Report of the Ad Hoc Disaster Relief Committee

Members: Wesley Chenault, Kenneth Cleary, Christine George, Lindsey Loeper, James Gerencser, and Brian Keough.

Submitted by Kenneth Cleary
October 28, 2016

Summary

In july, the ad-hoc disaster relief committee reviewed applications for disaster relief from two West Virginia institutions that were hit hard by flooding: The Shiloh Community Enrichment Center and Clay County Historical Society. Both applications were endorsed by this committee and subsequently approved by Steering in late July and early August. We have not received follow up reports from either institution, as it is not yet 90 days since they received funds. I can follow up with them in the coming weeks.

Approval of these grant applications drained the disaster relief fund by $4,000, leaving a balance of less than $700. I wrote an appeal for donations to our membership that appeared in the Fall 2016 issue of the Mid-Atlantic Archivist and Brian Keough spoke to the critical state of the fund in his message from the chair. While early reports of new donations are encouraging, the fund is still very low and more needs to be done to replenish it. An expanded fund raising campaign is recommended, as well as a serious investigation of other methods to provide a more stable, long term source of funding.

Respectfully submitted,
Ken Cleary

MARAC
Mid-Atlantic Regional Archives Conference

Delaware • District of Columbia • Maryland • New Jersey
New York • Pennsylvania • Virginia • West Virginia

Date: October 28, 2016
To: Members of the MARAC Steering Committee
Re: Summary of the Communications Committee Activities (July 2016-October 2016) for Fall Steering Committee Meeting, November 3, 2016

The Communications Committee had a teleconference on Oct. 5, 2016 from 10:00-11:00 a.m. Jodi, Michael, Maureen, Ilhan and Liz were present.

The Committee agreed to recruit a "social media" person. Meanwhile, Lynsey Sczechowicz contacted Vin Novara to be considered. Liz and Ilhan agreed that Lynsey become the designated social media person. Vin sent Linsey an official appointment letter. A job description needs to be written and approved.

Blog: The Committee also discussed considering moving the MARAC blog to a WordPress platform for ease of use and more professional look. Newark PC and LAC have already created a blog with WordPress. Discussion and investigation will continue at the Annapolis meeting. The Annapolis LAC will be using the blog to promote restaurants and local activities for the upcoming meeting.

MAA: Back issues are available in Internet Archive all the way back to the 1st issue, October 1972. The Committee is pleased to see they are also linked from the MARAC website too. The Committee would like to be informed about these developments. Can the Web Team coordinate with the Communications Committee for these developments?
https://archive.org/search.php?query=Mid-Atlantic+Archivist&sort=titleSorter

Technical Leaflets: Maureen Cech reports that religious archives and disaster response leaflets are almost ready but she is still looking for a reviewer. The technical leaflets are not printed anymore, and will be available as PDF's only. The Committee will investigate further whether there should be a "new look and feel" of the leaflets and will seek advice from Emily Rafferty (designer of the MARAC meeting programs). Suggestions welcome.

MARAC Operations Manual is in Wikidot and it has not been updated since Ed Galloway's term and no reflection of the by-laws change. Communications Committee is asking Steering Comm. whether to continue (Web Team?) or to take it down (by whom?)
http://marac-operations-manual.wikidot.com/

Jim Gerencser who is the Acting Administrator, approached the Communications Committee about creating a flow chart or table to help the Administrator identify the appropriate outlet for the emails received. The Committee will be working on this task and hope to have it completed by January 2017. Additionally, Jim asked that our Committee, in conjunction with the Web Team, create a Google form that would aid the new Administrator in making decisions about where to send information. We plan on reaching out to the Web Team soon to begin this project.

Michael Martin and Eric A. Fritzler's terms were extended 2 more years to Fall 2018 (Vin to send an official correspondence).

One final note. The Communications Committee (while transitioning from Outreach) coordinated with the Membership Committee and had a free table at SAA in the lobby area. Tammy Hamilton sent issues of the MAA and brochures about the organization as well as a table banner. Liz Scott created a Google Doc so Steering members could take shifts manning the table. Photos were taken and used in the fall issue of the MAA. Overall, it was a successful event and we hope to do it again next year at SAA.

