

**Society of American Archivists
Council Meeting
May 15 – 17, 2013
Chicago, Illinois**

**Staff Report: Publications
(Prepared by Teresa Brinati)**

NEW OUTPUT

A. Trends in Archives Practice

Hurray! The first installment in the new, modular series—Trends in Archives Practice—is *Archival Arrangement and Description*, edited with an introduction by C.J. Prom and T.J. Frusciano. It was launched February 4 and consists of three modules:

- *Module 1: Standards for Archival Description* by S. Schaefer and J.M. Bunde. Untangles the history of standards development and provides an overview of descriptive standards that an archives might wish to use. (90pp.)
- *Module 2: Processing Digital Records and Manuscripts* by J.G. Daines III. Builds on familiar terminology and models to show how any repository can take practical steps to process born-digital materials and to make them accessible to users. (70pp.)
- *Module 3: Designing Descriptive and Access Systems* by D.A. Santamaria. Implementation advice regarding the wide range of tools and software that support specific needs in arranging, describing, and providing access to analog and digital archival materials. (88 pp.)

These modules are designed to complement Kathleen Roe's *Arranging and Describing Archives and Manuscripts* (SAA, 2005).

Archival Arrangement and Description is available in print, PDF, and eBook formats. The individual modules are available as PDFs and eBooks. In addition, SAA is currently offering a “two-fer special” on print copies of both *Archival Arrangement and Description* and *Arranging and Describing Archives and Manuscripts*.

B. Law & Ethics Sampler compiled with an introduction by L.A. Mix

Hurray! The first installment in the SAA Sampler Series was launched in March. It is available only as a PDF and features the following “samples” from three SAA books: Elena Danielson's “Case Study: the Cigarette Papers” from *The Ethical Archivist*; Sarah Rowe-Sims, Sandra Boyd, and H. T. Holmes' “Balancing Privacy and Access: Opening the Mississippi State Sovereignty Commission Records” from *Privacy & Confidentiality Perspectives: Archivists and Archival Records*; and Menzi Behrnd-Klodt's “Copyright & Related Rights Issues: Permissions, Releases, Music, and Moral Rights” from *Navigating Legal Issues in Archives*.

C. Other Electronic Publications

I, Digital: Personal Collections in the Digital Era (C. Lee, 2011), *The Ethical Archivist* (E.

Danielson, 2010), and *Archives and Justice: A South African Perspective* (V. Harris, 2007) became available in an e-format this spring.

REVENUES

The tide has turned and the gains made in the first half of the fiscal year as a result of strong onsite sales at the Annual Meeting and a mix of marketing efforts have been reversed. As of March 31, 2013, total revenues were \$276,214, which is 16.61% unfavorable to budget. It is too soon to assess the impact of *Archival Arrangement and Description* (February 2013), and while recent publications such as *The Lone Arranger* (C. Zamon, February 2012) and *How to Manage Processing* (P. Hackbart-Dean and E. Slomba, August 2012) are meeting expectations, dozens of other publications are on a downward trend. Hopefully some of the titles in the pipeline will bolster revenue in FY 2013.

Revenues	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY2013 Projected
	\$505,847	\$536,786	\$500,426	\$434,846	\$408,430	\$371,973	\$351,153

IN THE PIPELINE

A. Trends in Archives Practice

At the joint meeting of the Publications Board and the Fundamentals Change Working Group in mid-January, the universe of possibilities for modules in the new modular series was explored. The Publications Board is proceeding with three of the clusters identified: *Digital Preservation Essentials* (Modules 4–7), *Implementing Descriptive Standards* (Modules 8–10), and *Reference and Outreach* (Modules 11–13). Publications Board Chair Chris Prom is busy contacting prospective authors and editors with the goal of having new product available by June 2014.

B. *Describing Archives: A Content Standard (Second Edition)* by TS-DACS

This newly revised standard will be freely available in the Standards Portal (and cross-referenced under Free Publications) by May/June. A print version will be available for sale in the SAA Bookstore by June.

C. *Perspectives in Women's Archives: A Reader* edited by T. Zanish-Belcher with A. Voss

First page proofs are due from the graphic designer in April. The book is projected to be available in time for the SAA Annual Meeting in New Orleans this August.

D. *Exhibits in Special Collections, Libraries, and Archives* by J. Lacher-Feldman

First page proofs are due from the graphic designer in May. The book is projected to be available in time for the SAA Annual Meeting in New Orleans this August.

E. *Conceptualizing the Archive in a Digital Age* by A. Gilliland

In April the copyedited manuscript was returned to the author, who is on sabbatical in Croatia. The book is projected to be available this fall.

F. *Through the Archival Looking Glass: A Reader on Diversity and Inclusion* edited by M. Caldera and K. Neal

Manuscript received in February; currently with reviewers. The book is projected to be available this fall.

