shein (SAA), University of Nevada, Las Vegas Libraries

SUMMARY OF MEETING ACTIVITIES

The Joint Task Force met, either in person or via conference call, seventeen times between 13 August 2014 and 1 October 2015. Meeting minutes are available on the Task Force's microsite http://www2.archivists.org/groups/saa-acrlrbms-joint-task-force-on-holdings-metrics/jtf-hcm-meetings). Minutes include two joint SAA-RBMS meetings at the Annual Meeting of the American Library Association in San Francisco on 28 June 2015 and the Annual Meeting of the Society of American Archivists in Cleveland on 13 August 2015.

ONGOING ACTIVITIES

The Joint Task Force is currently engaged in:

1. **Determining the categories/types of collection material for which we will develop guidelines regarding metrics, definitions, and best practices for quantifying holdings.**

Please see *Appendix A* of this report for the current, annotated version of *Categories/Types of Collection Material: Working Definitions*.

2. **Defining and scoping the categories/types of collection material to be counted**

Please see *Appendix A* of this report for the current, annotated version of *Categories/Types of Collection Material: Working Definitions]*

3. **Proposing metrics, best practices, and/or guidelines for getting at the following three counts/measures (a) bibliographic units (e.g. titles); (b) physical units (e.g. volumes, sheets, audiocassettes, film reels); and (c) physical and virtual space occupied (e.g. linear feet, cubic feet, gigabytes).**

JTF-HCM has tentatively adopted a three-tiered approach to counting holdings, and would appreciate feedback from the Council on these prospective levels of reporting, as follows:

<u>Level 1 Count ("Minimal")</u>
At a minimum, repositories should be able to communicate:

- The number of printed works held and, in the broadest sense, the number of records (manuscripts, archives, other formats) intentionally maintained and managed by the repository as either single items or in groups (a "collection," an "archival series," a "photograph collection," a "codex," etc.)

- The number of physical units/containers held

- The physical footprint of their collections

- The digital footprint for their collections

Please see *Appendix B* for a draft “wireframe” of this reporting level.

<u>Level 2 Count (“Optimal”)</u>
Level 2 counts should include all Level 1 counts, plus item counts for all categories of materials (those in Appendix A). Please use the “Reporting Categories Definitions” and “Level 2 Examples” to match the terminology employed by your repository to one of the designated reporting categories.

<u>Level 3 Count (“Added Value”)</u>

Level 3 counts should include Level 1 and 2 counts, and are intended to capture specific attributes of items in each reporting category. A repository may know that is has 15 collections containing 56 audio cassettes, but may *also* wish to count and express specific extents or attributes to satisfy an internal need, such as preparing for a grant or capturing additional information to cost a digitization initiative. For example, the recording hours of each cassette (30 minutes, 60 minutes, 90 minutes, 120 minutes).

4. Accounting for and addressing the need to distinguish: a) Material managed and described at the collection level from material managed and described at the item level and b) Material that has been described and is available for use from material that has not been described/is not available for use.

The draft levels seek to address collection/item level management. However, the JTF-HCM has only recently started to discuss processed vs. unprocessed holdings and if this is part of our mandate. The Level 1 count "wireframe" (Appendix B) currently requests that users indicate whether they are reporting on everything they have or just what is available to researchers/patrons.

Articulation of these levels will potentially require the JTF-HCM to prepare the following reference documents to accompany the recommendations:

- Reporting Categories Definitions
- Reporting Categories Definitions – Level 1 Examples, with possible encoding/cataloging examples
- Reporting Categories Definitions – Level 2 Examples, with possible encoding/cataloging examples
- Reporting Categories Definitions – Level 3 Examples, with possible encoding/cataloging examples
- A chart of material types/record types commonly found in other surveys and controlled vocabularies grouped by JTF-HCM reporting categories
- List of obsolete electronic media storage capacities normalized to GB
- Adequate linear to cubic feet and cubic to linear feet conversion formula
- List of controlled terminology for containers, their dimensions, and capacity in both linear and cubic feet (a "master chart of container equivalencies")

The above four tasks have been envisioned with the understanding that the JTF-HCM must account for:

- Different reasons why repositories count collections (for which the JTF-HCM initiated work on user stories)

- Different vocabularies and expressions of extent specific to the variety of content standards in play across repositories (for which the JTF-HCM conducted initial landscape reviews of language employed by various controlled vocabularies and thesauri and cataloging examples)

- The impact of common collections management systems on counting and reporting (for which the group will consider the impact of ArchivesSpace and other management systems on formulating expressions of extent)

COMPLETED ACTIVITIES

To accomplish its objectives, the Joint Task Force has thus far:

- Developed microsite infrastructure and appointed Joint Task Force webmaster (Friedman-Shedlov) to post meeting agendas and minutes.

- Created a shared documentation hub using Google Drive, with objective of appraising and transferring relevant documentation to the SAA microsite.

- Conducted a group conversation/Q&A with Jackie Dooley re: the OCLC *Taking Our Pulse* survey and report (10 December 2014).

- Posted calls for survey instruments, worksheets, methodologies, etc. (February 11-12 and March 9, 2015) that have been used to provide a number for collections [of archival and/or manuscript material], titles [bibliographic units], and/or physical units held, including those used to figure out how much physical space collections occupy, count any non-textual formats held, such as audio-visual materials, and determine extent for born-digital material. Calls for instruments were posted to the following listservs: AMIA; Archives & Archivists; ArchivesSpace List; ARL-ASSESS; ARSC; CIC Special Collections; CLIR Recipient List; MAC; New England Archivists; OCLC Primary Resources; RBMS Info; SAA Leadership; TCART; and WestArch. Surveys will be used to assess the scope of the reporting categories/definitions on which the group is currently working. An initial review of these survey instruments, worksheets, and methodologies received was conducted earlier this year.

- Drafted proposed categories/types of collection material and working definitions for aiding in data compilation. Draft definitions were circulated at the public forum for the SAA-RBMS joint task forces on Thursday, August 20, 2015. The group will be building on this work, with special consideration for born digital records. At this time, we have received no feedback from those in attendance at the forum.

- Drafted sample user stories/use cases to support the application of a tiered reporting strategy for holdings counts that is informed by the various levels of data collection needed by members of our community.

- Scheduled a full-day meeting at the Center for the History of Medicine, Countway Library, on Friday, 8 January 2016 to coincide with the ALA Midwinter meeting in Boston.

- Engaged in the following outreach activities:

    - Task Force co-chair Martha O'Hara Conway presented at the 2015 Annual Meeting of the Midwest Archives Conference, 7 May 2015 as part of the session *Assessment in Action: Using Results to Improve the Archival Experience part of the session.*

    - Held an SAA-ACRL/RBMS Joint Task Forces Public Forum on 20 August 2015 at the 2015 Annual Meeting of the Society of American Archivists.

    - Task Force member Katy E. Rawdon presented on the work of the JTF-HCM at the 2015 Annual Meeting of the Society of American Archivists (20 August: SAA 204: *Measure Up: Assessment Tools and Techniques from the Field*).

    - Task Force co-chair Martha O'Hara Conway presented on the work of the task force at the 2015 Annual Meeting of the Society of American Archivists (22 August: SAA 605: *Collecting, Analyzing, and Acting with Assessment Data: A Community Conversation*).

UPCOMING ACTIVITIES

- Finalize reporting categories/types of collection material.

- Consider the implications of reporting categories and determine and flesh out requirements for all categories of material by level.

- Determine minimum supporting documentation needed to create and distribute user-friendly best practices.

- Consider the implications of how specific systems (such as ArchivesSpace) will affect reporting categories and expressions of extent.

- Ramp up outreach/publicity related to the group's activities through regional outlets.

QUESTIONS/CONCERNS

We will be time lining our upcoming activities this winter, but at this time, it is expected that we will need the optional one-year extension.

Submitted by Emily R. Novak Gustainis, SAA Co-chair

Appendix C

SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for the Public Services of Archival Repositories and Special Collections Libraries Annual Report

Summary of Meeting Activities:

The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for the Public Services of Archives Repositories and Special Collections Libraries created by the SAA Council and RBMS Executive Committee in 2014, met ten times in-person or via conference call as a group between August 2014 and September 2015. At the 2015 SAA Annual Meeting a joint lunch forum with the Joint Task Forces for Holdings Counts and Primary Source Literacy was held on Thursday, August 20, 2015. After brief presentations by each task force, the remainder of the forum was available for questions and comments. The Task Force handout from the forum is attached and available on the Task Force SAA microsite. Approximately 50 attendees were present for the forum. Four attendees joined the seven members of the Task Force in attendance for our meeting on August 21, 2015, providing further valuable discussion and feedback.

ONGOING ACTIVITIES

During fall 2014, the conference call discussions led to the formation of subgroups charged with developing lists of terms, definitions, and current statistical measures for seven functional areas that the task force members determined fit within the scope of their charge, namely: users/customers, visits, collections use, events/activities, reference transactions, reproductions & interlibrary loan requests, and website visits. During December and January the subgroups worked independently to begin fleshing out their respective “domains” documents, maintained in a shared Google Drive folder. This work stalled during spring 2015, as the Task Force co-chairs and members experimented with different approaches to organizing and coordinating their work.

Since June 2015, task force members have been productively drafting a document composed of definitions, basic measures, advanced measures, and metrics, which include guidance for collection, applications, and examples. The intention is to make the basic measure easily collectible by any repository regardless of their staffing level or system in use to collect and report data (paper, spreadsheet, application, etc.) while also providing guidance to repositories that wish to develop robust assessment programs. See the attached handout from the forum held at the SAA Annual Meeting for a sample entry for one of the statistical domains (visits) that presents these elements in the form the Task Force expects to use for its final document. Feedback from the forum confirmed the validity of this approach. Having now a clearer vision of what the completed standardized statistical measurements document will look like has enabled the work to progress more systematically and rapidly through online small-group work sessions

conducted via Skype, conference call, or other means, on a weekly or more frequent basis.

From August-September 2015, the Task Force created and solicited responses to a survey designed to gather information from archivists and special collections librarians about current practices and priorities for standardized measures for public services. Despite the length of the questionnaire, 311 complete responses were received. Not surprising, academic libraries and archives contributed the bulk of responses initially, but further promotion and outreach was successful in soliciting submissions from a broader range of repository types:.

- Business: 5.8%
- College or university: 51.6%
- Government: 12.3%
- Historical Society: 3.9%
- Museum: 8.1%
- Private or personal: 1%
- Religious: 4.5%
- Research library or manuscript repository: 5.8%
- Tribal: .3%
- Other: 6.5%

Initial analysis revealed that 90.6% of responding repositories collect data of some sort about public services, indicating the relevance and importance of the standard the Task Force has been charged with developing. The numerous opportunities provided for free text responses will require extensive effort to review and code. The Task Force expects to post a report summarizing survey results in the coming months.

NEW ACTIVITIES

- Prepare publicity material (articles for respective newsletters, etc.) with other Joint Task Forces as appropriate.
- Pursue opportunities to present on the Task Force work at relevant conferences.
- Prepare first public draft for feedback in 2016.
- Analyze survey responses.
- Submit recommendations for new and revised terms and definitions to SAA Dictionary Working Group.