Respectfully submitted by Elizabeth Scott and Ilhan Citak.

Report from the Task Force on Diversity and Inclusion

MARAC Steering Committee, November 3, 2016
Submitted by Lindsey Loeper, chair

The task force faced several problems these past few months. Due to significant demands from UMBC, Lindsey Loeper was unable to move the group forward during the summer months. As the group came back together in September, e-mail messages were not delivered to several members of the task force; Loeper also encountered a problem with sending messages through the MARAC e-mail lists. This wasn't apparent until weeks (or in some cases months) after the fact. At this point these problems have been corrected. Because of these problems, the items submitted with this report have not been fully vetted by the task force. Comments and suggestions from Steering are still encouraged and we will incorporate this feedback into the final drafts.

1) Diversity definition
2) Position statement
3) Code of conduct

1. Diversity definition: one charge given to the task force was to "Define and articulate diversity as it applies to the profession, to MARAC and to our members." This is a draft version.

The Mid-Atlantic Regional Archives Conference (MARAC) promotes a diverse and inclusive membership, one that will encourage, enhance, and facilitate communication, education and relations among persons of various races, physical conditions, religions, national origins, citizenship, genders, ages, socio-economic backgrounds, and sexual orientation within the archival profession, the archival repositories and cultural heritage organizations in the MARAC region, the archival collections in our care, and our research and scholarship partners.

2. Position statement: one charge given to the task force was to "Draft a position statement on diversity for the Steering Committee to consider and adopt as MARAC policy." This is a draft version.

The Mid-Atlantic Regional Archives Conference (MARAC) seeks to be a diverse and inclusive member organization. As stated in the MARAC strategic plan, our members, research communities, and collections will all "benefit from an organization that is dedicated to diversity, affordability, and collegiality." We will work towards this goal by:

● promoting a respectful and open environment that welcomes members from all backgrounds, levels of expertise, and communities within the archival profession and the mid-Atlantic region;

- providing opportunities for professional discourse and engagement through service to MARAC and participation in meetings, publications, and other programming opportunities;
- identifying current barriers for participation and advocating for corrective action;
- and recognizing the varied strengths, needs, and perspectives present in our membership and valuing the opportunities for dialogue and growth that these differences provide.

3. Code of conduct / anti-harassment policy

After discussion at the Spring and Summer 2016 Steering meetings, Chair Brian Keough asked the task force to draft a code of conduct for the Fall 2016 meeting in Annapolis, with the understanding that a full version would be included in the task force's final report. A version was adapted by Lindsey Loeper from SAA's code of conduct, reviewed and approved by Keough, and distributed to the D&I task force, Meetings Coordinator Mary Mannix, Local Arrangements co-chairs Arian Ravanbakhsh and Kristine Kaske-Martin, and the Steering committee on September 21. Following discussion by Steering on the e-mail list in October, it was recommended that the code of conduct should not be distributed at the Annapolis meeting, but should be ready in time for the Spring 2017 meeting in Newark, NJ. Notes from this discussion are included below. Josue Hertado has agreed to lead this project for the task force; Loeper has sent him the discussion from the Steering e-mail list and all other background materials.

Attachments for discussion include background documents on the implementation of a code of conduct by SAA and sample codes of conduct / anti-harassment policies from related professional organizations. These samples are provided to share the range of ways that membership associations have implemented anti-harassment policies that fit the needs of their membership, which in many cases overlap with MARAC's membership. The task force will work from these examples to write a version that will be a better fit for MARAC.

Draft code of conduct sent Sept 21, 2016

MARAC does not tolerate harassment in any form. MARAC is committed to providing a harassment-free environment for its members and others who participate in its conferences, events, meetings, formal mentoring relationships, and online spaces, regardless of age, color, creed, disability, family relationship, gender identity/ expression, individual life style, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, or veteran status. [Comment: this can be adapted to include the diversity definition approved by Steering.]

Harassment may include abusive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

[Steering comments: include expanded text such as this submission from Jason Speck: "Harassment is governed by state laws, which vary by state, but is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments or slurs and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons."]

