



ArchivesSpace Joint Quarterly Report: February - April 2023

Technical Advisory Council and User Advisory Council

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Executive Summary

Spring is a busy time for the Councils, and this year was no exception. The subteams continue their work to improve the application, including thinking strategically about the importance and utility of their work for the ArchivesSpace community. Three Council teams, including the Council Chairs and Vice Chairs, participated in April's Online Forum, continuing the now annual tradition of strong Council presence at the Forum. The Councils are grateful to Christine Di Bella for arranging for Council members to attend a GitHub workshop offered by Lyris for free in May. This workshop is a continuation of previous efforts to offer professional development opportunities to Council members. Additionally, Council leaders have begun the transition to next term. There will be more about this in next quarter's report.

Council Reports

Joint Council updates

- Considering the revival of the Awesome List Ad Hoc group
- UAC and TAC held a Joint Meeting in February. Subteams shared their progress on work plans. The discussion portion of the meeting was led by the Development Prioritization Subteam.
- Council Leaders presented at Online Member Forum in conjunction with ArchivesSpace Board
- Council Chairs and Vice Chairs began work with the Nominating Committee and presented the current recruitment needs for the Councils. Council leaders made changes to the nominations form.
- Members from both councils granted financial assistance to attend a Github workshop in May; gratitude to Christine for arranging

Technical Advisory

- Metadata Subteam presented at the Online Member Forum

User Advisory

- The Usability Subteam led the discussion at UAC's March meeting



- User Documentation Subteam presented at the Online Member Forum
- UAC Vice Chair, Suzanne Reller, organized a casual coffee chat for Council members in April
- Five members have stepped down prior to the end of their appointment to UAC for personal and professional reasons, which include employment changes, particularly to non-ASpace member organizations, and decreased time to devote to UAC. This is an unusually high number.

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:** Althea Topek departed
- **Major activities:** Reviewed 32 tickets
- **Future priorities:** Dev Pri will continue to meet on a monthly basis to review and prioritize bug reports and feature requests.

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:** Report on the results of the survey and sunseting Integrations sub-team
- **Future priorities:** Sunseting 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 (yet)
- **Major activities:** Finished node-level EAD2002 import mapping
- **Future priorities:** Continue to review tickets; work on retrospective; make sure we close out any work that is still pending before the end of the term

Technical Documentation (TAC)

- **Charge:** to maintain and enhance all ArchivesSpace technical documentation, in conjunction with the ArchivesSpace development team.
- **Roster changes:** Jenna Silver accepted Vice Lead role



- **Major activities:** Reviewed progress on this year’s workplan, continued maintenance of TechDocs GitHub repository (merging pull requests and responding to open issues), continued documenting processes, presentation at Virtual Forum with User Documentation (UAC), presented at April TAC meeting
- **Future priorities:** continue GitHub repository maintenance, continue documenting processes, monitor and respond to questions on listservs, potential comprehensive improvement of TechDocs with ArchivesSpace developers (not confirmed but included in [2023 development roadmap](#)), work on retrospective

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:** Erin Ryan resigned from the team.
- **Major activities:** The team performed regression testing in preparation for the 3.4.0-RC, including a separate round of testing on ANW-1209.
- **Future priorities:** continue to conduct Jira ticket testing and other projects as assigned by the program team.

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:** —
- **Major activities:** Team has been working on planning for community feedback on ANW-561, and gathering information related to ANW-1032.
- **Future priorities:** Ongoing review of tickets in Jira listed as needing more information.

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:** Eden Orelove resigned due to accepting a new position at a non-ArchivesSpace institution.
- **Major activities:** Complete work on documentation related to spawning records, finished review and updates to the Managing User Accounts and User Permissions section of the user manual. Continue to



work on the comprehensive list of fields that publish in the PUI and currently working on new documentation for the make representative function and the expand/collapse functionality for resource component tree. Participated in the Virtual Member Forum, gave a presentation on User Docs and the user manual, and answered questions.

- **Future priorities:** Continue the user manual review and update and work on the comprehensive list of published fields in the PUI. The team will continue to update and write new documentation as needed for new ArchivesSpace releases.

Member Engagement (UAC)

- **Charge:** This sub-team provides outreach and community support to the ArchivesSpace member community.
- **Roster changes:** Bailey Hoffner stepped down from the sub-team as she transitioned to a new job that is not an ArchivesSpace member. Patrick Milhoan stepped back from leading the team as he was promoted and is unable to devote as much time. Mary Pedraza stepped up in their stead and will be assisted by Regina and Suzanne as we finish off the year.
- **Major activities:** Revived listserv discussions in place of a quarterly event. Team scaled down and few activities were able to be done.
- **Future priorities:** Make next year's matches in May and continue listserv discussions to finish off the year.

