

**Committee Name:** Archives Committee

**Date of Report:** 1 April 2014 (for 3 April 2014 Board meeting)

**Committee Members:** Stacey Redick, Jill Lynch, Betty Landesman, Gabrielle Spiers, Amber Paranick

### Past Activities

**Please list any past accomplishments this year you'd like to share with the Board.**

This year we recruited four new members. As a team, we have evaluated the finding aid for the physical archives, set up a digital committee collaboration workspace, and held two meetings.

We developed several areas of work that we would like to accomplish this year, including drawing up a Collections Management Policy document with a Digital Preservation plan, contributing to the upcoming 75<sup>th</sup> Anniversary in ways that best suit an archive, and updating and adding to the physical collection.

### Current Activities

**Please list any current projects you're working on.**

Currently, we are planning the collections management and digital preservation policies, guidelines, and procedures. We have begun by investigating best practices and policies from other institutions.

We are considering how the Archives Committee can contribute to the 75<sup>th</sup> Anniversary, with ideas for a "75 Years of DC/SLA Memories" donation request/promotion for materials that may include text, A/V, and photographs; a digital exhibition; and a component that shares photographs, brief biographies, and accomplishments of past presidents.

As an association chapter that is about to celebrate its 75<sup>th</sup> anniversary, the DC/SLA has much history and heritage that can be preserved. We are planning to expand and formalize our efforts to preserve this heritage, in both digital and physical formats.

### Board Support

**Please list any questions or requests for Board support**

We request help from the Board in the following ways:

**75<sup>th</sup> Anniversary:** What is the Board planning for this? The Archives Committee believes this is an excellent opportunity to expand the collection and promote the activities and history of the chapter. We would coordinate archival promotions and events with the larger Chapter plans for the anniversary.

**Improving/Expanding the Collection:** We ask that the Board decide what kinds of official (e.g., Board, committee, events, programming) documents, photographs, A/V materials they would like to see in the Archives. We request that the Board begin considering what can be donated now. How can the Board and the Archives work together to improve our collection of official documents?

**Digital Preservation and Collections Management Policy:** In addition to asking that the Board choose what kinds of documents should be available in the Archives, we ask that the Board determine access guidelines for physical and digital archives. Will access be restricted in any way? Will certain documents be available publicly, while others may not? Which documents are approved for online/digital display/storage/access?