[Steering comments: add text explaining that this is not meant to limit or restrict presentations or dialogue at the meetings/events, such as text from ALA's Statement of appropriate conduct, "... the values and beliefs delineated within ALA policy describe conduct based on a firm belief in the value of civil discourse and the free exploration of competing ideas and concepts – with a fundamental respect for the rights, dignity and value of all persons."]

Conference, event, meeting, and online participants who are asked to stop any harassing behavior are expected to comply immediately. Those who violate these rules may be expelled from the conference, event, or meeting at the discretion of the MARAC Chair or Local Arrangements co-chairs. Persons who have been expelled or denied access may appeal to the MARAC Steering Committee.

If you feel that you are in immediate danger at any time during the MARAC meeting or related event, contact law enforcement (by dialing 911) or the facility front desk without delay. If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please immediately contact the MARAC Chair, Brian Keough, or the Local Arrangements co-chairs (Fall 2016: Arian Ravanbakhsh and Kristine Kaske-Martin). All officers can be contacted with assistance from the volunteer staff at the Registration Desk.

[Steering comments: extended discussion about legal liability to MARAC and officers if/when enforcing code. What action would MARAC officers take if presented with a situation today? Does this differ from above? Need to make sure this fits in comfort and culture of MARAC. One way to ease concerns is have training for meeting officers. NEA code has most info about this of samples provided.]

This policy is based on the SAA Code of Conduct (http://www2.archivists.org/statements/saa-code-of-conduct) which in turn is based on the *US OpenGLAM Friendly Space Policy* (https://meta.wikimedia.org/wiki/US_OpenGLAM_Launch/Friendly_space_policy), which in turn is based on the *Geek Feminism Wiki sample policy* (http://geekfeminism.wikia.com/wiki/Conference_anti-harassment_policy).

ATTACHMENTS

Background on SAA's Code of Conduct implementation:
1) SAA Council discussion of Code of Conduct, May 2014
2) SAA Council discussion of Code of Conduct, August 2014 (adopted unanimously)

Sample documents:

3) Society of American Archivists
Code of Conduct (adopted July 2014)
http://www2.archivists.org/statements/saa-code-of-conduct

4) American Library Association
Statement of Appropriate Conduct
http://2016.alaannual.org/statement-appropriate-conduct

5) Association for Recorded Sound Collections
Anti-Harassment Policy
http://www.arsc-audio.org/pdf/AntiHarassmentPolicy.pdf

6) New England Archivists
Code of Conduct (for approval Nov 2016)
http://www.newenglandarchivists.org/Code-of-Conduct

7) Digital Library Federation
Code of Conduct (2016)
https://www.diglib.org/about/code-of-conduct/

8) Association of Moving Image Archivists
Code of Conduct
http://www.amianet.org/node/1518
(Reprinted here due to formatting on website)

Society of American Archivists
Council Meeting
May 22 – 24, 2014
Chicago, Illinois

Discussion: Code of Conduct for SAA Annual Meetings, SAA-Sponsored Events, and Online SAA Spaces
(Prepared by Terry Baxter, Lisa Mangiafico, Mark Matienzo, and Rebecca Goldman)

BACKGROUND

The idea of creating a code of conduct or anti-harassment policy was submitted to the January 2014 SAA Council meeting for discussion by SAA members Mark Matienzo and Rebecca Goldman (see 0114-III-D). Their petition asked the Council to consider drafting a code of conduct for SAA events and online spaces. The intent of a code of conduct is to increase the diversity of participation in SAA events by encouraging open and safe places for members to meet.

The SAA Council discussed this petition and instructed Council members Terry Baxter and Lisa Mangiafico to work with Mark and Rebecca and SAA Executive Director Nancy Beaumont to develop a draft code of conduct for discussion at its May 2014 meeting.

DISCUSSION

The ability of SAA members to participate fully in the various events and forums that SAA hosts is a key component in the Society's diversity and inclusion efforts. Members who feel unwelcome, unsafe, constrained, or silenced are not able to participate fully (or even at all) in SAA.

