

Museum Archives Section

Working Group Agenda

Thursday August 12, 2010

4:00 – 4:30 PM

Greeting/Introduction

Proposal:

Develop a project plan for a resource or resources that expand on the success of the Museum Archives Manual and (hopefully) allow for expanding resource sharing across institutions.

Review Museum Archives Manual

Discussion:

What do we want?

- Record schedules;
- Policies/procedures;
- Forms;
- Sample workflows, memos, etc. (interim materials);
- Special project documentation;
- Sample job descriptions;
- Museum archives blogroll;
- Page/updates for members to post new collections/links to finding aids;
- RSS/notifications feed;

Questions:

- Will this make sharing more difficult for Archivists? Will we need to revise elements of our records in order to post it?
- How will it be used?
- How do we ensure that all content be kept current?
- Would an active bibliography be useful?
 - This may change too quickly to be effectively updated.
- How would we be successful in soliciting content for this site?
 - Project-oriented bundling will help people view the content as samples rather than definitive or encyclopedic guides to the “big topics” in museum archives.
 - Suggest that archivists post to the site or update their content whenever an interim or final report is due.

Additional comments:

- If it's a wiki, users will be generating all their own content and adding information at will.
- Twitter might be an easy way to pull together a list of users.
- It might be useful to identify a point person for each “section” of the site (records management, job descriptions, etc.).
- An editor would be particularly helpful in assuring that each section is populated with content.

- Infrastructure: SAA uses Drupal and that might work; an open-source wiki might also be useful.

Goal:

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.

Next Steps/Get Involved:

Francine took a “show of hands” to determine which members would be willing to share content immediately, and passed the sign up sheet around a second time for a list of current projects.