Museum Archives Section

Working Group Agenda
Thursday, August 26, 2011
5:30-6:30

Greeting/Introduction

Francine introduces the working group and facilitates the meeting.

The Working Group did a survey two years ago and realized that sharing resources wasn't as useful at present as professionals would prefer, and the Working Group now wants to design a resource for sharing that will be actively useful to the community.

Meeting Goal

To develop a project plan for a resource or resources that expands on the success of the Museum Archives manual and allows for expanding resource-sharing across institutions. The final project will provide all section members with community updated resources as well as a participation platform – especially for members who cannot always attend the conferences.

Discussion

Introduction of Current Working Group Participants
- Project Manager: Francine Snyder, Guggenheim Museum
- Content Coordinator: Rachel Chatalbash, Guggenheim Museum

Mission Statement Review

Possible changes and avenues for input:
- Develop separate mission and vision statements.
- Talk to the lone arrangers about their mission and projects in developing their own resources developed on their website.

Introduction of Phase I and Phase II

Phase I: Development of research and resource repository for policies, procedures, forms, and best practices, 2011–2012.

Phase II: Investigation and possible inclusion of social media, news, updates, and announcements, 2012-2013.

Review and Suggestions for Phase I Project Plan and Timeline

Goals and advantages:
- This project will help keep the bibliography and resource list from the *Museum Archives* book (2004) up to date for continued use.

Potential Pitfalls:
- Letting Resource obsolesce
  - Registrar's put up a resource years ago but it also hasn't been touched in years. It was once a great resource but without updates, it has languished.
  - EAD group had also created a similar resource that later languished, and items now date back to the 90s.

Questions and Considerations:
- Sharing
  - Determine up-front buy-in for sharing resources.
- Security
  - Members-only log in access may improve comfort with resource sharing.
- Information Gathering
  - Create guidelines for soliciting resources.
    - Harvesting policies resources that are already online should be precipitated by contacting institution and securing permission.
  - Suggestion: It might generate excitement and enthusiasm to gather resources in a focused way. (ie: Each month gather a specific type of document from everyone? Should there be a calendar for "calls for documents" distributed ahead of time so people who need to get clearance can do so and also so people finishing up those resources at their institutions can have incentive to work toward a deadline.)
  - Question: Will institutions be able to selectively share some resources but not others?
- Collaboration
  - Should we collaborate with the Standards Portal that SAA developed?
  - Will this idea create a time lag because of the nature of SAA's financing/funding/etc.
- Focus
  - Should we narrow our focus to truly museum-specific resources?
  - Do we want policies just from MAS/SAA members? Do we want to open it up to non-members?
    - If so, how do we manage the password-protected log-in policies? We'll need an administrator to manage that.
  - Should forms be divided by category so we can assess how many resources are being shared per category?

Review and Additions to Phase I "Types of Resources" Document

From *Museum Archives: An Introduction*:
- Mission statements or statements of purpose
- Survey forms
- Accession forms
- Processing guidelines/manuals
- Deed of gift forms or gift agreements
- Loan agreements
- Oral history program and documentation worksheet
- Disaster recovery plans
- Records schedules/records management policies
- Reading room policies
- Researcher forms
- Photograph/scan order forms
- Protocol for handling records
- Application to publish
- Application to reproduce photographs

Other subject areas for which policies, procedures and forms can be collected:
- Vital records
- Appraisal
- Electronic records
- Reference and use statistics
- Condition/conservation
- Exhibition planning

- Digitization
- Job descriptions
- Instruction and outreach
- EAD
- Content management systems
- Deaccessioning
- Social media

Call for Involvement

Regional Liaisons
- Description: Regional Liaisons will work directly with the Content Coordinator to gather content from their regional area for the online platform. Liaisons will be responsible for contacting institutions and individuals in their area, soliciting content from pre-defined subject guidelines, and transferring content to the Content Coordinator. More than one person can be assigned to a region.
  - Regional liaisons will collect documentation and following up over time to make sure documentation remains current
  - Regional "areas" are flexible and may be divided by city/state/community as appropriate.
  - Volunteering position is a great way to be involved with SAA even if you cannot attend the annual meetings!

Technology Coordinator
- Description: The Technology Coordinator will investigate and recommend a platform for the online platform. Once approved by steering committee, Technology Coordinator will be responsible for setting up the platform/site. The position will work in tandem with a content coordinator who will be dedicated to soliciting and gathering the content to populate the site. Additional technology position can be created as determined by Technology Coordinator.
  - Technology coordinator must be clear and communicative about desired formats for collections, before the website is fully designed.

Email Francine if you want to be involved! Or email anybody on the steering committee.

Next Steps:

Revise mission statement
Call for involvement
Revise project plan and time line

Thanks for coming! We'll see you in San Diego!