The draft anti-harassment policy presented in the Appendix is intended to provide a way for members to report harassment with the expectation of some sort of resolution. This is not the only way in which SAA could approach member concerns. At the January 2014 Council meeting, some Council members expressed the opinion that a code of conduct/anti-harassment policy is a "solution looking for a problem" and that SAA's Equal Opportunity/Non-Discrimination Policy is sufficient protection for members. Also expressed was the concern that by having a policy on the books, SAA would open itself up to legal liabilities if it could not guarantee a harassment-free environment, and that the Society would be better off not having a policy than having one it couldn't enforce.

Both in casual research into the issue and in conversations with a wide variety of colleagues, it would seem that Nicholas Schiller gets it accurately when he writes:

> **This harassment is not visible to those not targeted by it**. It is easy to ignore what we do not see. Responses to the panel included many library technology women sharing their experiences and commenting that it was good to hear others' stories. Even though the experience of workplace harassment was common, those who spoke of it reported feelings of isolation. While legislation and human resources policies clearly state harassment is unacceptable and unlawful, it still happens and when it happens the target can be isolated by the experience. (http://acrl.ala.org/techconnect/?p=3985)

Andromeda Yelton lists the following benefits to an anti-harassment policy:

- Clarifying expectations, hence reducing bad behavior by well-intentioned people who simply don't know the local norms.
- Encouraging targets of harassment to report incidents and seek help.
- Empowering bystanders to step in if problems develop.
- Assisting conference staff in resolving incidents.
- Advertising to the world that this organization values safe spaces for, and participation from, diverse attendees at its conferences. (http://lj.libraryjournal.com/2014/01/opinion/backtalk/why-ala-needs-a-code-of-conduct-backtalk/)

The proposed policy is not intended to solve all problems nor will it guarantee a harassment-free environment in SAA events and online spaces. What it does attempt to do is let our members know that SAA is creating a culture of concern, a place where members can participate freely in professional and social interaction knowing that harassment is not part of that culture and will be opposed by all members of the SAA community. It puts our organization on record as being on the right side of this issue.

This will place a burden on staff, especially the Executive Director. She has reviewed the draft policy and finds it acceptable as it stands. There will also be some training required for SAA staff members related to responding to reports of harassment.

We propose that the Council discuss the draft as well as the questions for discussion below and that, if the Council chooses to proceed, the draft be fielded for member comment followed by a Council vote.

QUESTIONS FOR DISCUSSION

1. Is a code of conduct/anti-harassment policy a reasonable mechanism for protecting and expanding diverse participation in SAA's events and online spaces?

2. If so, what is the best method for ensuring that this policy represents both the Council's and staff's intentions as well as member needs and concerns?

DRAFT: SAA Anti-Harassment Policy[1]

In keeping with the core principles stated in its "Code of Ethics for Archivists"[2] and "Equal Opportunity/Non-Discrimination Policy,"[3] the Society of American Archivists is committed to providing a harassment-free environment for its members and others who participate in its conferences, events, meetings, and online spaces, regardless of age, color, creed, disability, family relationship, gender identity/expression, individual life style, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, or veteran status. SAA does not tolerate harassment in any form.

Harassment may include offensive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, unwelcome following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Conference, event, meeting, and online participants who are asked to stop any harassing behavior are expected to comply immediately. Those who violate these rules may be expelled from the conference, event, or meeting at the discretion of the organizers or denied access to the online space at the discretion of the administrator.

If you feel that you are in immediate danger at any time during an SAA Annual Meeting or event, contact law enforcement (by dialing 911) or the facility front desk without delay. If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please contact the SAA Executive Director immediately.

> *At the SAA Annual Meeting:* Go to the Onsite Registration Desk and ask the SAA staff member there to contact the Executive Director. You may be asked for a cell phone number at which the Executive Director can reach you.

> *At Other SAA Events/Meetings:* Discuss your concerns with the presiding officer or instructor and/or contact the SAA Executive Director at 866-722-7858 or nbeaumont@archivists.org.

