

## **ArchivesSpace Users Advisory Council**

### **Report**

16 Sept 2019

The ArchivesSpace Users Advisory Council (UAC) assists and guides ArchivesSpace program staff. The UAC is comprised of representatives from member institutions with an interest in the development of the program. Members come from institutions of varying types and sizes. They provide diverse user perspectives and offer crucial input that guides the development of ArchivesSpace. The UAC consists of member organized subteams that support ArchivesSpace related tasks and develop recommendations to benefit the larger community of ArchivesSpace users.

The following report details the activities of subteams of the Users Advisory Council, including cross-council subteams: Documentation, Testing, Reports, Usability, and Development Prioritization. The report below states the adopted charges for each subteam and reports on roster changes. The major activities of the past quarter are listed. Proposed future activities are also highlighted below.

#### Subteam 1: Documentation

- Charge: To create and maintain an array of ArchivesSpace Documentation in the ArchivesSpace Help Center that provides instruction to users at member organizations.
- Roster Changes
  - 2019-2020 roster: Documentation has kept on Kevin Clair, Jasmine Jones, and Jamie Weeks from UAC. Jasmine Jones (UAC) is now lead. New members include Sarit Hand (TAC), William Modrow (UAC), and Angela White (UAC)
  - Sue Luftschein cycled off UAC
- Major Activities
  - The Documentation sub-team held one meeting over the summer, on June 27, to discuss two primary activities for the quarter: responding to the results from the documentation writers' survey and working with Jessica Crouch on identifying and migrating to a new platform for hosting the ArchivesSpace Users' Manual. The sub-team provided Jessica with advice on which of the various systems under consideration by LYRASIS would be preferable from the group's perspective. The committee recommended that LYRASIS use Confluence to host the Users' Manual. Regarding the writers' survey, the primary finding was that most local documentation writers did so to complement the existing Users' Manual.
  - Kevin Clair represented the sub-team at the ArchivesSpace Member Forum at SAA in Austin on a panel discussion with Christine DiBella (representing the TAC Documentation sub-team) regarding ArchivesSpace documentation, and how it could be made more helpful for the user community.
- Future Work Plan
  - Implement the new Users' Manual in a way that makes it easier to integrate with local documentation written by the community. More progress on implementing the ideas and suggestions will be made once the new Users' Manual site is live.

### Subteam 2: Testing (Cross-council UAC/TAC Subteam)

- Charge: This is a cross-council subteam that includes members of the ArchivesSpace User Advisory and Technical Advisory Councils. The Testing Subteam tests features and bug fixes prior to new releases of ArchivesSpace.
- Roster Changes
  - 2019-2020 roster: Testing has kept on Joshua Shaw from UAC and has added new members: Kate Blalack (UAC), Megan Firestone (TAC), Julia Novakovic (UAC), Greg Wiedeman (TAC), and John Zarillo (UAC)
- Major Activities
  - Tested new language feature in August
- Future Work Plan
  - Testing release candidate v2.7.0 in September
  - Testing 16 JIRA issues for v2.7.0
  - Test bug fixes and new releases as requested by ArchivesSpace program staff

### Subteam 3: Reports

- Charge: To recommend and define, from a user's perspective, functional and practical reports that meet the diverse needs of the ArchivesSpace community.
- Roster Changes
  - No members. Nikki Lynn Thomas and Alston Cobourn cycled off UAC. Other members dispersed to other teams. Ashley Knox (UAC Chair, has chosen not to participate on a subteam)
- Major Activities
  - With the transition of major team members cycling off UAC and reaching a general wrap-up state in the group with most likely less than a years' worth of tasks remaining, it was decided to sunset the Reports subteam. Any unfinished business was recorded and will be passed to a short-term working group or an existing subteam for later consideration. No interest was expressed for membership on a working group in the subteam survey that was distributed to all members, so there will not be a working group at this time.
- Future Work Plan
  - Submit Reports subteam final report to the new Usability subteam:  
<https://archivesspace.atlassian.net/wiki/spaces/AC/pages/900890625/Final+Reports+Sub-team+recommendation+report+2019-08>



#### Subteam 4: Usability

- Charge: To develop functional and practical recommendations to the program that streamline navigation, clarify the visual layout, identify accessibility improvements, and enhance the ease of use of the existing program for both the staff and public interface of the ArchivesSpace software application.
- Roster Changes:
  - 2019-2020 Roster: Lydia Tang, co-leader [seeking an additional co-leader], Kate Blalack, Lori Dedeyan, Terra Gullings, Brittany Newberry, Julia Novakovic, Adrienne Storey, Althea Topek (all UAC)
- Major Activities
  - TBD
- Future Work Plan
  - TBD

#### Subteam 5: Development Prioritization

- Charge: This is a cross-council subteam that includes members of the ArchivesSpace User Advisory and Technical Advisory Councils. Purpose is to evaluate and prioritize development work for the ArchivesSpace product. The subteam also works to put into place mechanisms to allow community participation in the prioritization of development work.
- Roster Changes:
  - 2019-2020 Roster: Patrick Gallagan rolled off the subteam and TAC. Terra Gullings (UAC) transferred to the new Usability subteam and Dev. Pri. welcomed Lori Dedeyan (UAC), Dan Michaelson (UAC), and Randy Kuehn (TAC) to the remaining roster including Edgar Garcia (TAC), Alicia Detelich (TAC), Lydia Tang (UAC), and Maggie Hughes (TAC).
- Major Activities
  - Met three times from June to mid-September.
  - Completely surveyed the tickets in the Ready for Developer queue to weed out any tickets that should instead go to the new Ready for Community Developer queue or back in Awaiting More Information for further specification. Addressed around 110 tickets.
  - Maggie Hughes and Lydia Tang presented at the ArchivesSpace Member Forum about the new Ready for Community Developer queue in August. They also worked with Christine di Bella and Jessica Crouch to finalize a new survey for the membership on development prioritization to be distributed later this month.
  - Lydia Tang formed a new Usability subteam and will be exploring how the workflow of this subteam can potentially help prepare tickets and usability recommendations for Dev. Pri.
- Future Work Plan
  - Resume prioritizing Bug and Feature Requests in the Awaiting Prioritization and Seeking More Information queues.



ArchivesSpace

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Users Advisory Council held one joint meeting with TAC this quarter on August 14. The meeting served as an opportunity to kick-off the new term with TAC and UAC members both present. The following topics were reviewed: 'get to know' introductions and ice-breaker question; intro to UAC/TAC for new members and to remind existing members; responsibilities and expectations; subteam overviews and updates, including introductions to two new subteams – Usability and Metadata Standards. Christine Di Bella gave a program update. The annual forum went really well. The presentations are currently linked on the [wiki](#) and recordings will be added soon. The next release of ArchivesSpace is scheduled for the fall. Members were asked to complete a survey to express their interest in subteams so that new subteams could be assigned by the Chairs and Vice chair. Subteams were assigned and all members were notified of their new assignments September 12. UAC and TAC are experimenting with more cross-council team opportunities. User Docs now has one member from TAC and Tech Docs will have one member from UAC. The next UAC meeting will be October 24, 2019. Subteam meetings will be held as needed, often once a month or more frequently.