

Society of American Archivists Visual Materials Section
Annual Meeting Minutes
August 28, 2011, Chicago, Illinois

OPENING REMARKS

Stephen Cohen, Section Chair

REPORTS

Scott Cline, Council Liaison

Council met Monday [August 22, 2011] and had several action items on the agenda. Scott highlighted several of these items.

1. Council has established a task force on the annual meeting. For years SAA members involved in social media have been looking at different models for the annual meeting or different ways for information to go out to the membership, online accessibility of sessions, etc. This has been an undercurrent for a number of years and was brought up again because of the labor dispute at the Hyatt and the annual meeting. Scott feels that the Council did a good job of letting the membership know what was going on and why the Council made the decision to go ahead and hold the meeting at the hotel. As a result of this the Council is setting up a task to look at service delivery and issues of social responsibility surrounding the annual meeting. "Social responsibility" is a rather charged term. This task force is going to look at what that means and look at ways to avoid situations such as the labor issue at the Hyatt. Council hopes to have a report from this committee in 12-18 months from its formation at the end of September.
2. The Council also established a working group on the SAA glossary. Richard Pierce Moses put the current glossary together and he will again be involved in the project along with four other members. Their job will be to keep it up to date with new terminology and with changes to existing terminology as needed.
3. Council also adopted guidelines from the Intellectual Properties Working Group titled "Well Intentioned Practice for Putting Digital Collections of Unpublished Materials Online." It is essentially designed to convince archivist that we need to be a little more aggressive in digitizing collections and not getting bogged down in item-level searching on intellectual property rights and copyright. It encourages archivists not to be afraid to put more materials online as long as they have done their homework and understand the issues of intellectual property rights and copyright.

During the past year Council (all this can be found on the SAA website):

1. Edited guidelines for a graduate program in archival studies and created a digital archives specialist curriculum.
2. Adopted professional core values for archivists.
3. Appointed Greg Hunter as the new editor of *American Archivist*. Council is sad to see Mary Joe step down after bringing the *American Archivist* into the 21st Century.

4. Established the SAA Foundation and moved all special funds into the foundation. Council hopes members will donate through this foundation and donations are tax deductible.

At the Annual Meeting tomorrow [August 29, 2011] at 11:30 there will be three constitutional amendments and two bylaw amendments discussed. (These are listed in the Annual Meeting program). They mostly relate to [phrase deleted here] moving all forms of voting to an online format so more archivists can be included in the process and not just those who attend the annual meeting.

Marrilee Proffitt, Senior Program Officer, OCLC

Marrilee primarily works with the OCLC Research Library Partnership, a subset of libraries, archives, and museums that choose to pay a separate affiliate fee to work with OCLC. These groups underwrite the work done by OCLC Research and also provide input on their work agenda. This partnership created the “Well Intentioned Practice for Putting Digital Collections of Unpublished Materials Online” that Scott Cline mentioned. The Intellectual Properties Working Group wrote the introduction to this report.

Marrilee provided a handout to summarize work done over the past year by the Partnership and highlighted two reports that came out that could be of interest to members of the Visual Materials Section.

1. “Rapid Capture” looks at ways to scale up particular formats for throughput and digitization. Once you have determined your level of risk in putting works up online the report discusses ways of accelerating your throughput. The report consists of nine case studies done at seven at Partnership Institutions and covers a multiple number of formats; looks at outsourcing some work; and examines bottlenecks in some of the processes.
2. “Scan and Deliver,” a kind of MPLP for one-off digital reproductions for users (user generated request for digitization). Includes workflows to help with scan and deliver services for users.

Marrilee talked about Archive Grid, which is a discovery interface that gives access to a million of collection records. This has been available for OCLC as a subscription resource but is now being offered free. The web address is experimental.worldcat.org/archivesgrid. This is an experimental development platform for exposing archival collections and OCLC welcomes the addition of finding aids as well as archivists’ input into what a discovery interface should look like in the 21st century.

Marci Flynn, SAA Standards Committee

Marci is the Co-chair of this committee. When Marci became Co-chair there was a grass roots effort to get the sections involved again with the Standards Committee through appointed representatives for the various sections and roundtables. Thirteen of these have committed to providing a representative. Representatives are appointed to a three-year term, are non-voting and must be

appointed by the section leadership. Representatives provide input into committee work and keep their section informed on the work of the Standards Committee. Because Marci is on the Standards Committee she would like to find someone to be the new representative for the Visual Materials Section. The Section is not obligated to appoint someone but Marci hopes that the Section leadership will appoint a new representative. Marci does need to hear from the leadership and not from the person putting their name forth for this position.