> *In SAA Online Spaces:* Contact the administrator or the SAA Executive Director.

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[1] This policy is based on *US OpenGLAM Friendly Space Policy* (https://meta.wikimedia.org/wiki/US_OpenGLAM_Launch/Friendly_space_policy), which in turn is based on the *Geek Feminism Wiki sample policy* (http://geekfeminism.wikia.com/wiki/Conference_anti-harassment_policy).

[2] See http://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics, and particularly "Archivists cooperate and collaborate with other archivists, and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable."

[3] See http://www2.archivists.org/governance/handbook/appendices/app_a/EONDP.

Content presented at SAA conferences or meetings or online may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain scholarly or professional presentation, discourse, or debate, as long as these exchanges are conducted in a respectful manner.

Society of American Archivists
Council Interim Action
July 9, 2014

Adopt a Code of Conduct
(Prepared by Terry Baxter and Lisa Mangiafico)

BACKGROUND

The SAA Council discussed a Code of Conduct at both its January 2014 and May 2014 meetings. As recorded in the May Council minutes:

> "The Council discussed the petition [in January] and asked Council members Terry Baxter and Lisa Mangiafico to work with the proposers and SAA Executive Director Nancy Beaumont to develop a draft code of conduct for discussion at its May 2014 meeting. Council members edited and approved a draft, and agreed to solicit comments from the membership with a goal of having a final code of conduct approved before the 2014 Joint Annual Meeting in August."

The draft Code of Conduct was posted to the SAA website with a call for comment on June 3, 2014, and was open for comment through June 22, 2014. During that time SAA received 35 comments (the 35th was received on June 24). Of those, 24 were generally supportive of the Code of Conduct, two were generally unsupportive, four were neutral, and five provided supplementary information. All comments are included for the Council's review in the **Appendix**.

Terry Baxter and Lisa Mangiafico reviewed the comments and met via conference call on June 26 to incorporate revisions into the draft Code of Conduct.

DISCUSSION

The comments contained a variety of suggestions. We grouped them under the following categories and included an explanation of how those suggestions would be dealt with either in the Code itself or in supporting sections of the Governance Manual:

1. *Review Process*. Commenters wanted to see the Code reviewed by the Council on a regular basis. Our suggestion is to include the Code of Conduct with the regular review of the Equal Opportunity/Non-Discrimination statement. As of 2014, this review occurs every three years, with the next review scheduled for 2016.

2. *Definition of "discriminatory image" in ¶2*. Several commenters were unclear about what constitutes a discriminatory image. We believe that the term is clear in intent, especially when connected to the "abusive" modifier, and we left it unchanged.

3. *Review process for Code violations/punishments*. There were numerous comments about the need for some sort of review/appeal process for code violations. We believe that the draft Code is made stronger both by adding a sentence to *¶3* stating a right to appeal and by amending the description of the Executive Committee in the Governance Manual to explicitly include this situation.

4. *Mentoring relationships*. Although only one commenter mentioned this, we believe the draft Code is made stronger by including "*formal* SAA mentoring relationships" in the categories of interactions covered in ¶1.

5. *Relationship of the Code to existing terms of participation*. Although this Code would not necessarily supersede terms of participation, it would trump them in the case of any conflict. This is not included in the Code itself, but would be added to the explanatory note that accompanies policy documents included in the Governance Manual. We also propose a revision to the Uniform Guidelines for SAA Websites and Online Communications.

6*. Roles and responsibilities*. There were comments about the fact that *¶3* seems to be unclear about the authority to enforce the Code. In our minds, organizers (of events), administrators (of online spaces), and the executive director are all operating with delegated authority from the SAA Council. We have not proposed a change to the Governance Manual, but one could be included in the duties of the executive director if the Council felt the need to be prescriptive.

7. *Definitional issues*. There were a number of comments about the use of a laundry list (in ¶1 and ¶2) instead of a broader definition, especially for the term "harassment." Although we sympathize with this position to some degree, we decided that the clarity afforded by examples was more useful than the inclusiveness afforded by a more general definition.