G. Three Brochures

Revised “Guide to Deeds of Gift,” “Donating Your Personal or Family Papers to a Repository,” and “Donating Your Organizational Records to a Repository” brochures, prepared by steering committees of the Manuscript Repositories, Electronic Records, and the Acquisitions & Appraisal sections, were submitted to the Publications Board for review in April. New brochures are projected to be available in time for the SAA Annual Meeting in New Orleans this August. The brochures are not revenue generators; they are sold in packets of 50 just above cost. The content will also be posted in Drupal on the SAA website and available for free.

H. SAA Sampler Series

Next up are Samplers addressing advocacy (compiled by C. Oestreicher) and social justice (compiled by K. Michaelis). Chapters from selected SAA books are under discussion and introductions by the compilers are in progress.

MARKETING

A. SAA Bookstore Enhancement

There is now robust “related titles” functionality in the online bookstore thanks to the assistance of Publications Board member Kathryn Michaelis (University of Mississippi).

B. Spring Meetings of Regional Archival Organizations

Anne Hartman put together a double-sided bookmark promoting Trends in Archives Practice, New Orleans 2013, and the DAS program. It is being distributed at the spring meetings of the following regional archival organizations (along with SAA books as raffle/door prizes):

- Society of California Archivists (April 11–13)
- MAC (April 18–20)
- MARAC (April 25–27)
- Society of Florida Archivists (May 8–10)
- Conference of Intermountain Archivists (May 22–25)
- New York Archives Conference (June 5–7)

In addition, SAA supported the New England Archivists’ 40th Anniversary Meeting (March 21–23).

PERIODICALS

Anne and I have been in contact with GTxcel regarding SAA periodicals and potential publishing solutions, specifically digital editions and mobile apps, which can be integrated with other media channels to extend our reach.

A. *The American Archivist*

The responsive new design, put on hold a year ago to accommodate the editor transition, is being implemented with vol. 76, no. 1 (Spring/Summer 2013). It’s one step in the process toward

achieving greater efficiency in the moving of well-formed documents through editorial and production.

In celebration of achieving its 75th year of continuous publication (1938 through 2012), *The American Archivist* has embarked on an initiative inviting readers to share their favorite articles and say what they liked about them (in 500 words or less). With thousands of articles to choose from—and all of them available online—surely *you* have a favorite, too! Please add it to the mix in the Reviews Portal at <http://www2.archivists.org/node/17206>.

B. *Archival Outlook*

Anne reports that since January, in the three issues produced of the bimonthly publication, 65 members have contributed feature articles, photos, news briefs, or Kudos/In Memoriam content, or have participated in Someone You Should Know. The May/June issue features a record 8.25 pages of paid advertisements, which represents 26% of the total page count.

C. *In the Loop*

The every-other-Tuesday e-blast has a new advertiser, bringing the total to four paid ads per issue.

VI. MISCELLANEOUS

A. Awards Program

Anne and I organized the more than 160 nominations for 19 different recognitions given out by SAA; the submission deadline for all awards was February 28. The various selection committees will make decisions by May 1. Similar to last year, the awards will be presented in three installments during the SAA Annual Meeting in New Orleans this August: Fellows named during the first plenary on Thursday morning of conference week, student awards announced during the second plenary on Friday morning, and 14 other recognitions given during a ceremony on Friday evening.

B. Election 2013

This is the fifth year that SAA used VoteNet Solutions for the election of officers, the Council, and the Nominating Committee. The online ballot was live from March 15 through April 15. The election was certified remotely by three SAA members on April 22.

C. Glossary Working Group

The twice-monthly conference calls are proceeding apace. Since January, procedures for reviewing terms have been adopted, a tagging list developed, and initial review of the 2,000 + terms has begun.

D. Association Forum of Chicagoland

I was a presenter at the Association Forum of Chicagoland's Book Publishers Group program, "Make the Most of Book Publishing Marketing Before, During, and After Your Annual Meeting," on January 30. The title of my presentation was "ANNUAL MEETING-PALOOZA! Rock Your Publications and Make Your Authors Feel Like Rock Stars."

E. Visual Culture and Archives Symposium

I participated in the Visual Culture and Archives Symposium at the University of Michigan on April 4–5, organized by Nancy Bartlett and colleagues at the Bentley Historical Library in

honor of Francis X. Blouin, who is retiring in August after 32 years as director. Thirty-three speakers across twelve panels demonstrated Blouin's influence in their own visual culture work as well as illustrated how archivists and researchers encounter visual culture in the archives. It was a top-notch event and the Bentley would like to co-publish the proceedings with SAA. This project would be SAA's first foray into multi-media publication; in addition to text, photos, and architectural records, several of the presentations involve video. It's an exciting development—stay tuned for more details!