

ArchivesSpace Joint Quarterly Report: August - October 2021

Technical Advisory Council and User Advisory Council

Randy Kuehn and Dan Michelson

November 04, 2021

Executive Summary

- Collaboration between TAC and UAC leadership is continuing create a strong communication channel
- Planning the reorganization of ArchivesSpace Councils Confluence wiki space is complete
- Subteams completed workplans and began regular meetings (if they hadn't already)

Council Reports

Joint Council updates

TAC and UAC held a joint meeting on [September 30](#), where sub-teams presented work plans.

The ArchivesSpace Councils wiki reorganization structure [proposal](#) was approved by TAC and UAC

Monthly meetings of the TAC/UAC Coordinating Committee continued, with discussion focused on improving documentation and orientation for new subteam leaders.

Technical Advisory

Roster Change: Regine Heberlein from Princeton University has joined TAC

TAC Meeting (10/27/2021): Primarily discussed a pilot project intended to gather data from TAC members to help plan improvements in the areas of TAC recruitment, visibility, workflows, and communication.

User Advisory

UAC met [August 31](#) (major discussion topic: leadership training webinar) and [October 26](#) (major discussion topic led by Testing subteam).

Sub-team Reports

[Development Prioritization](#) (Cross-council)

- **Charge:** to prioritize feature requests and bug reports for developers working on future releases of the ArchivesSpace program
- **Roster changes:** Added Tom Steele to the roster in September

- **Major activities:** Examined a total of 29 tickets over 2 meetings
- **Future priorities:** Continue to evaluate feature requests and bug reports

Integrations (TAC)

- **Charge:** to support the ArchivesSpace community by taking a transparent approach to documenting the integration of systems with the ArchivesSpace application.
- **Roster changes:** None
- **Major activities:** Completed work plan focusing on reviewing user analytics, increasing visibility, and clarifying language for archivists on the "How to Integrate with ArchivesSpace" page.
- **Future priorities:** Begin activities outlined in the work plan.

Metadata Standards (TAC)

- **Charge:** to support the ArchivesSpace community by taking a transparent and proactive approach to documenting the metadata standards used by the ArchivesSpace application and monitoring the standards landscape.
- **Roster changes:** We welcomed Regine Heberlein from Princeton University this term
- **Major activities:** Further defining what is and is not supported by the MARC bibliographic record importer; documenting the import mappings for EAD2002; reviewing tickets that relate to metadata concerns; exploring proactive changes that would alert us sooner when development changes known to affect metadata mappings are being affected; engaging with the community at the Online Forum.
- **Future priorities:** EAD3 mappings.

Technical Documentation (TAC)

- **Charge:** to maintain and enhance all ArchivesSpace technical documentation, in conjunction with the ArchivesSpace development team.
- **Roster changes:** Welcomed Austin Munsell from the University of Oregon and Jenna Silver from the University of Iowa this term.
- **Major activities:** Resumed subteam and reviewed previous term's retrospective.
- **Future priorities:** Complete implementation of Jekyll to build Tech Docs site from source files in Github, continue outreach efforts to solicit community contributions and identify gaps in documentation, clarify relationship with API Working Group and collaborate with developers on managing API documentation.

Testing (Cross-council)

- **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:** Welcomed Suzanne Reller from the University of Cincinnati (UAC) and Austin Munsell from the University of Oregon (TAC) this term.
- **Major activities:** Completed testing of 13 JIRA tickets and the full application for version 3.1.0.
- **Future priorities:** Continue testing individual JIRA tickets and full suite testing in advance of new releases.

Usability (UAC)

- **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:** Welcomed Kellen Carpenter from Western Carolina University this term
- **Major activities:** Resumed subteam, provided orientation for new member, and developed workplan for year. Met with Christine Di Bella to determine if there was any specific feedback needed for upcoming year's work.
- **Future priorities:** Continue reviewing individual JIRA tickets including providing feedback on the spawning specification and pdf output in the staff interface and the PUI.

User Documentation (UAC)

- **Charge:** To create and maintain an array of ArchivesSpace User Documentation in the ArchivesSpace Help Center that provides instruction to users at member organizations.
- **Roster changes:** None
- **Major activities:** Reviewed and revised pages in the Managing Resources section of the user manual; created a section on our team wiki to record ideas for future projects, such as merging pages in different sections of the manual that document the same functionality; created preliminary documentation for new Custom Reporting functionality; made revisions to our style guide to improve usability and incorporate accessibility best practices

- **Future priorities:** Complete review of Managing Resources pages; finalize Custom Reports documentation; review and revise pages in the Managing Digital Objects section of the manual

Member Engagement (UAC)

- **Charge:** This sub-team provides outreach and community support to the ArchivesSpace member community.
- **Roster changes:** Kate Blalack has left the subteam.
- **Major activities:** Revised Member Engagement Wiki Intro Page; Planned and worked towards “Making the Case for ArchivesSpace Membership” elevator pitch/webpage; Revised and enhanced working group activity calendar; Planned ArchivesSpace Member Match Discussion: Show Us Your User Documentation; facilitated additional matches with ADP members; created Member Match listserv with plans to evaluate effectiveness for Member Match cohort communication
- **Future priorities:** Present “Making the Case for ArchivesSpace Membership” to UAC in March; evaluate effectiveness of Member Match program thus far, both internal processes and a survey of matches (potentially for the end of 2021); renew Member Match program in the spring for second cohort