8. *Tone issues.* Commenters also felt that the tone of the Code could be seen as negative and chilling to free discussion. Again, there is some merit to this concern. We would counter that the Code bolsters free discussion by attempting to expand diversity and inclusion by reducing barriers to participation.

9. *Reasonable use*. One commenter made the observation that the Code needs to be seen as a document based on the standards of a "reasonable person." We agree. With enough imagination, one can devise all sorts of what-if scenarios. We believe that this Code, when approached with good intent by reasonable people, makes SAA a more welcoming and inclusive organization that protects its members from harassment as best as it can.

RECOMMENDATION 1

THAT the following Code of Conduct, as revised from the May 2014 draft (additions <u>underlined</u>, deletions ~~struck through~~), be adopted:

SAA Code of Conduct*

SAA does not tolerate harassment in any form. In keeping with the core principles stated in its "<u>Code of Ethics for Archivists</u>" ** and "<u>Equal Opportunity/Non-Discrimination Policy</u>," the Society of American Archivists is committed to providing a harassment-free environment for its members and others who participate in its conferences, events, meetings, <u>formal mentoring relationships</u>, and online spaces, regardless of age, color, creed, disability, family relationship, gender identity/expression, individual life style, marital status, national origin, physical appearance, race, religion, sex, sexual orientation, or veteran status.

Harassment may include abusive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Conference, event, meeting, and online participants who are asked to stop any harassing behavior are expected to comply immediately. Those who violate these rules may be expelled from the conference, event, or meeting at the discretion of the <u>SAA Executive Director</u> or organizers or may be denied access to the online space at the discretion of the administrator <u>or the SAA Executive Director</u>. <u>Persons who have been expelled or denied access may appeal to the SAA Executive Committee.</u>

If you feel that you are in immediate danger at any time during an SAA Annual Meeting or event, contact law enforcement (by dialing 911) or the facility front desk without delay. If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please contact the SAA Executive Director immediately.

At the SAA Annual Meeting: Go to the Onsite Registration Desk and ask the SAA staff member there to contact the Executive Director. You may be asked for a cell phone number at which the Executive Director can reach you.

At Other SAA Events/Meetings: Discuss your concerns with the presiding officer or instructor and/or contact the SAA Executive Director at 866-722-7858 or nbeaumont@archivists.org.

In SAA Online Spaces: Contact the administrator or the SAA Executive Director.

Content presented at SAA conferences or meetings or online may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in

archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain scholarly or professional presentation, discourse, or debate, as long as these exchanges are conducted in a respectful manner.

Adopted by the SAA Council: July 2014. Next review date: January 2016.

* This policy is based on *US OpenGLAM Friendly Space Policy* (https://meta.wikimedia.org/wiki/US_OpenGLAM_Launch/Friendly_space_policy), which in turn is based on the *Geek Feminism Wiki sample policy* (http://geekfeminism.wikia.com/wiki/Conference_anti-harassment_policy).

** See particularly "Archivists cooperate and collaborate with other archivists, and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable."

Support Statement: A Code of Conduct may serve to increase the diversity of participation in SAA events by encouraging open and safe places for members to meet.

Impact on Strategic Priorities The Code of Conduct responds directly to Strategic Priority 4.2, "Create opportunities for members to participate fully in the association," and especially to 4.2.2., "Remove barriers, perceived and actual, to broad participation by SAA members in the activities of the organization."

Fiscal Impact: The fiscal impact of adopting a Code of Conduct is unknown. There will certainly be some staff time involved, but the extent of that time is unclear. There are no other direct costs associated with the Code's adoption.

RECOMMENDATION 2

THAT the Code of Conduct be reviewed in conjunction with SAA's Equal Opportunity/Non-Discrimination Policy (next review: January 2016).

Support Statement: This revision is needed to allow for periodic review of the Code of Conduct.

Impact on Strategic Priorities: The Code of Conduct responds directly to Strategic Priority 4.2 "Create opportunities for members to participate fully in the association," especially 4.2.2., "Remove barriers, perceived and actual, to broad participation by SAA members in the activities of the organization."