After many years of discussion, the standards portal is live as of Wednesday [August 26, 2011]. The Committee is hoping that the new VMS representative will help the Committee to distribute news about standards coming out as well as communicate needs of the VM section regarding standards. The website is ww2.archivists.org/standards but you can also Google "standards portal SAA" and find the site. It's a baby portal with only about 14 things showing now but hopefully every section will adopt this and makes it more robust. You can "like" certain standards. There are also ways to link to external standards, guidelines and best practices and the committee hopes this will be a resource for everyone.

Tomaro Taylor, 2012 SAA Program Committee Representative

The 2012 SAA Annual Meeting will be in San Diego, California and the theme is "Beyond Borders." The Committee is looking for session proposals that expand beyond traditional borders such as collaborative projects, discovery tools, and things that relate to digitization. Deadline for proposals is October 3, 2011. Full information is on the back of the SAA 2012 Annual Meeting Program.

Tomaro is also the Chair of the Subcommittee for Student Programs. Contact Tomaro if you know any graduate students interested in participating in poster sessions, paper presentations, etc. Contact tomaro@usf.edu for more information about this.

Questions:

Sections can endorse up to two proposals? Yes, section and roundtables can endorse up to two proposals but just because a section has endorsed your proposal it is not a guarantee that it will be accepted. Also, the Committee is asking that individuals only participate on one proposal.

Do all proposals go through the section or do they go independently? How does the section decide which two they are going to endorse? What you would do is present that to the section leadership. How that decision is made is up to the section's leadership.

There is nothing that prevents an individual from presenting a proposal? No, not at all.

I guess my question is since the Section can only endorse two proposals should people send the proposals to the Section leadership? We would all like to see a

visual materials session but how do we decide on which two and does that mean others cannot propose visual materials sessions? The proposals are due to the SAA Program Committee on October 3, 2011 but the section endorsements are not due until after that date. Individuals have to submit their proposals to the Program Committee before they seek the Section's endorsement.

So we should submit it to the Committee but also be responsible for sending it the Section leadership? Exactly. That is what you do if you are interested in seeking an endorsement from the Section or Roundtable.

Stephen Cohen, Report from Midwinter Meeting

This is a highlight, in no particular order, of things we discussed and initiatives that either are underway or have been proposed or need to further discussion.

We worked on a calendar of basic events, obligations, etc. so hopefully you will be able to go to our website and get this information.

We looked at the annual meeting dinner trying to find something more casual and more interactive so there is more social mingling. We want to try different ways to make it more interactive.

Discussed getting the new website launched (more on this from Tim Hawkins and Lisa Snider).

We are also looking at reaching out to student chapters. Students are the new lifeblood of the organization (or any organization) and by reaching out to them we can get to them early. Their participation would make this section much richer and more proactive.

Please remember that it is your section and if you want to help shape it then you need to participate. You can go to the new website, saavms.org, and sign up as a volunteer. Participation by Section members is very low which could be partially due to the economy. Budgets have been cut, travel expenses have been cut, and people have more to do more at work making it very hard to volunteer for VMS. We are very passionate about what we do; we have big thoughts and ideas about what we would like to do; we propose a lot and then feel like we cannot get it done. We may have to scale back our expectations a little bit (I would like to say not) but if we have more participation we might not have to scale back as much. The more people that volunteer, the more we can do and the richer the Section will be.

We looked at the bylaws in response to technological advances and their impact on how we conduct business (such as voting) tweaking the language a little bit to be in line with how the process is now handled. We will be posting the bylaws to the website for people to look at and comment on.

We looked briefly at the three-year plan but this will be examined in more detail in the next 12 months. We will be asking for input on this as well through the website.

Tim Hawkins, Communications Director, Communications Working Group

As part of the three-year plan we changed the name of the Publishing Working Group to the Communications Working Group. Anne Salsich volunteered to come on as Managing Editor of *Views*. Lisa Snider is staying on as Webmaster.

As Communications Director, over the next year Tim is going to work on better integration of all our communication strategies. The listserv will be the first point of “contact” where information will be posted from the VMS Steering Committee and also from members where they can share information with the broader group such as workshops, information gathering, etc. Tim and other members of the Steering Committee will be monitoring the listserv for things in need of a bit more longevity and that should be added to the website.

Views – Anne Salsich will be the Managing Editor of the publication. We are struggling on ways to insure that *Views* has a unique identity from the website and not just duplicate information posted on the website.

We will be exploring the idea of a Facebook page as a jump into social media. We will be looking for volunteers to help with this.

As for the website, Lisa Snider was thanked for her work on the site. The website is live but it is still a work in progress, it’s not done ... websites are never really done! In the next year they will be beefing up the content. We have done a lot of work on the design-end of the site but now we need to work on more content. Lisa will be working on the back end of the website as well.