QUESTIONS/CONCERNS FOR COUNCIL ATTENTION

None at this time. The Task Force will in the future request an extension to its two-year term ending in August 2016 as it is anticipated that several rounds of public comments and revisions will be required because the draft it will present next spring will represent a new standard reflecting the interests of two professional organizations and will be lengthy and technically detailed.

SAA-ACRL/RBMS Joint Task Force on Public Services Metrics

http://www2.archivists.org/groups/saa-acrlrbms-joint-task-force-on-public-services-metrics

Members: Christian Dupont (ACRL/RBMS co-chair), Amy Schindler (SAA co-chair), Moira Fitzgerald, Tom Flynn, Emilie Hardman, Jessica Lacher-Feldman, Sarah Polirer, Gabriel Swift, Bruce Tabb, Beth Yakel

About the task force's charge: The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries is responsible for development of a new standard defining appropriate statistical measures and performance metrics to govern the collection and analysis of statistical data for describing public services provided by archival repositories and special collections libraries.

Survey: To gather information from archivists and special collections librarians about current practices and priorities for standardized measures for public services, the task force is requesting your input through a survey. The survey is available at goo.gl/dqWR0f and closes September 21, 2015.

Domains: The task force is working on developing measures and metrics around seven identified public service domains:

1. Visits
2. Collection use
3. Events and activities (instruction, tours, etc.)
4. Users
5. Reference or research transactions
6. Reproductions (includes interlibrary loan)
7. Website (visits, downloads, etc.)

For each domain the task force is drafting definitions of relevant terms, a basic measure, an advanced measure, and recommended metrics.

Visits Example: **Reading Room Visits**

Basic measure ("Reader Days"):
Count the number of Reading Room Visits made by Registered Users during a 24-hour period, beginning and ending at midnight. Count each Registered User once and only once during the 24-hour period regardless of how many Visits s/he makes during the period and regardless of the visit length.
Note: This statistic is commonly referred to as "reader days."

Guidelines for collection:

- Reading Room Visits can be tallied manually by creating a daily list of individual users who enter the Reading Room, and then counting up the number of unique users were admitted to the reading room that day.

- Visits can be tallied upon entrance or exit from the Reading Room (in properly managed security environment, the number of entrances and exits should, of course, be the same).

Application and examples:

- If a user is admitted to the reading room at 10:00am and works until noon, then signs out to take a lunch break, and then comes back at 1:30pm and works for another hour, count one visit only.
- If a user is admitted to the reading room at 10:00am, quickly consults one item, and then leaves at 10:15am for the rest of the day, count one visit.
- If a user is admitted to the reading room on one day and then returns the next day, count two visits.

Advanced measure ("Reader Hours"):

Calculate the cumulative time that a user spends in the Reading Room during a 24-hour period, beginning and ending at midnight. Record the measure in hours and minutes, hours and fractions of an hour, or minutes. *Note*: This statistic is sometimes called "reader hours."

Guidelines for collection:

- This measure can be obtained by manually recording and tabulating values, but is more effectively obtained by entering reading room sign-in and sign-out times in a spreadsheet or an automated system that can calculate and report the total amounts of time that individual users spend in the reading room each day.

Application and examples:

- If a user is admitted to the reading room at 10:00am and works until noon, then signs out to take a lunch break, and then comes back at 1:30pm and works until 3:15pm, record a total visit length of 3 hours and 45 minutes, or 3.75 hours, or 225 minutes.
- If a user is admitted to the reading room at 9:00am on the first day and leaves at 11:00am, and then returns the next day at 10:00am and leaves at 12:30pm, record a visit length of 2 hours and 0 minutes, or 2.0 hours, or 120 minutes for the first visit, and a visit length of 2 hours and 30 minutes, or 2.5 hours, or 150 minutes for the second visit.

Recommended metrics

Total visits per day

- Graphing the total number of visits per day over a given period of time can reveal usage patterns. For instance, at academic institutions, total daily visits might increase towards the end of the semester, when research papers are due.
- Comparing the total number of visits per day (or week or month) for multiple years in succession can reveal fluctuations in usage levels and trends.

Average number of visits per day

- Calculating the average number of visits per day for a given period can provide a good baseline metric for comparing activity levels at different reading rooms or repositories. Reading room size and staffing needs would naturally be different at an institutions that receive an average of 0.8 visits per day than one that receives 18 visits per day.

Others: Average visit length, Unique registered users, Newly registered users, Ratio of newly registered users to total users

Submitted by co-chairs Amy Schindler (amycschindler@gmail.com) and Christian Dupont (christian.dupont@bc.edu)

Appendix D

Schema Development Team (Development and Review Team) Report

Members

- Terry Catapano (Columbia University) Chair
- Karin Bredenberg (National Archives of Sweden)
- Florence Clavaud (Ecole nationale des chartes)
- Michele Combs (Syracuse University)
- Mark Matienzo (Digital Public Library of America)
- Daniel Pitti (University of Virginia)
- Salvatore Vassallo (University of Pavia)

In 2015 the Schema Development Team completed work on the EAD3 schema, continues work on EAD3's documentation and the EAD2002 to EAD3 XSLT XSLT transformation, and began development on EAC-F. As always, the SDT's work is conducted openly, and progress may be followed at any time by anyone on the public GitHub Repositories:

https://github.com/SAA-SDT/EAD3

https://github.com/SAA-SDT/EAD2002toEAD3

https://github.com/SAA-SDT/eac-cpf-taglibrary

Highlights of EAD3 Activity:

- Released Beta version 1.0.0 of EAD3 Schema on GitHub, August 19, 2015
    - https://github.com/SAA-SDT/EAD3/releases/tag/v1.0.0
- Assisted in the preparation and release of EAD3 Tag Libary in print and PDF.
- Release of the HTML version of the Tag Library is delayed pending some final adjustments to the underlying XML and XSLT transformation. The work should be completed in early 2016.
- Development of EAD 2002 to EAD3 XSLT transformation nears completion. A new version of the XSLT transformation was pushed to the master branch of the GitHub repository on December 6, 2015. This version will be the basis of a beta release in the coming weeks. Some status updates:
    - The transformation has been extensively tested against a testbed of c. 1500 instances asserted to be valid against the EAD 2002 W3C XML Schema and RelaxNG schemas, resulting in converted instances with a very low error rate (< 2%), less original input errors.
    - Testing against a set of c. 4900 instances valid against the EAD2002 DTD

which do not make use of ENTITY references have a similarly low error rate, less original input errors.

- Testing and features for conversion of EAD 2002 instances valid against the EAD 2002 DTD **with ENTITY references** is pending.

A final release of the EAD2002 to EAD3 conversion tool should be completed in January 2016.

August 2015 saw the end of the appointments of the members of the SDT and, thus, effectively, the end of the SDT itself. Going forward, former SDT members are committed to the release of the EAD2002 to EAD3 XSLT transformation. Likewise, there is willingness to assist in the completion of work on the XML version of the Tag Library and its conversion to HTML, as well as to provide whatever technical assistance we can offer to the future TS-EAS as its composition and agenda solidifies in the coming year.

Appendix E

Technical Subcommittee on Archival Facility Guidelines (TS-AFG) Report

August 14, 2015

In January 2015, Fiona Graham replaced Iona McGrath as our Canadian representative and she began work on writing the chapter on Archival Environments. Fiona's first draft was completed last month and is currently undergoing review and editing.

Other chapters are in various states of writing, review and editing. As we reported in January, the subcommittee is behind schedule. As general editor, Michele takes responsibility for the current delays. Work and health issues have prevented a more timely process.

The subcommittee has requested a 9-month extension for the current committee's appointments in order to complete the revised standard. Once the draft is completed it will need to be vetted by multiple groups, reviewed by the Standards Committee, and then complete final revisions. We hope to again have a copy editor and someone to format our charts but do not know the status of that right now.

Announcements were sent out to various lists about the subcommittee's open forum to be held at SAA in Cleveland on Thursday, August 20, 2015 from 12:15 to 1:30. Michele Pacifico was available at the forum to update members on the joint US/Canadian archival facility standard, discuss some of the challenges in developing the revised standard for facilities, and seek comments on the kind of information members would like to see in the revised standard.

The subcommittee currently has no funding for the revised publication. We used the remaining funds leftover from our 2007 Spacesaver grant to fund the subcommittee's 2013 meeting. To date our attempts at additional grants have not been successful.

Respectfully submitted,
Michele F. Pacifico and Thomas Wilsted
Co-Chairs, SAA Technical Subcommittee on Archival Facilities Guidelines

Appendix F

Technical Subcommittee on *Describing Archives: A Content Standard* (TS-DACS) Report

Submitted July 2015

The Technical Subcommittee on *Describing Archives: A Content Standard* (TS-DACS) has had a productive year. TS-DACS is responsible for overseeing the timely and ongoing intellectual and technical maintenance and development of *Describing Archives: A Content Standard* (DACS). This report covers the period August 2014-July 2015.

TS-DACS implemented the continuous revision cycle during this past year. The subcommittee received two change proposals. A proposal to modify DACS 2.3.3 and 2.3.6 (see Appendix A) successfully completed the revision process. The proposal was reviewed by TS-DACS, submitted to the archival community for review, submitted to the Standards Committee for review, and was approved by SAA Council in March 2015. The online version of DACS available at http://www2.archivists.org/standards/DACS was updated following Council approval of the changes. A proposal dealing with the concept of Levels of Description (see Appendix B) was also reviewed by the committee and submitted to the archival community for feedback. Discussions are still underway about what to do with this proposal.

TS-DACS also appointed a sub-team to revise the introductory DACS workshop. The work of this sub-team is ongoing.

TS-DACS Membership

Service, 2010-2015

J. Gordon Daines III (Brigham Young University), chair
Claudia Thompson (University of Wyoming)

Service 2014-2015

Cynthia Harbeson (Appalachian State University)

Service 2010-2016

Hillel Arnold (New York University)
Jacqueline Dean (University of North Carolina, Chapel Hill)

Service 2014-2017

Elise Dunham (University of Illinois at Urbana-Champaign)
Maureen Callahan (Yale University)

Ex Officio Members

Meg Tuomala (Standards Committee co-chair)
Dan Santamaria (Standards Committee co-chair)

Meeting minutes

TS-DACS Annual Meeting Washington, D.C

August 13, 2014

Attendees: Gordon Daines, Claudia Thompson, Mary Lacy, Hillel Arnold, Elise Dunham, Natalie Milbrodt (visitor), Maureen Callahan, Tim Pyatt (Council representative), Bill Landis (visitor), Jackie Dean, Cyndi Harbeson, Cory Nimer (visitor)

- Introductions
- Reviewed rotation schedule of committee members
    - Terms end in 2014
        - Mary Lacy
        - Kate Bowers (resigned to accept a position with the Standards Committee)
    - Terms end in 2015
        - Sibyl Schaefer resigned to accept a position with the Digital Archives Specialist program. Cynthia Harbeson was appointed to fill Sibyl's term. Cynthia is eligible for reappointment
        - J. Gordon Daines III
        - Claudia Thompson
    - Terms end in 2016
        - Hillel Arnold
        - Jackie Dean
    - Terms end in 2017
        - Elise Dunham
        - Maureen Callahan
- Need to appoint a new chair next year. Gordon will let Dennis Meissner know that a new chair needs to be appointed to begin in 2015.
- Council report
    - two new task forces with RBMS (holding metrics, public services metrics)
    - Best practices for interns
    - Best practices for volunteers in archives
    - Third joint task force with RBMS is in development (primary source literacy)
    - Approved HIPAA advocacy statement
    - Recommendations for future joint meetings
    - New committee on public awareness has been formed
    - Working on getting a liaison to ARMA
- Educational outreach
    - Publications
        - Cory Nimer is ready to write the Implementation Guide to DACS as soon as the new version of EAD comes out; goal is to have it completed by early Spring 2015; drafts will be circulated to TS-DACS
    - Workshops
        - Introduction to DACS (4 workshops offered)—Jackie and Hillel have been rethinking the best way to present the information in the workshop
            - Talked about the issues with workshop

