

ArchivesSpace Joint Quarterly Report: February-April 2022

Technical Advisory Council and User Advisory Council

Randy Kuehn and Dan Michelson

May 9, 2022

Executive Summary

- TAC and UAC leadership is continuing work to foster sharing information and workflows between the councils.

Council Reports

Joint Council updates

Councils held a [joint meeting](#) on February 16 to review work plan progress and changes.

Technical Advisory

Leadership began reviewing data gathered from TAC members to help plan improvements in the area of recruitment, visibility, and workflow.

TAC Meeting [April 21](#):

Integrations presented on a new survey aimed at users and developers.

Discussion topics included Council Leadership Training sessions and retrospective expectations.

User Advisory

Roster change: Sarah Ponichtera is taking a leave of absence from the council through the end of the 2022-2023 term. The 2022-2023 term will not count towards the length of her appointment.

UAC met [March 29](#) (major discussion topic led by Usability subteam) and [April 26](#) (major discussion topic led by Member Engagement 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:** None
- **Major activities:** Evaluated 55 JIRA tickets

- **Future priorities:** Continue to evaluate tickets, ensure that ArchivesSpace knows what big picture issues are trending in JIRA tickets so they can gather appropriate community feedback

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:** Promoted Integrations confluence pages to be a top level section and more visible. Redesigned the display of data gathered about integrations by creating a template table that can be duplicated and reused for new integrations. Previously collected data was moved to this new format and systems were separated into categories and each category was divided into separate subpages to make it easier to navigate through the material. Integration categories were redefined and descriptions of each were added to the new sub pages. A new survey was created that will be used on an annual or semi-annual basis (TBD) to collect updated and/or new data in order to keep the integration pages up to date. Anticipated launch date of the new survey is end of August during the Annual Members meeting
- **Future priorities:** Promote and conduct survey and update pages accordingly, release a summary of discovery. Finalize some additional changes to the integration pages. Establish an annual schedule of activities/maintenance needs of the team and determine the future of the sub team.

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:** None
- **Major activities:** Presented at the Online Forum on topics relevant to this term's workplan; reached a final conclusion on a JIRA ticket that we had been considering for awhile; drafted next and final steps for our major projects this term including the tiers of support for various importers and exporters, improving and finalizing the MARC importer mapping, and a brand new approach to modeling the EAD 2002 mapping
- **Future priorities:** EAD20002 mapping, data modeling as a whole, advocating and recruiting efforts around using non-US standards in ASpace

Technical Documentation (TAC)

- **Charge:** to maintain and enhance all ArchivesSpace technical documentation, in conjunction with the ArchivesSpace development team.
- **Roster changes:** None.
- **Major activities:** Closed pull requests in tech-docs Github repository.
- **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 (especially feedback for section on transition to external Solr), clarify relationship with API Working Group and collaborate with developers on managing API documentation. Dave and Alicia will transition off of the team at the end of this term and Rachel will become the team lead. A vice lead for next year needs to be identified.

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:** None
- **Major activities:** Continued to test JIRA issues as requested. Team presented at ASpace Online Forum.
- **Future priorities:** Team will continue to test JIRA tickets and full application testing as needed. We also plan to meet during each testing cycle to review testing procedures and to go over any testing that may need additional discussion. Joshua will transition off of the testing team at the end of this term and Rachel will become the team lead.

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:** None
- **Major activities:** Review of staff and public PDF layouts and submitted recommendations
- **Future priorities:** 2022-2023 work plan and survey planning

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 edited pages in the Resources and Digital Object sections of the manual. Created preliminary workflow for combining and deleting pages.
- **Future priorities:** Complete work on Resource pages, integrate community feedback on rights statements to the Rights Statement pages, prepare for departure of 2 team members at the end of the term

Member Engagement (UAC)

- **Charge:** This sub-team provides outreach and community support to the ArchivesSpace member community.
- **Roster changes:** Sarah Ponichtera (taking a leave of absence from council through end of term)
- **Major activities:** Revised Member Match application, related promotional materials, and 2022 application timeline; Updated the program based on user feedback during the half-year survey; Opened Member Match applications; Presented “Making the Case for ArchivesSpace” Infographic text to council; Planned final 2021/2022 Member Match cohort Coffee Chat
- **Future priorities:** Make matches for 2022/2023 cohort; Update and share final survey with 2021/2022 cohort;