We have added a volunteer tab to the website so anyone who wants to volunteer, please go to the site and fill out a form which will give us a better way to manage volunteers. We need to get to a place where we do not have to rely on volunteers working for 20 plus years to manage parts of the Section. We need to bring people up through the system, helping them so others can step down and take a break before they burn out.

There should be a new issue of *Views* out soon if it is not already out. This has taken a backseat while Tim was focused on working with Lisa Snider to get the website up and running. Anne is stepping in to help Tim but Anne will need help with *Views* as well. You will see that *Views* is now more graphic in nature. The website is going to be used for time-sensitive information and then *Views* can become more of a showcase for what we really do as visual materials archivists.

Views was the first [SAA] publication to go to a PDF format. It was the first electronic published newsletter (about 2004?) and now we want to be the first

publication to go back to print. We will be exploring an option where one issue draws on past articles that were visual in nature and will be available for purchase in print from a publishing source such as Blurb, which does publishing on demand. It would still go out as a PDF but you could get a hard copy of the issue as well. Again, this is an idea in its infancy.

Anne Salsich, Views Managing Editor and Member at Large

Tim Hawkins asked for help with *Views*. Anne would like to see the publication become much more visual in nature but rather than just asking for more pictures, we would like to see image-driven essays. *American Archivist* does not do this. It is a text-based, peer-reviewed journal. This is something that can make *Views* unique to SAA.

Anne came up with the idea for "LIFE In The Shop," which is a play on *LIFE* magazine. It will be a way to get to know other archivists and what they are doing in their shop but the essay will be very visual in nature. People can therefore get to know others through a visually driven essay with minimal text as *LIFE* magazine used to do. The first "LIFE In The Shop" is in the current issue of *Views* and is about an exhibit that Karen Glynn, Visual Materials Archivist, Archive of Documentary Arts, Rare Book, Manuscript, and Special Collections Library at Duke University did on Deena Stryker's photographs of Cuba in 1963-1964. It talks about not only what she did but also the new relationships she had to forge with others to create the exhibit. There is another "LIFE In The Shop" ready for the next issue but Anne and Tim would welcome more than one per issue. If you have an idea, the next deadline is October 10, 2011

Lisa Snider, Web Master

Lisa thanked Stephen Fletcher, Stephen Cohen, Anne Salsich and especially Tim Hawkins for their help in getting the site up and running. She also thanked Mark Martin who kept the site up for years and years as well as thanking the membership for their comments and patience while she worked on the site.

It is a Drupal-based site: www.saavms.org. Drupal is what SAA uses for their site. It is accessible to people with disabilities as well as on mobile devices. Google is also picking up information from the website so we are getting information out to the general public about what we do.

The slideshow on the main page of the web site is still a work in progress so more information is coming. The idea of this is to show the vast array of materials that visual materials archivists work with in the jobs. We will be soliciting examples of other forms of visual materials to add to the slideshow. We want to represent the entire section.

On every page there is a button to share the site with social media so please "share us around!"

The search function is currently up in the corner but that may change as the site progresses. There is also an advance search as well.

We are working on getting up all the issues of *Views* to the site. Remember the site is still a work in progress. Lisa is still working on the taxonomy of the site and the back-end user interface. We want to make the site more visual but we need more content so please help us out.

Stephen Fletcher, Elections Working Group

Stephen thanked Beth Bilderback for her help with the elections and serving on the nominations committee as well as thanking all those who nominated themselves and provided background information.

Member at Large: This year we had a tie for the Member and Large between James Eason and Mandy Mastrovita so the Board evaluated our options and decided that we would let them both serve. At midwinter we had discussed adding another member at large but we were unsure if the bylaws would allow this. Brian Doyle in the SAA office verified that we are able to adjust the size of the steering committee without changing the sections bylaws. It has yet to be determined who will serve a two-year term and who will serve a three-year term. Anne Salsich has agreed to stay on for one more year so we can get the election cycle on track.

And finally, the Chair Elect is Brett Carnell, Acting Head, Technical Services Section, Library of Congress

Mary Alice Harper, Visual Materials Cataloging and Access Roundtable

VMCAR had a great meeting and a great turnout. Two difference presenters spoke at the Roundtable. The hope is to continue to have speakers at future meetings.

Amanda Brown was elected Incoming Chair and she will be serving with Mary Alice over the next year.

PRESENTATION

David Benjamin, Visual Materials Archivist, Wisconsin Historical Society.

David discussed their successful use of volunteers for cataloging visual materials into an online database.

DISCUSSIONS

We need to make sure we are fully representing all visual materials, i.e. moving images. The Recorded Sound group discussed adding moving images to their ranks to become Sound and Moving Images.

Ideas for session proposals for 2012. Stephen Fletcher, who was “volunteered” by a member of the Steering Committee (and he graciously accepted), will be spearheading this.