            - Principles
            - Part I
            - Part II
        - Put together a subgroup to work on revising the introduction workshop (report in January 2015)
            - Jackie Dean (chair)
            - Maureen Callahan
            - Elise Dunham
            - consultation: Hillel Arnold, Cory Nimer
    - DACS website
        - Talk to Matt Black about page views for DACS website
        - Comment from faculty—50% use print, 50% use website
        - DACS 2nd edition continues to sell well
    - Tabled issues
        - Additional guidance on dates—**continue to monitor**
        - More detailed guidance on scope and content notes vs technical access notes—**continue to monitor**
        - Minimal/optimal guidance for authority records
            - subgroup to look at part II (report in January 2015)
                - Cory Nimer (chair)
                - Jackie Dean
                - Claudia Thompson
                - Elise Dunham
        - Examples portal--how do we gather examples? Do we include encoding examples?
            - Maureen Callahan (chair)
            - Cyndi Harbeson
        - MODS to DACS crosswalk (Maureen Callahan)
    - New issues
        - Levels of Description—change proposal from Hillel Arnold (due October 15, 2014)
            - level—aggregate group of material
            - level—granularity of description (minimal, optimal)--do we need different terminology
            - single-level vs multi-level (pull language from ISAD(G)
        - Aligning DACS more with ISAD (G)--table to watch developments with ICA (EGAD, etc.)
            - Physical and Technical access in ISAD (G)
        - Repository name in title (2.3.3) commentary—Gordon will put in a change proposal (due October 15, 2014)
- Ask Council (Tim Pyatt) about how to handle version control—standards wide process
- Update website—make sure it reflects current activity

Other meetings

No other meetings were held during this reporting period. The bulk of our work was carried out via email.

Appendix A

Describing Archives: A Content Standard (DACS) change proposal

24 November 2014

***DACS* element to change:**

- 2.3.3 commentary bullet 2
- 2.3.6

Proposed change:

- Change "do not provide" to "provide" in 2.3.3 commentary bullet 2 to change the commentary to read "When the repository is responsible for assembling a collection, provide, as part of the devised title, the institution's name as the collector."
- 2.3.6 Remove "or if the repository has assembled the materials," to change the rule to read "If the name of the creator, assembler, or collector is not known, do not record a name. In such cases, devise the nature of the archival materials for the title as instructed in rules 2.3.18-2.3.20 and 2.3.22"

Justification for proposed change: Many finding aids delivery systems are delivering item-level records to patrons when they do searches within those systems. These atomized results are also surfacing in search engines such as Google and Bing along with materials from other institutions. Not knowing who the collector of materials is has the potential to cause confusion about the nature of the materials and their provenance. It also has the potential to cause confusion as to where the materials are actually located. Similar issues arise in shared library catalogs. This confusion can easily be dispelled by indicating that the institution is the collector of the materials as part of the devised title.

Impact of proposed change: the impact of this proposed change should be minimal

Documentation of the Consultation Process: In accordance with the TS-DACS procedures manual, a change proposal for DACS 2.3.3 and 2.3.6 was submitted to TS-DACS. TS-DACS reviewed the requested change and decided that there was merit to the proposal. The proposal was then submitted to the archival community for feedback. The proposed change was announced to a number of listservs (we didn't track all of the listservs that the announcement was forwarded to) including:

- Archives and Archivists listserv
- Description Section listserv
- EAD listserv
- College and University Archives listserv
- WestArch listserv
- RDA listserv
- Next Generation Cataloging listserv
- AutoCat listserv

The proposal was also announced on the SAA website and through the In the Loop email blast.

TS-DACS reviewed the feedback from the archival community and adjusted the change proposal to meet their concerns by revising the change to 2.3.6. The original revision to 2.3.6 stated that the rule should be changed to read "If the name of the creator, assembler, or collector is not known, or if the repository has assembled the materials, record the name of the collecting institution." As a result of community concern that this would force institutions to always include the repository's name (even when the repository was not the collector and the collector was unknown), this was changed to read "If the name of the creator, assembler, or collector is not known, do not record a name. In such cases, devise the nature of the archival materials for the title as instructed in rules 2.3.18-2.3.20 and 2.3.22." Sample feedback follows.

Sample Feedback

Hi Gordon,

Thank you for collecting feedback on this proposed revision.

2.3.3 Commentary bullet 2 revision:
I agree with this change. If the repository is responsible for assembling the collection, it is helpful to name them as the "collector" element in the title.

2.3.6 Rule revision:
I disagree that the repository name should be included in a title in the case of a collection where the creator or collector is unknown, and the collection was NOT assembled by the repository. For example: if the Virginia Historical Society acquires a group of unidentified textile mill ledgers (i.e., the specific mill names are unknown, and the repository did not go around intentionally assembling this collection), and as per this revision suggestion, they devise a title like "The Virginia Historical Society textile mill ledgers," it implies that the collection has something to do with the Virginia Historical Society, which it does not.

I appreciate that this proposed revision is intended to clarify the physical location of the materials within the context of finding aid search and delivery systems where users may be getting search results from different repositories; however, there is already a DACS element for providing repository information (2.2) in a way that makes it clear that the repository is merely the place where the collection lives, and not fundamentally related to the nature or creation of the collection (which including it in the title implies).

To sum up, I feel that the repository name should ONLY be included in a devised title in cases where the repository intentionally assembled the collection.

Thanks again for the opportunity to provide input.

Best wishes,
Jessica
…
Jessica M. Sedgwick
Associate Archivist for Reference and Digital Collections

Moakley Archive and Institute, Suffolk University
120 Tremont Street Boston, MA 02108
617-305-6277 | (Fax) 617-305-6275
jmsedgwick@suffolk.edu
http://www.suffolk.edu/moakley

Hello!

Yes, I agree with making this change, especially for 2.3.6. We've actually already done this for our own records as our collection-level MARC records are getting added to OCLC to make it clear which university has the items. Many of our collections had OSU in the collection title (e.g., OSU Department of English Records) that got changed to Oklahoma State University Department of English Records to clarify which OSU holds the material.

Our catalogers (who are not Special Collections catalogers) asked if this was necessary as we would have the institution name in either the Scope and Contents, Administrative History, or both notes, but I made the argument that not everyone reads those, and they don't show up in the results list for OCLC/WorldCat, so someone would have to click on the record to see that Oklahoma State was the OSU being referred to. Having the full institution name in the collection title solves that problem.

Thanks for considering this change!

Yours,
Sarah Coates, MA, MLIS
Special Collections and University Archives
204 Edmon Low Library
Oklahoma State University
405-744-6076

Dear Mr. Daines,

I've just read the proposed revision to DACS 2.3.3 and 2.3.6 and I concur with the proposition.

Robert A. McInnes, CA, MLIS
Head Librarian
Charlotte Christian College and Theological Seminary
3117 Whiting Ave.
Charlotte, NC 28205
704-334-6882 ext. 104

Hi, Gordon. This change falls in line with what I have always done anyway so I see it as a good thing.

Susan Hamburger, Ph.D.
Manuscripts Cataloging Librarian
Cataloging and Metadata Services
126 Paterno Library
The Pennsylvania State University
University Park, PA 16802
sxh36@psu.edu
814-865-1756
FAX 814-863-7293

Hello,

The proposed change is perfect. We've used an internal phrase for years "acquired piecemeal" . . . assembling minutes, newsletters, etc. of organizations or other stuff.

Dean

Dean DeBolt, University Librarian (Professor)/University Archivist
University Archives and West Florida History Center
University of West Florida Library
11000 University Parkway
Pensacola, FL 32514-5750
ddebolt@uwf.edu; 850-474-2213

Dear Gordon,
I am writing to strenuously and enthusiastically support the proposed changes to DACS 2.3.3 and 2.3.6. I hope that the revision will also include an example of what such a title might look like for archivists who may not know how to devise one.

With all good wishes,
Jenny Swadosh
Associate Archivist
Kellen Design Archives
Parsons The New School for Design
212-229-5942

Hello,

I agree with the proposed change, but not based on supplied justification.

It seems logical and more closely parallels the name|term|topic rules for creating supplied titles. I don't understand why the current commentary breaks from that logic simply because the owning repository is the collector. Orphaned/artificial collections are fairly common in my institution and we describe them as the rule change suggests, e.g. "NLM miscellaneous recordings collection"

I don't think the justification should be based on display or SERP issues—there are other ways to address those issues more native to the affected technology at hand, e.g. microdata, html encoding best practices, etc.

John P. Rees
Archivist and Digital Resources Manager
History of Medicine Division
National Library of Medicine
301-496-8953

Dear Gordon,

I am writing to provide feedback on the proposed revisions to DACS 2.3.3 and 2.3.6, as requested on the EAD roundtable list.

My colleagues and I met this week to review our DACS application profile and brought the proposed revisions for discussion. We whole-heartedly support the revision to 2.3.3 – it adds clarity and provides information for researchers. We do, however, have an observation with the proposed wording for 2.3.6. The way the revision is written seems like it would be, at best, misleading to researchers.

My understanding of the proposed rewording of 2.3.6:

"If the name of the creator, assembler, or collector is not known, or if the repository has assembled the materials, record the name of the collecting institution." The section 2.3 addresses formulation of devised title for archival collections. In purpose and scope this is described as "generally having two parts: the name of the creator(s) or collector(s); the nature of the materials being described." Rules 2.3.4-2.3.18 go on to describe the name segment. 2.3.6 addresses how to proceed if the creator or assembler is unknown. As it currently stands, the rule instructs not to record a name in such an instance. The wording of the proposed change instructs us to record a name, but to use the name of the collecting institution.

My objections to the proposed rewording of 2.3.6:

If I apply my understanding of the rewording 2.3.6 as described, any item I have by an unknown creator (and I have several, especially working with colonial-period documents) would be attributed, at least by title, to my repository. For example, I recently processed an unsigned sermon preached shortly after the Boston Massacre of 1770. As unsigned sermon, we do not know who the creator is. As it stands, the creator is listed as "unknown" and the title, as we

devise it at the Congregational Library and Archives, reads "Unknown creator. Boston Massacre sermon, 1770." By my understanding of the proposed change to 2.3.6 as it is currently worded under a revised DACS application, that title would be changed to read "Congregational Library & Archives. Boston Massacre sermon, 1770." This I find to be misleading, at best, to researchers. Furthermore, that confusion carries on when I go to rule 2.6 on creators and am told that the my creator field should "usually" match the creator element in the title. Furthermore, the rules for formulating the name direct you back to 2.3.4-2.3.17. (For the record, I am also not a fan of the instruction not to include the name segment "unknown" in devised title formulations, which is why CLA has chosen to bend DACS a bit on this matter.)

I am unsure if this is a correct reading of the proposed 2.3.6 changes, but wanted to provide the feedback anyway. I understand the impetus for the proposed change (although I think many of the concerns about repository confusion can be addressed if the searcher clicks through from the search engine into the finding aid where the repository information is included as a single-level required field), however I am concerned about attempting to resolve those concerns by adding more confusion, or potential points of confusion.

I hope this feedback is useful to the team. Thank you to you and them for your work on DACS, and for this opportunity to provide feedback.

Sari Mauro
Digital Archivist
Congregational Library & Archive
smauro@14beacon.org
617-523-0470 x225

Hello, Gordon –

Thank you for seeking feedback on this change proposal. While I somewhat understand the need and justification for this change, I have concerns about the way this proposal addresses that need. I recommend that this change proposal not be accepted for the following reasons.

1. The proposed change to element 2.3.6 results in the following statement: " If the name of the creator, assembler, or collector is not known, or if the repository has assembled the materials, record the name of the collecting institution." This instruction is awkward and potentially confusing because it combines guidance for "unknown creator, assembler, or collector" with guidance for materials assembled by the repository. Does this change imply that the name of the collecting institution should be used in the title – even for collections that were not assembled by that organization?
2. Including the institution's name as the collector for all collections that are assembled by the repository would be superfluous in many cases.
3. A more appropriate way to address this might be a modification to element 2.3.23 that would allow for the repository name to be applied to a collection about a person that was assembled by that repository. An example of this might be: Oregon State University Special Collections & Archives Research Center Collection on Bernard Malamud

It would have been helpful if the proposers had included examples of the application of this change. Perhaps this can be encouraged for future change proposals.

I hope this feedback is helpful. If you or other subcommittee members have any follow-up questions, please let me know.

With best regards,

Elizabeth Nielsen
University Archivist
****
Special Collections & Archives Research Center
Oregon State University Libraries & Press
121 Valley Library
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Appendix B

Describing Archives: A Content Standard (DACS) change proposal
18 March 2015

***DACS* elements to change:**

- Principle 3: Arrangement involves the identification of groupings within the material
- Principle 7: Archival descriptions may be presented at varying levels of detail to produce a variety of outputs.
- Principle 7.1: Levels of description correspond to levels of arrangement
- Principle 7.2: Relationships between levels of description must be clearly indicated
- Principle 7.3: Information provided at each level of description must be appropriate to that level
- 2.8: Level of Description (Required) – NEW ELEMENT
- Chapter 1: Levels of Description

Proposed change:

1. Change the language for *Principle 3: Arrangement involves the identification of groupings within the material* as follows (strike-through indicates deletion, underline indicates addition):

   Arrangement is the process of identifying the logical groupings of materials within the whole as they were established by the creator, of constructing a new organization when the original ordering has been lost, or of establishing an order when one never existed. The archivist then identifies further sub-groupings within each unit down to the level of granularity that is feasible or desirable, even to the individual item. This process creates hierarchical groupings of material, with each step in the hierarchy described as a ~~level~~ unit. By custom, archivists have assigned names to some, but not all, ~~levels of arrangement~~ hierarchical groupings of material. The most commonly identified are collection, record group, series, file (or filing unit), and item. A large or complex body of material may have many more ~~levels~~ groupings. The archivist must determine for practical reasons which groupings will be treated as a unit for purposes of description. These may be defined as the entire corpus of material of the creator (papers, records, or collection), a convenient administrative grouping (record and manuscript groups), or a reflection of administrative record-keeping systems (series and filing units).”

2. Change the language for *Principle 7: Archival descriptions may be presented at varying levels of detail to produce a variety of outputs* as follows (strike-through indicates deletion, underline indicates addition):

The nature and origins of a body of archival materials may be summarized in their entirety in a single collective description. However, the extent and complexity of archival materials may require a more detailed description of their various ~~components~~ hierarchical groupings as well. The resulting technique of multilevel description is "the preparation of descriptions that are related to one another in a part-to-whole relationship and that need complete identification of both parts and the comprehensive whole in multiple descriptive records." This requires some elucidation regarding the order in which such information is presented and the relationships between description(s) of the parts and the description of the whole.

3. Change the title of *Principle 7.1: Levels of description correspond to levels of arrangement* to *Principle 7.1: Units of description correspond to groupings of materials* and change the text as follows (strike-through indicates deletion, underline indicates addition):

   ~~The levels of arrangement determine the levels of description.~~ Hierarchical groupings of materials determine units of description. However, because not all ~~levels~~ groupings of material ~~of arrangement~~ are required or possible in all cases, it follows that not all ~~levels~~ units of description are required. It is understood that description is an iterative and dynamic process; that is, descriptive information is recorded, reused, and enhanced at many stages in the management of archival holdings. For example, basic information is recorded when incoming material is accessioned, well before the material is arranged. Furthermore, arrangement can change, particularly when a repository receives regular accruals of records from an ongoing organization. In that situation, the arrangement will not be complete until the organization ceases to exist. Thus, it is more appropriate to say that description reflects the current state of arrangement (whatever that may be) and can (and does) change as a result of further arrangement activities.

4. Change the title of *Principle 7.2: Relationships between levels of description must be clearly indicated* to *Principle 7.2: Relationships between units of description must be clearly indicated* and change the text as follows (strike-through indicates deletion, underline indicates addition):

   While the actual work of arrangement and description can proceed in any order that makes sense to the archivist, a descriptive system must be able to represent and maintain the relationships among the various parts of the hierarchy. ~~Depending on the point at which the descriptive system is entered,~~ An end user must be able to navigate to higher (less detailed) or lower (more detailed) ~~levels~~ units of description.

5. Change title of *Principle 7.3: Information provided at each level of description must be appropriate to that level* to *Principle 7.3: Information provided in each unit of*

description must be appropriate to that grouping of materials and change the text as follows (strike-through indicates deletion, underline indicates addition):

When a multilevel description is created, the information provided ~~at each level~~ in each unit of description must be relevant to ~~the material being described at that level~~ the hierarchical grouping of material being described. This means that it is inappropriate to provide detailed information about the contents of files in a description of a higher ~~level~~ grouping of materials such as a series. Similarly, archivists should provide administrative or biographical information appropriate to the materials being described ~~at a given level~~ in a given grouping (e.g., a series). This principle also implies that it is undesirable to repeat information recorded at higher ~~levels~~ units of description. Information that is common to the component parts should be provided at the highest appropriate ~~level~~ unit of description.

6. Add a new required Level of Description element (2.8) as follows:

Purpose and Scope

- This element identifies and records the hierarchical grouping of material being described.

Sources of Information

- Take the information from any reliable source, including the internal evidence of the materials being described.

General Rules

- Record the level of this unit of description.

Examples

- Collection
- Record group
- Series
- Subseries
- File
- Item

7. Change the title of *Chapter 1: Levels of Description* to *Chapter 1: Core Elements* and change the language as follows (strike-through indicates deletion, underline indicates addition):

Archival material can be described at many different levels of granularity and hierarchical groupings of materials. (see Statement of Principles: Principle 3).

A finding aid may consist of only one ~~level~~ unit of description (single-level descriptions), or it may include many different ~~levels~~ units of description (multilevel descriptions). A finding aid that consists of multiple ~~levels~~ units of description may provide information at

successively narrower ~~levels of arrangement~~ hierarchical groupings of materials (such as subseries or files~~, and even items~~) for some series while confining information to a single ~~level~~ unit of hierarchy for others.

DACS does not attempt to define the proper ~~level~~ granularity of description for any set of archival materials. Archivists should follow the prescriptions of their institutions and apply their own judgment in making such determinations.

DACS defines twenty-five elements that are useful in creating systems for describing archival materials. These systems can be of any type, ranging from simple paper-based files to complex digital information management systems. The output products of these systems—archival descriptions of all kinds and formats, printed on paper or encoded in EAD or MARC 21—must include at minimum a set of discrete descriptive elements that convey standardized information about the archival materials and creators being described. These DACS elements constitute a refinement of the twenty-six high-level elements of archival description defined in the General International Standard Archival Description (ISAD[G]).

Not all of the DACS elements are required in every archival description. Combinations of descriptive elements will vary, depending on whether the archivist considers a specific description to be preliminary or complete and whether it describes archival materials ~~at~~ in a single ~~level~~ hierarchical grouping (e.g., a collection ~~level~~ or an item ~~level~~) or at multiple ~~levels~~ groupings that have a whole-part relationship.

Simple archival descriptive systems can be constructed using only the twenty-five elements articulated and defined by this standard; however, more detailed archival descriptive and management systems may require a number of additional elements, either defined by companion standards or standardized at the local level to meet the requirements of a specific repository.

The following requirements specify particular elements from Part I of DACS that should be used in output products—from basic ~~collection~~ single-level accession records to fully encoded, multilevel finding aids—intended for the use of archivists or researchers in managing and using archival materials. They articulate a “minimum,” “optimum,” and “added value” usage of the elements defined by DACS but are not intended to preclude use of other descriptive data that a repository deems necessary for its own descriptive systems or products. DACS does not specify the order or arrangement of elements in a particular descriptive output. Some systems or output formats, such as MARC 21 or EAD, provide specific guidance on the ordering of some or all elements. Others, such as a repository’s preliminary accession record or a print finding aid, should include DACS elements in a logical and consistent manner determined by the repository’s own procedures and standard practices. The requirements that follow are divided into two sections, one for single-level descriptions and one for multilevel descriptions.

Justification for proposed change: DACS implicitly defines the word “level” as both a hierarchical grouping of materials (such as collections, series, subseries and file), as well as the

level of detail at which one such grouping is described (for example Single-level Optimum or Multilevel Required).
In ISAD (G), “Level of description” is defined as the *position* of the unit of description in the hierarchy of the fonds and is also a required element in its own right. Until now, DACS has conflated the unit of description and its position by using the term “level” for both ideas. This change aims to disambiguate the two ideas, as well as bring the language in DACS in closer alignment with ISAD(G)

Impact of proposed change: This is a substantial change proposal. However, the introduction of a new required element should be mitigated by the fact that “Level of description” is generally recorded by default in archival description due to output formats requirements.

Appendix G

Technical Subcommittee for Encoded Archival Context (TS-EAC) Report

August 2015
Submitted by Anila Angjeli and Katherine M. Wisser

The Technical Subcommittee for Encoded Archival Context is happy to report a busy year of work focused on the following initiatives: the compilation of an encyclopedia article on the standard for the *Encyclopedia of Library and Information Science*, the publication of a special issue focused on use cases for the standard in *Journal of Archival Organization*, the establishment of an Examples project, and initial work for the formation of an XML schema for Encoded Archival Context – Functions.

Encyclopedia of Library and Information Science

Wisser and Angjeli were approached by the ELIS publication effort from Taylor and Francis for the construction of an encyclopedia entry for the standard. A complete draft was submitted in January 2015. It is currently in a stage of the review process; the publication of the Encyclopedia is slated for 2016.

JAO Special Issue on EAC-CPF Use Cases

Angjeli and Wisser worked with Tom Frusciano, editor of the *Journal of Archival Organization*, and the publishers, Taylor and Francis to complete the publication of the use cases special issue. This was published, Volume 12, numbers 1-2, January-June 2015. The double-issue consists of an introduction, written by Angjeli and Wisser, and nine articles. Authors include: Richard Collier Jr. and Mary Samouelian at Duke University; Erin Faulder, Krista Ferrante, and Eliot Wilczek at Tufts University; Valerie Addonizio and Christopher Case at Johns Hopkins Unviersity; Ellen Doon, Susan Pyznski, Michael Rush and Melanie Wisner at Harvard and Yale Universities; Ricard Eito-Brun at the University of Carlos Ill de Madrid, Spain; Daniel Pitti, Rachael Hu, Ray Larson, Brian Tingle and Adrian Turner with the Social Networks and Archival Context project; Isabelle Chave and Claire Sibille-de Grimouard at the national archives at France; Florence Clavaud at the National Archives of France; and Gavan McCarthy, Ailie Smith and Michael Jones from the University of Melbourne in Australia. These articles range from local focused projects to national initiatives.

Encoding description of Functions

As reported last year, a first meeting convened in Brussels in November 2013 at the Royal Library of Belgium was intended to initiate the work for developing a schema on Archival Functions in collaboration with professionals from the international community that have given considerable though to the issue of encoding functions and have already carried out experiments on that topic. An AdHoc Working Group was created including members of TS-EAC, TS-EAD, SDT, ICA Expert Group for Archival Description (EGAD), as well as other interested professionals. The main, high-level decisions were that the schema for encoding description of functions will be part of archival description encoding schemas; it will be based on EAC-CPF

overall architecture; it will comply with EAD; and will rely on an reflect the EGAD design of functions and their relationships with the other entities.

In June 2015, the Functions group gathered for a virtual meeting. Those present include Anila Angjeli, Florence Clavaud, Gerhard Mueller, Joost van Koutrik, Karin Bredenberg, Tobias Wildi, Victoria Peters, Eliot Wilczek, Kathy Wisser, and Lina Bountouri. The initial plan of the meeting was to review what work had been accomplished in Brussels in 2013 and to build a working agenda for the creation of an alpha standard. A meeting in late May 2015 of the EGAD group however changed the trajectory of the conversation. Victoria Peters and Florence Clavaud (both members of EGAD) provided an update of the developments from EGAD on functions. This guided the rest of the conversation.

EGAD is working on establishing a conceptual model and an ontology that involves a formal representation of the former. Functions are one of the complex issues to address, and work is underway. The projected time-table is to have a first draft by the end of 2015, and a stable model by September 2016.

Following the reports from Victoria and Florence, the group came to the consensus that it would be a good idea to hold off on the construction of any kind of encoding standard on functions, until the conceptual modeling is further along. EGAD plans to have all the necessary conceptual model and ontology parts regarding functions ready by the end of this year, so that the work for developing the schema on encoding functions can move forward. The idea to develop a collection of examples was generally accepted. The discussion revealed aspects of functions, such as varying relationships with other standards and other entities needed to be explored, and it was generally agreed upon that this kind of work would be both helpful for EGAD's work and also contribute to our understanding of functions in concrete ways. Real life examples of the use of functions to describe archival concepts, how they are used to impact the description of agents and the description of records is needed. Mandates or ambient functions are also sought; complex relationship situations would be especially useful. It was concluded that the functions issue is complex, and that our "**Incubation group**" could support the EGAD work of this aspect of the modeling process. Therefore, the group agreed to bring together a compendium of examples with a broad enough variety in which the concept of functions and activities can be explored. There was some discussion of how to accomplish this in an appropriate timeframe so that it proves useful for the EGAD group based on the timeline they have already established. Individual members will contribute examples and Kathy will then work on a compilation of those examples for review by the group and then to be shared with the EGAD group. Following the meeting the work on examples has already started.

The minutes of the meeting were circulated also to the SAA Standards Committee as part of the reporting process to the SAA.

Considering the broad community of archivists' expectations on a schema for encoding descriptions of functions, it was also decided to make an official announcement updating the community on the work underway.

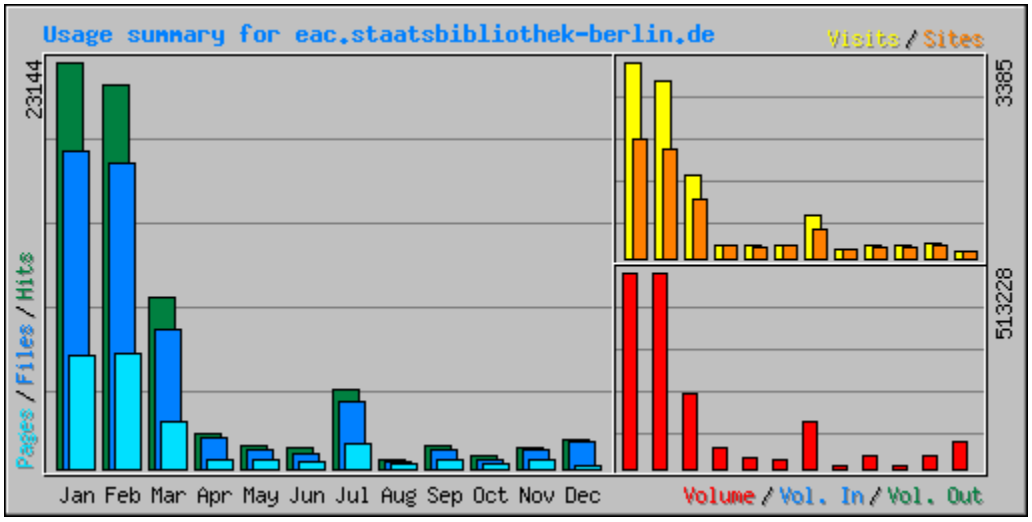
EAC-CPF Tag Library

There were no significant updates to the EAC-CPF Tag Library after May 2014. The TEI templates continue to be maintained and updated when necessary. No updates on the translations are to be signaled either.

EAC-CPF - pending issues of revision

Given that the SDT was busy with EAD3 over the last year, the backlog of EAC-CPF pending issues of revision is not yet addressed. This should be the priority for the next year.

EAC-CPF Website: submitted by Gerhard Mueller (8/10/2015)



Summary by Month												
Month	Daily Avg				Monthly Totals							
	Hits	Files	Pages	Visits	Sites	Volume	Vol. In	Vol. Out	Visits	Pages	Files	Hits
Dec 2014	52	50	5	3	111	67.68 MB	0 bytes	0 bytes	105	167	1551	1627
Nov 2014	54	46	21	11	222	33.97 MB	0 bytes	0 bytes	273	489	1070	1254
Oct 2014	28	21	13	8	192	7.19 MB	0 bytes	0 bytes	211	322	509	685
Sep 2014	62	52	22	10	192	34.89 MB	0 bytes	0 bytes	211	470	1107	1310
Aug 2014	17	12	9	6	157	6.41 MB	0 bytes	0 bytes	169	253	360	488

(Note, these repesent statistics from 2014 only. Due to staff shortages at the Staatsbibliothek zu Berlin, 2015 statistics cannot be compiled until the middle of September.)

Examples

Boudreau, Mueller and Wisser started work on the classification of existing examples to provide enhanced access to them. This includes the categorization and description of examples to provide better access to specific tag use and to identify areas for expansion of the example pool.

Membership

- Anila Angjeli, Bibliotheque Nationale de France, Co-chair
- Katherine M. Wisser, Simmons College, Co-chair
- Kerstin Arnold, Bundesarchiv, Committee member
- Erica Boudreau, John F. Kennedy Presidential Library and Museum, Committee member
- Karin Bredenberg, National Archives of Sweden, Committee member
- Basil Dewhurst, National Library of Australia, Committee member
- Tammy Peters, Smithsonian Institution Archives, Committee member
- Victoria Peters, University of Glasgow, Committee member
- Aaron Rubenstein, University of Massachusetts at Amherst, Committee member
- Jerry Simmons, National Archives and Records Administration, Committee member
- Stefano Vitali, State Archives of Florence, Italy, Committee member
- Lina (Vasilki) Bountori, Ionian University, Ex-officio
- Daniel V. Pitti, University of Virginia, Ex-officio
- Gerhard Mueller, Staatsbibliothek zu Berlin, Ex-officio

Ex-officio positions:

- TS-EAD co-chair Ex-officio
- TS-EAD co-chair Ex-officio
- SDT-DRT chair Ex-officio
- EADRT co-chair Ex-officio
- EADRT co-chair Ex-officio
- OCLC Research Ex-officio
- Standards Committee co-chair Ex-officio
- Standard Committee co-chair Ex-officio
- Council Liaison

Appended:
- Minutes for 2014 Joint meeting TS-EAD and TS-EAC
- Minutes from June 2015 Functions Incubator Group meeting

Joint TS-EAC, TS-EAD and SDT meeting

Wednesday, August 13, 2014

Agenda

Welcome from Michael Rush. He noted a light agenda for EAD, including a check in and preparation for the final push. Following a break, EAC will be discussed. We will conclude with a joint discussion about how the subcommittees will work together in the future.

In attendance (for some or all of the time): Anila Angjeli, Kerstin Arnold, Erica Boudreau, Kate Bowers, Karin Bredenberg, Terry Catapano, Mark Custer, Michael Fox, Rachael Hu, Kris Kiesling, Mark Matienzo, Lisa Miller, Cory Nimer, Daniel Pitti, Merrilee Proffitt, Tim Pyatt, Michael Rush, Jennifer Schaffner, Bill Stockting, Kelcy Shepherd, Ruth K. Tillman, Brian Tingle, Henny Van Schie, Brad Westbrook, Kathy Wisser.

TS-EAD

1: Updates and reports

a) Revision: progress and recap

In the past year both beta and gamma releases occurred with accompanying comment periods. While the target was to complete everything prior to the annual meeting, the time and available labor did not make this possible. There is a small group working on the tag library and the schema. The intention is to release EAD3 this calendar year. Michael and Terry have created a roadmap for the final work, including:

- Identifying deprecated elements
- Encoded examples to test against (need to compare the RNG, XSD, and DTD), including all elements and attributes in any schema and one document that validates against the various schema versions.
- Migration stylesheets (EAD2002 to EAD3)
- Completion of the tag library.

b) Schema Development Team

The schema has been re-designed by Terry so that it will accommodate conversion into different schema languages and facilitate subsetting; it has not yet pushed to Github. He emphasized the need for example documents.

c) Tag Library Editorial Team (Shepherd)

Editorial review, comparison with the schema and additional examples are needed.

d) Library of Congress EAD site report (Gardner)

Glenn Gardner circulated a report on the EAD site at the Library of Congress. The US and UK are most active on the site. Glenn has assured that the Library of Congress is happy to continue to maintain the tag library.

e) Announcements

Angelika Menne-Haritz has retired; she sent her warmest regard to the committee and has asked that Kerstin Arnold join TS-EAD in her place. The subcommittee recognizes her significant role in the promotion of EAD in Europe and wishes her well in her retirement.

2: Post release activities

a) Workshop update

Kris Kiesling and Michael Fox reported that they taught EAD 3 in Oklahoma in early January. The workshop content has been updated and barring any changes that have taken place in the schema since then it is ready for more offerings. It is suggested that with the new version, there might be a slight uptake.

b) "What's new?" webinar
October 23rd, Michael Rush will be conducting a webinar on what's new in EAD3. There is about $1,500 left of the money from the Nationaal Archief and Mike will be foregoing any renumeration. The webinar cost would normally be $150 but with this support, it will be $50 instead. Thanks to Solveig DeSutter for working on this.

c) EAD Cookbook

Michael Fox noted that there been conversations about the need to update the cookbook, make it a resource versus something that is static. He also indicated there was some question about whether or not the body of the content needs to be brought forward. The cookbook is now on the EAD Roundtable GitHub account, but people haven't yet run with it.

The one thing that was left open was the transformation stylesheet (EAD3 to HTML); Michael Fox has committed to create at least one and has one already for PDF. He will share the FO on GitHub and add it to the cookbook site.

EAD Roundtable github profile site: http://saa-ead-roundtable.github.io/

3: Any other business

In October, Michael Rush will be speaking at a workshop in Austin, Texas about EAD3. This is a pre-DC conference. Anila Angjeli, Kerstin Arnold, Daniel Pitti, and Brad Westbrook are also attending. The intention is to infiltrate the DC community with archivists.
http://dcevents.dublincore.org/IntConf/index/pages/view/2014-archives

Michael Rush will provide an update at the Roundtable this evening, including a brief presentation on the changes made to the schema since Beta.

He concluded with a repeated call for examples.

TS-EAC

1: Report on outstanding activities

a) EAC-CPF Tag Library update
b) Kick of meeting on a schema for encoding Functions (EAC-F)
c) JAO special issue on EAC-CPF

TS-EAC had a productive year of work. Last year Angjeli and Wisser published a call for papers for a special issue of the *Journal of Archival Organization*. The completed, double issue will be released this fall. It gathers nine articles focusing on the use of the standard. There is a nice range of use cases from small local implementations to large scale project and non-conventional implementations of the standard.

Angjeli and Wisser organized and hosted a meeting about the start of work on the schema on Functions. With consultation from the Standards Committee, this meeting was intended to explore the experiments already carried out by individuals in Europe. It was a 1-day meeting, held in November 2013 in Brussels in conjunction with ICA annual meeting. There were 20 participants, not just those experimenting but others that are interested/engaged in this work. At the meeting, four experiments were presented. The basis for those experiments were EAC-CPF (the basis for the Swedish version was EAC Beta) and all worked well, except for some specific constants and things that were really specific to functions. There are areas that remain to be worked through that deal specifically with function description. This meeting was in response to pressures from the European community to start the work on the international standard rather than individual experimentations. One of the main outcomes of the meeting was the recognition that the interrelation of all the standards requires coherence.

There were also discussions about the scope of functions and the way functions are defined in the ISDF. The scope of functions needs to be broadened to apply to persons as well. These ideas are related to the notion of functions, relationships to occupation. It was agreed that there was plenty of areas of discussion.

From minutes/report of the Brussels meeting

- Shared blocks elements/attributes
- Based on EAC-CPF
- ISDF, but that scope needs to be broadened
- Relations model but allow for extensible expressivity
- Scope of the function

The final version of the tag library of EAC-CPF has been released (Edition 2014). The previous version was a draft. There was a lot of work to incorporate comments from translators and address content issues. Additionally, the Schema Development Team did significant work in establishing an encoding infrastructure. Announcement needs to go out. Wisser indicated that

from a workflow perspective, the infrastructure established by the SDT has made editing much easier. (EAC-CPF TEI is on Github.)

One thing that is needed is a way to indicate versioning for the living document. Small changes, etc. As far as the publication of the tag library, that needs some attention; there are other options – that is work going forward.

The volunteer aspect of the work issue is different than the technical infrastructure issues at SAA. Development and maintenance of content is different than the hosting. Organizationally, SAA needs to have a commitment to do this. The subcommittees need to come up with the numbers (real numbers) for SAA and Council to make that commitment. This issue is bigger than these groups and really needs to be addressed at the standards level.

2: Issues for discussion

a) EAC-CPF schema revision
    - Issues for revision
    - Organization of work with the SDT

The revision of the EAC-CPF schema has been on hold, pending the revision of EAD. In the meantime, there has been some discussion on some of the comments and agreement on those changes. We want to come to agreement on those changes. Wisser led the discussion through the various change proposals (documentation of that discussion is attached). When discussion indicated that further attention needs to take place, the issue was tabled.

It was decided that the changes will be handled on GitHub, and as soon as all are completed a new version of EAC-CPF will be released. The changes should, of course, be reflected on the tag library.

Example of the issues discussed: Occurrence issue:

Occurrence in context is an issue. Generally in documentation, occurrence is indicated at the parent element. We should also seek out user feedback on documentation for EAC-CPF. Representation of the information is the issue not the information itself. Feedback from survey regarding the EAD Tag Library on different proposed models was a hybrid model.

Coordinating and aligning the styles for documentation is important. A side issue was raised about the distribution of the schemas/tag libraries websites and information. There was some discussion about bringing all of this to SAA. It is considered desirable to have all the documentation consolidated in the same place, URIs under the name space for the schema. However this depends on the future developments regarding the hosting of the three schemas and documentation.

b) Building a schema for encoding Functions (EAC-F)
    - Design principles (as agreed at the kick-off meeting)
    - Working group

- Timeline and tools
- Reporting to the SAA Standards Committee and relation to the ICA EGAD

It was recognized that the work for building the schema on functions should start. In the forthcoming months we will think of a flexible way to make work move forward.

3: Other reports

a) Comments on EAD3 Beta

Angjeli and Wisser submitted comments to TS-EAD regarding EAD3 Beta. They are grateful that the committee considered them.

b) Translations of the TL

The Tag Library translations are going forward. There is currently work being done on Spanish and Greek translations. Other completed translations have received documentation on the final edits to the tag library. The French translation is being updated to reflect changes in the English original version and will be published soon.

c) Examples working group

Jerry Simmons has handed the examples working group back to Kathy Wisser. She proposed a project to document the examples and increase access and utility. This should provide better use of the examples and indicate where there are holes in the example collection. Daniel Pitti also recommended the creation of best practice guidance.

Joint Business

1: Reporting on other initiatives

a) EGAD: International Council of Archives, Experts Group on Archival Description, 2012-present
EGAD is looking at the broader context of cultural heritage description in order to ensure that archival description is placed within that context and works in the allied fields of libraries and museums, who are well along with the conceptual modelling within their respective fields. They plan to codify and express the underlying concepts of ISAD-G, ISAR-CPF, ISDF, and ISDIAH in OWL.

By January of 2015, drafts and mock-ups of this work will be released to the community for review and comment. For this group, there is a profound sense of responsibility to honor the well-established archival principles in which description is placed.

2: Future Governance etc. for TS-EAD, TS-EAC and SDT

A discussion was led regarding the future governance of the technical subcommittees and Schema Development Team. A proposal was circulated that proposed a single subcommittee, Technical Subcommittee Encoded Archival Standards (TS-EAS). This discussion ranged in coverage across many issues including:

- The potential for release time/compensation for those actively engaged
- The importance of keeping standards maintenance in the profession
- Better harnessing the energy that is in the profession
- Ways to address inclusivity in the process
- Flexibility/inflexibility of appointments
- Continuous model issue versus multitude of versions; recommended to see how the MODS/METS models work.
- Council approval of the *process* versus minor standard updates; Council approval on major standard updates.

Moving forward, regarding sustainability of standards, volunteer labor, etc., an analysis of costs (Hosting prices, URL domains, Staff time, Etc.) should be drawn up. If EAD3 is still going to be hosted by the Library of Congress, but if the standards are merged, there is strategic thinking about (and throughout) this process.

Currently there are 27 unique members for the three committees with a slew of additional ex-officio members.

The co-chairs of the existing groups will revise current proposal based on today's meeting and submit it to SAA Council (separate from the submission packet for EAD3). The proposal will include:

- Structure of committee as well as the time commitments (follow the DACS model?)
- One committee solution, focused on reviewing feedback on a continual basis, with a top-down review every two years or so.
- All bugs submitted will be considered for fixing immediately; all feature enhancements that are backwards compatible will also be considered.
- Long-term hosting costs
- Recommendation of whether the schema development should be done by the committee, by a contractor, or a combination.

Minutes compiled by Kathy Wisser with additional notes from Mark Custer and Ruth K. Tillman.

EAC-F Ad Hoc Working Group Meeting
June 12, 2015, 11:00 am Eastern

Present: Anila Angjeli, Florence Clavaud, Gerhard Mueller, Joost van Koutrik, Karin Bredenberg, Tobias Wildi, Victoria Peters, Eliot Wilczek, Kathy Wisser, Lina Bountouri (joined late)

Participants provided initial introductions, including their connection to other archival standards initiatives and work on a functions structure standard.

The initial plan of the meeting was to review what work had been accomplished in Brussels in 2013 and to build a working agenda for the creation of an alpha standard. A meeting in late May 2015 of the EGAD group however changed the trajectory of the conversation. Victoria Peters and Florence Clavaud (both members of EGAD) provided an update of the developments from the group that guided the rest of the conversation. EGAD is working on establishing a conceptual model and an ontology.

Report from Victoria Peters on the conceptual model as it relates to functions

The first thing to note is that EGAD has not finished its work on functions. They are much more advanced with the other entities (records, agents), and there is still quite a lot of work to do on functions. The discussions so far have resulted in a few principles:

1. Functions apply to persons as well as corporate bodies

2. There are two different categories of functions: a) Goals or purposes or objectives (why a person or organization does something) and b) Actions (what a person or organization does to achieve those functions or goals).

Additionally, ambient functions (or societal functions), defined at a level that sits above the other types of functions, also need to be addressed.

The group considered the idea of a hierarchy of functions. Although they consider hierarchy to be important, the overall agreement is that it doesn't play a role across the board. They decided not to build a hierarchy of types, and therefore will not enforce a hierarchy into the conceptual model.

Ongoing work will focus on an analysis of what makes a function, and its relationship with the concept of a mandate

As it stands now:

High-level ambient functions
Purpose, objectives, goals
Activities
Rules

Mandating, authorizing event

The projected time-table is to have a draft by September 2015 for release, and a stable model by September 2016.

Report from Florence Clavaud on ontology work

This work involves a formal representation of the model in OWL. This work is a follow-up to the conceptual modeling. The schedule for the ontology work is: the development of the core classes and properties (relationships) with the aim of being able to submit the ontology to a restraint group of experts for review in November 2015. The release of a first draft of ontology for comments is planned by January 2016. The release of a more complex and complete stable version is slated for September 2016, including alignment to other reference ontologies (such as CIDOC-CRM or FRBRoo). There is the potential to showcase something online (on a SPARQL endpoint), enabling people to see what it brings.

Following these reports, the group came to the consensus that it would be a good idea to hold off on the construction of any kind of encoding standard on functions, until the conceptual modeling is further along. The question then was raised whether there was anything that this group can do to prepare or contribute to the release of the draft model. Victoria mentioned that use cases would be a significant contribution to the EGAD conceptual modeling; not many in EGAD have much to do with functions, so examples would be a great help.

The idea to develop a collection of examples was generally accepted. The discussion revealed aspects of functions, such as varying relationships with other standards and other entities needed to be explored, and it was generally agreed upon that this kind of work would be both helpful for EGAD's work and also contribute to our understanding of functions in concrete ways. Real life examples of the use of functions to describe archival concepts, how they are used to impact the description of agents and the description of records is needed. Mandates or ambient functions are also sought; complex relationship situations would be especially useful.

Many group members said they could contribute examples. Joost van Koutrik also offered to share his dissertation, which speaks directly to the description of functions (in Dutch), and where collected elements are reflected in a mind map.

It was concluded that the functions issue is complex, and that our "Incubation group" could support the EGAD work of this aspect of the modeling process. Therefore, a compendium of examples will be brought together hopefully with a broad enough variety in which the concept of functions and activities can be explored.

There was some discussion of how to accomplish this in an appropriate timeframe so that it proves useful for the EGAD group based on the timeline they have already established. Kathy will establish a Dropbox folder and share it with the group for individual members to deposit examples. Kathy will then work on a compilation of those examples for review by the group and then to be shared with the EGAD group.

There was also a discussion about dissemination of functions work. There were two specific issues discussed. The first is to expose the American archival community to the basic notion of describing functions and its significance. Kathy has encountered this in the many workshops she has taught on EAC-CPF (in discussing the relationship between an entity and a function). Second, an article published through the APEX site (http://www.apex-project.eu/index.php/en/articles/210-the-role-of-functional-provenance-between-archival-appraisal-and-description-do-we-need-an-eac-f-standard) raises the urgent need for an encoding standard for functions. This might require some kind of response.

Kathy and Anila are on the program to speak about this work at the SAA Description Section, which will provide a venue to address the first concern and to provide an update on the work of this ad hoc group. Having a compendium of examples will be a useful framework for that presentation as well.

Action Plan:

1. Agreement to put off the alpha schema, follow the schedule put out by EGAD, wait until the first model is distributed to make assessment of whether or not the encoding standard; next meeting following the release by a couple of weeks.

2. Compendium of examples for EGAD: set up a dropbox, provide examples, Kathy compile and provide, mid-July, compiled and to the EGAD group by the beginning of August.

3. Lina will write something as a reply to the article on the Apex site.

4. Report to EGAD our work (minutes circulated by Victoria/Florence)

5. Plan for a meeting in October, after the group has had the opportunity to review the draft put out by EGAD.

Appendix H

Technical Subcommittee for Encoded Archival Description (TS-EAD) Report

TS-EAD Members:

Michael Rush, Co-Chair (Yale University)
Bill Stockting, Co-Chair (British Library)
Kerstin Arnold (Bundesarchiv)
Michael Fox (Minnesota Historical Society)
Kris Kiesling (University of Minnesota)
Kelcy Shepherd (University of Massachusetts Amherst)
Claire Sibille-de Grimouard (Direction générale des patrimoines)
Henny van Schie (Nationaal Archief / Bibliotheek)
Bradley Westbrook (Lyrasis)
Karin Bredenberg, ex officio, Schema Development Team (National Archives of Sweden)
Terry Catapano, ex officio, Schema Development Team (Columbia University)
Florence Clavaud, ex officio, Schema Development Team (Ecole nationale des chartes)
Michele Combs, ex officio, Schema Development Team (Syracuse University)
Mark Matienzo, ex officio, Schema Development Team (Digital Public Library of America)
Daniel Pitti, ex officio, Schema Development Team (University of Virginia)
Salvatore Vassallo, ex officio, Schema Development Team (University of Pavia)
Merrilee Proffitt, ex officio, OCLC Research (OCLC Research)
Glenn Gardner, ex officio, Library of Congress (Library of Congress)
Jodi Allison-Bunnell, ex officio, EAD Roundtable (Orbis Cascade Alliance)
Ruth Kitchin Tillman, ex officio, EAD Roundtable (Cadence Group)
Dan Santamaria, ex officio, Standards Committee (Tufts University)
Meg Tuomala, ex officio, Standards Committee (Gates Archive)
Anila Angjeli, ex officio, TS-EAC (Bibliotheque Nationale de France)
Katherine Wisser, ex officio, TS-EAC (Simmons College)

The Technical Subcommittee for Encoded Archival Description is pleased to report a busy year of work that culminated in the release of EAD3.

At our meeting during the 2014 SAA Annual Meeting, TS-EAD reviewed the work that remained to be completed for EAD3 and discussed plans for sharing information with the user community. After our meeting at last year's SAA Annual Meeting, TS-EAD had the following goals:

1. Make final changes to the EAD3 schemas and the EAD3 Schematron
2. Finish the EAD3 Tag Library and encoded it in TEI
3. Update the Library of Congress EAD site
4. Complete development of the EAD 2002 to EAD3 migration style sheet
5. Communicate with the EAD community regarding changes in EAD3
6. Submit EAD3 to the Standards Committee by the end of 2014

The work to complete the EAD3 schemas, Schematron, and Tag Library proceeded slowly but steadily through the year. It proved unfeasible to deliver EAD3 by the end of calendar year 2014. TS-EAD delivered the EAD3 submission package to the Standards Committee in June 2015, and the final draft of the tag library to SAA on July 15th. The Standards Committee endorsed EAD3 and SAA Council unanimously voted to adopt EAD3 as an official SAA standard in July. After some final testing and additional work to package up the schemas for release, EAD3 1.0 was officially released on Tuesday, August 18, 2015. Find the release at https://github.com/SAA-SDT/EAD3/releases/tag/v1.0.0.

A draft version of the TEI-encoded EAD3 tag library has been completed. Further refinement of the encoding and possibly modifications to the style sheets necessary to derive HTML and PDF versions is necessary, but will be completed soon. Preliminary updates have been made to the Library of Congress EAD site. Links to the EAD3 release on GitHub and the tag library (derived from the TEI) will be added soon after the annual meeting.

Work on the EAD 2002 to EAD3 migration style sheet also progressed steadily throughout the year. It will be finalized and released shortly after the SAA Annual Meeting in Cleveland.
On October 23rd, 2014, TS-EAD co-chair Mike Rush taught an SAA webinar called "EAD3: What's new?" The cost of the webinar was subsidized by the remaining unused funds provided for the EAD revision process by the Nationaal Archief of the Netherlands.

TS-EAD will hold a joint annual meeting with the Technical Subcommittee for Encoded Archival Context and the Schema Development Team on Wednesday, August 19th, 2015, from 8:00 AM to 12:00 PM, in the Garfield Room of the Renaissance Cleveland Hotel. The agenda for the TS-EAD portion of the meeting is as follows:

TS-EAD meeting agenda:

- Updates and reports
  - Revision: recap and celebration (Rush)
  - Schema Development Team (Catapano)
  - Tag Library Editorial Team (Shepherd)
  - Library of Congress EAD site report (Gardner)
- EAD3: Loose ends (Rush, Catapano, Shepherd)
  - Updating LC EAD site (Rush, Gardner)
  - EAD3 Cookbook (Fox?)
  - Migration style sheet (Catapano, Rush)
- Governance for EAD post-revision – discussion (all)
- Any other business

Respectfully submitted by Michael Rush and Bill Stockting, TS-EAD co-chairs, August 18, 2015.

Appendix I

Technical Subcommittee on Guidelines for Reappraisal and Deaccessioning (TS-GRD) Report

Members:

Laura Uglean Jackson (Chair)
Chela Weber (Committee Member)
Mark Shelstad (Committee Member)
Margery Sly (Committee Member)
Laura Sullivan (Ex Officio, Acquisitions & Appraisal Section)
Meg Tuomala (Ex Officio, Standards Committee Co-Chair)
Dan Santamaria (Ex Officio, Standards Committee Co-Chair)
Caitlin Christian-Lamb (Standards Committee Liaison)

The TS-GRD met August 16, 2014 to begin planning for the formal review of the *Guidelines for Reappraisal and Deaccessioning.* We brainstormed ways to get feedback, discussed how individuals might submit comments, sketched a timeline, and discussed the components of the review plan. The ideas from this meeting were organized into an advocacy plan, which included hosting a session at SAA, speaking at section and roundtable meetings, publishing case studies, announcing the review in Archival Outlook, and offering stickers and buttons at next year's SAA meeting.

To move some of the ideas forward, we solicited a call for use cases on the Guidelines. We received approximately ten responses from individuals sharing their experiences using the Guidelines. We hope to use these experiences for an upcoming case study publication or SAA session.
In February 2015 the TS-GRD met via conference call. We reviewed our advocacy plan and efforts thus far and discussed the review plan.

The TS-GRD drafted a review plan for the formal review of the Guidelines and submitted this to the Standards Committee in late March. The Standards Committee approved the plan and the formal review will begin in August 2015, after the annual SAA meeting.

At SAA 2015 in Cleveland we are announcing the review of the Guidelines at all section meetings and nine roundtable meetings. We will hold a lunch and learn where we will present an overview of the Guidelines, answer questions, and receive comments. We are also planning to hold a meeting for TS-GRD members. We will also hand out reappraisal and deaccessioning ribbons for conference badges. Finally, we will hold "office hours" in the exhibit hall for one hour.

Appendix J

Society of American Archivists Representative to American Library Association (ALA) Committee on Cataloging: Description and Access (CC:DA) and the MARC Advisory Committee (MAC) Annual Report 2014-2015

The biannual meetings of CC:DA and MAC were held as part of the ALA Annual meetings in San Francisco, California from June 27-29, 2015. The focus of discussion in these meetings were revision proposals for improvements associated with *Resource Description and Access* (RDA). For CC:DA, this resulted in a number of proposals that have been forwarded to the Joint Steering Committee on the Revision of RDA (JSC) for their consideration in November 2015. In preparation for these meetings, CC:DA will also be reviewing a number of proposals submitted by other constituencies.

While much of the discussion in CC:DA and MAC was tangential to archival practice, there are a number of proposals that may impact the description of archival materials and that should be considered by SAA technical subcommittees associated with descriptive standards. A summary of these proposals is provided below, as well as a list of other CC:DA and MAC actions.

MAC

URIs in MARC

The committee reviewed a discussion paper by Steven Folsom (Cornell University) on the need for best practices in the use of URIs in the MARC format (see https://docs.google.com/document/d/1fuHvF8bXH7hldY_xJ7f_xn2rP2Dj8o-Ca9jhHghIeUg/edit?pli=1). While the standard includes subfields for recording URIs in many fields (e.g., subfields $0 and $u), there are no guidelines requiring that they be recorded uniformly or that they be dereferenceable. While there were no specific requests for change incorporated into the discussion paper, the conversation led to greater consideration with other proposals in the session. In terms of immediate implementation of changes, it is expected that the Program for Cooperative Cataloging (PCC) will review their policies for the recording of URIs. These changes may also be seen as another aspect of the movement toward linked data in libraries, which will in turn impact archives.

Other Issues

Other items discussed in the committee with a lesser impact on archival descriptive practice included:

- Extending the use of subfield $0 (Authority record control number or standard number) to the 3XX content, media, and carrier fields. This proposal was made by the British Library to allow recording the URI of a term in the 336, 337, and 338 fields in a bibliographic record. The proposal was approved without changes, and is available at http://www.loc.gov/marc/mac/2015/2015-07.html.

- Defining 670 $w (Bibliographic record control number) in the MARC 21 Authority format. This proposal was made by the Library of Congress to allow them to record the control

number of a bibliographic record referenced in an Authorities source note as part of that field (similar to the use of URIs in subfield $u). The proposal was approved without changes, and is available at http://www.loc.gov/marc/mac/2015/2015-09.html.

- Recording RDA format of notated music in the Bibliographic and Authority format. This proposal was made by the Canadian Committee on Metadata Exchange (CCM), and created a new field 348 in the Bibliographic and Authority formats for recording RDA-required terms on format (e.g., score, vocal score, part, etc.). The proposal was approved with minor changes in wording about the field's scope of use, and is available at http://www.loc.gov/marc/mac/2015/2015-08.html.

CC:DA

Machine-Actionable Data Elements in RDA

The meeting included a discussion of a revised proposal from the Task Force on Machine-Actionable Data in RDA Chapter 3 with a refined Aspect-Unit-Quantity model (http://alcts.ala.org/ccdablog/wp-content/uploads/2015/06/tf-MADE_RDA-Chap3-rev2015-06.pdf). This revision walked back the previous provisions for standardizing archival entries, retaining the ability to record RDA-compliant extent statements in terms of storage space, number of containers, and number and type of materials. There remained some discussion on the use of the term "item" in relation to RDA 3.4.1.11 and the proposed 7.x.1.11.1 element, particularly in terms of aligning vocabulary between RDA and FRBR. Some information was shared with the task force leadership about archival use of the term "item", though the ALA Representative remains uncomfortable with its use.

While the committee approved submitting the proposal, it appears based on recent online discussion that the document will be submitted instead as a discussion paper.
Adoption of the Aspect-Unit-Quantity model would improve compatibility of RDA data with the EAD3 <physdescstructured> model, simplifying interchange between the two formats.

Relationship Designators in RDA Appendix K

During the past six months, the task force assigned to this project (including me) worked to finalize the text for approval by the committee, reviewing relationships and improving documentation (http://alcts.ala.org/ccdablog/wp-content/uploads/2015/06/6JSC-ALA-25-2015-06-draft.pdf). Based on the comments from the group in January, the task force also included a range of relationships based on the FRAD model, such as pseudonymous relationships and secular/religious name relationships. This latter relationship would introduce the possibility of entering other relationship designations for variant names (e.g., maiden name).

The committee approved submitting the proposal, which would greatly expand the number of relationship designators available in RDA. There was some concern, however, that the more innovative portions of the proposal might result in its being returned with comments, and it was requested that the non-controversial portions of the proposal be approved regardless.

The extension of relationship designators in RDA and their inclusion in registered RDA vocabularies would allow their use/reuse in EAC-CPF implementations and other archival/linked data applications.

Resources with More than One Carrier Type

The meetings also included a report from the task force responsible for reviewing the treatment of resources consisting of more than one carrier (http://alcts.ala.org/ccdablog/wp-content/uploads/2015/06/tf-relationships-8.pdf). Based on their review, they recommended clarifying the text in the guidelines for these cases, though the provisions in the rules did not change. Catalogers are still provided with three options: 1. recording all the carrier types and extents represented, 2. recording all the carrier types, extents, and other characteristics represented, or 3. recording only the predominant carrier types and extents.

The committee approved the proposal, though it requested some significant changes to the text including the option of deleting RDA 3.1.4 in favor of the general guidelines for recording information about multipart resources in RDA 1.5.2.

Changes in the rules for comprehensive descriptions of a multipart resource will impact archivists, as many archival collections require more than one carrier type and/or extent.

Updates from Other Organizations

As part of their meetings, CC:DA also receives a number of reports from other organizations and representatives, including the ALA Representative to the JSC, the Library of Congress, and ALA Publishing. Prominent among these reports at ALA Annual was a presentation by JSC chair Gordon Dunsire. Some points of interest to archivists from these reports include the following:

- The Joint Steering Committee has revised its governance model with the long-term expectation of expanding to represent cultural heritage communities beyond libraries. As part of this effort, the JSC will be establishing a Working Group on Archives in the fall to review the guidelines for archival materials. Bill Leonard of the Library and Archives Canada will be calling the group together to begin its work in November.

- The Library of Congress had not yet started its BIBFRAME pilot, but expected that it would begin by the end of the summer. During the pilot, which is expected to last at least three months, new cataloging will be done directly in BIBFRAME in parallel with ongoing cataloging in MARC.

- The Library of Congress representative also reported that they are preparing for the final phase of name authority record updates for RDA, to include the conversion of remaining compliant AACR2 records and adding ISNIs to matching records in the 024 field. Additional tasks will also be completed at the same time, including the transformation of all dates in the 046 to the Extended Date-Time Format (edtf). Documentation for ongoing authority work reflecting this change for will be provided.

- According to the representative from ALA Publishing the internationalization of the RDA code continues, with translations now available in a number of languages.

Other Issues

A number of other proposals and discussion items with lesser impact on archival practice were addressed at the CC:DA meetings. These included the following:

- A proposal by the ALA Representative to clarify the sources of information for statements of responsibility relating to the title proper (RDA 2.4.2.2).

- A proposal by the ALA Representative to introduce a note on the identifier of a Manifestation, with instructions similar to those for recording copyright dates.

- A proposal by the ALA Representative to add instructions to RDA 2.17 for recording other information associated with serials numbering and statements.

- A proposal by the Online Audiovisual Catalogers (OLAC) to add new Chapter 3 elements for optical disc physical standard, recording method, and data type (RDA 3.x).

- A proposal by a CC:DA task force for additional instructions in Chapter 27 for structured descriptions of "contained in" and "container of" relationships.

- A discussion of a paper by the Rare Books and Manuscripts Section (RBMS) about recording references between Works and bibliographic references.

Respectfully submitted,
Cory Nimer, SAA Representative to CC:DA and MAC

Appendix K

ICA Experts Group on Archival Description (EGAD) Report

Prepared by Daniel Pitti, SAA SC representative to ICA EGAD

The International Council on Archives Programme Commission (PCOM) is responsible for establishing and overseeing several expert or working groups, and programs that focused on, among other objectives, establishing and developing standards and best practices. The following groups and programs are currently established and working:

- Expert Group on Archival Description (EGAD)
- The Human Rights Working Group (HRWG)
- Photographic and Audiovisual Archives Working Group (PAAG)
- Digital Records Expert Group
- Expert Group on Archive Buildings and Environments
- Expert Group on International Support in Emergencies
- Records Management Expert Group
- Advocacy Expert Group

The following groups are in the planning stages:

- Appraisal Expert Group
- International Theft of Archives
- Expert Group on Legal Issues Pertaining to Archives and Records Management

For SAA members interested in serving on an ICA Expert Group, please contact Margaret Crockett at ICA: crockett@ica.org

The EGAD is in the third of a four-year effort to develop a conceptual model for archival description that integrates and reconciles the four existing ICA descriptive standards:

- ISAD(G): General International Standard Archival Description
- ISAAR(CPF): International Standard Archival Authority Records – Corporate Bodies, Persons, and Families
- ISDF: International Standard Description of Functions
- ISDIAH: International Standard Description of Institutions with Archival Holdings

The EGAD is building on more than twenty years of ICA standards development, national or project-based modeling work in the archival community, and the modeling work of allied professional communities, in particular CIDOC CRM, and IFLA's FRBR as aligned with CIDOC CRM and FRBRoo. This work has as its core objective developing a conceptual model that reflects an international professional consensus and positions the archival community to take full advantage of opportunities presented by current and emerging communication technologies, including the opportunity to work cooperatively within and outside of the archival community in a shared quest to provide enhanced access to and understanding of the human record.
Over the last year, EGAD met face-to-face two times. The first meeting was October 15-17, 2014, following the ICA 2nd Annual Conference in Girona, Spain. Thirteen members of EGAD

attended the meeting, representing Australia, Brazil, France, Italy, Finland, Romania, Spain, the U.K., and the U.S. The second meeting was held in Moeciu, Romania, May 27-29, 2015. Fourteen members of EGAD attended the meeting, representing Australia, Brazil, Canada, France, Italy, Ivory Coast, Romania, Spain, the U.K., and the U.S. The face-to-face meetings were complemented with several teleconferences.
As reported last year, EGAD will produce three primary products: 1) A statement on principles and a glossary of terms; 2) a conceptual model for archival description as such (expressed in textual description and diagrams); and 3) a formal ontology expressed in OWL (W3C Web Ontology Language).The ontology will address the broader cultural heritage context within which archival description exists, to facilitate both a good understanding of the fundamentals concepts, and interrelating archival description with allied cultural heritage description.

The focus of the work has been on identifying the main archival entities and their essential characteristics or properties. A particular focus has been on traditional multilevel (or hierarchical) description and an analysis of records versus aggregations or accumulations of records. Traditional multilevel description, exemplified in finding aids, is the predominate method of description, and is likely to remain so for the foreseeable future, if for no other reason than it is economic and based on well-established methods in comparison to alternatives. However, new and emerging technologies are presenting both daunting challenges and unprecedented opportunities, particularly in the form of graph technologies that are more expressive in representing the complex provenances and interrelations of both traditional and electronic records than the hierarchical descriptive representation. The graph technologies facilitate what one might call multidimensional description. A core objective of the work is to accommodate both multilevel description and multidimensional description, and to do so abiding by the Principle of Provenance and Respect for the Original Order.

An additional area of special focus is on Mandates and Business, and the Functions, Activities, and Rules that are related to each. Currently, ISDF addresses Functions, Activities, and Rules, but EGAD's analysis and discussions reveal that the descriptive challenge is more complex and further clarification and detail is need.

EGAD plans to make a first draft of the conceptual model available for review in the fall of 2015, and a draft of the ontology early in 2016.

Members of EGAD

Nils Brübach, Sächsisches Staatsarchiv | Saxon State Archives (Germany)
Florence Clavaud, Archives nationales (France)
Adrian Cunningham, Queensland State Archives (Australia)
Beatriz Franco Espiño, Subd. Gral. De Archivos Estatales (Spain)
Pete Johnston, Cambridge University Library (U.K.)
Jaana Kilkki, National Archives (Finland)
Padré Lydie Gnessougou Baroan-Dioumency, Directeur de la Documentation et des Archives (Ivory Coast)
Gavan McCarthy, University of Melbourne eScholarship Research Centre (Australia)

Alice Motte, Archives de France
Vitor Manoel Marques da Fonseca, Arquivo Nacional (Brazil)
Katherine (Kat) Timms, Bibliothèque et Archives Canada | Library and Archives Canada
Victoria Peters, Andersonian Library, University of Strathclyde (Scotland)
Daniel Pitti (Chair/Président), Institute for Advanced Technology in the Humanities, University of Virginia (U.S.)
Bogdan-Florin Popovici, Arhivele Naţionale ale României (Romania)
Aaron Rubinstein, W.E.B. Du Bois Library, University of Massachusetts Amherst (U.S.)
William Stockting, British Library (U.K.)
Martin Stuerzlinger, ARCHIVERSUM (Austria)
Salvatore Vassallo, Archivum Romanum Societatis Iesu (Rome, Italy)
Stefano Vitali, Soprintendenza Archivistica per l'Emilia Romagna (Italy)

Appendix L

External Representative to NISO Report

Date: 11-20-2015

Representative(s): Genevieve Preston

Summary of Activities

NISO sent 50 ballots to the advisory group for voting. Of the 50 ballots sent, 1/3 of these related to archives, or archival practices.

Completed projects/activities:

50 ballots reviewed and voted.

Ongoing projects/activities:

Systematic Review of ISO16175-1, 16175-2, 16175-3 Principles and functional requirements of records in electronic office environments.

New projects/activities:

No new projects to report.

Initiatives associated with the 2014-2018 Strategic Plan:

Goal 3:

3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

3.3. Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

Questions/concerns for Council attention: Membership dues for NISO have increased to $2,635. per annum.