Fiscal Impact: The fiscal impact of adopting a Code of Conduct is unknown. There will certainly be some staff time involved, but the extent of that time is unclear. There are no other direct costs associated with the Code's adoption.

RECOMMENDATION 3

THAT Section III. Executive Committee, B. Duties of the SAA Governance Manual be revised as follows: **(additions <u>underlined</u>, deletions ~~struck through~~)**

> *6. Review and respond to appeals made in response to actions related to Code of Conduct violations.*

Support Statement: This revision is needed to allow SAA to administer the Code of Conduct.

Impact on Strategic Priorities: The Code of Conduct responds directly to Strategic Priority 4.2 "Create opportunities for members to participate fully in the association," especially 4.2.2., "Remove barriers, perceived and actual, to broad participation by SAA members in the activities of the organization."

Fiscal Impact: The fiscal impact of adopting a Code of Conduct is unknown. There will certainly be some staff time involved, but the extent of that time is unclear. There are no other direct costs associated with the Code's adoption.

RECOMMENDATION 4

THAT Section A of the Uniform Guidelines for SAA Websites and Online Communications be revised by adding a third paragraph as follows: (additions <u>underlined</u>, deletions ~~struck through~~)

> <u>The entire SAA network, as defined above, is subject to the SAA Code of Conduct.</u>

Support Statement: This revision is needed to allow SAA to administer the Code of Conduct.

Impact on Strategic Priorities: The Code of Conduct responds directly to Strategic Priority 4.2 "Create opportunities for members to participate fully in the association," especially 4.2.2., "Remove barriers, perceived and actual, to broad participation by SAA members in the activities of the organization."

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Society of American Archivists

About Archives ● About SAA ● Careers ● Education ● Publications ● Advocacy ● Membership

SAA Code of Conduct*

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About SAA

Who We Are
- Core Values & Code of Ethics
- Code of Conduct
- Strategic Plan
- Position Statements
- News & Press Releases
- SAA Archives & History

Benefits of Membership

Awards & Scholarships

Governance

SAA Foundation

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In SAA Online Spaces: Contact the administrator or the SAA Executive Director.

Content presented at SAA conferences or meetings or online may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain scholarly or professional presentation, discourse, or debate, as long as these exchanges are conducted in a respectful manner.

* This policy is based on *US OpenGLAM Friendly Space Policy* (https://meta.wikimedia.org/wiki/US_OpenGLAM_Launch /Friendly_space_policy), which in turn is based on the *Geek Feminism Wiki sample policy* (http://geekfeminism.wikia.com /wiki/Conference_anti-harassment_policy).

** See particularly "Archivists cooperate and collaborate with other archivists, and respect them and their institutions' missions and collecting policies. In their professional relationships with donors, records creators, users, and colleagues, archivists are honest, fair, collegial, and equitable."

Adopted by the SAA Council: July 2014. The Council agreed to review every three years this document, SAA's Statement on Diversity (January 2014), and SAA's Equal Opportunity/Non-Discrimination Policy (January 2013). Last Reviewed: May 2016.

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RESOURCES FOR

Statement of Appropriate Conduct

The American Library Association (http://ala.org) holds professional conferences and meetings to enable its members to receive continuing education, build professional networks, and discover new products and services for professional use. To provide all participants – members and other attendees, speakers, exhibitors, staff and volunteers – the opportunity to benefit from the event, the American Library Association is committed to providing a harassment-free environment for everyone, regardless of gender, sexual orientation, gender identity, gender expression, disability, physical appearance, ethnicity, religion or other group identity.

As an association, ALA is strongly committed to diversity, equity and the free expression of ideas. These values have been repeatedly delineated in ALA policy (for instance: Policy A.1.4 – Core Organizational Values (http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section1/1mission#A.1.4%20Core%20Organizational%20Values%20(Old%20Number%201.3.1)); Policy B.1.1 – Core Values of Librarianship (http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section2/40corevalues#B.1.1); Policy B.1.2 – Code of Professional Ethics (http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section2/40corevalues#B.1.2)). Taken cumulatively, the values and beliefs delineated within ALA policy describe conduct based on a firm belief in the value of civil discourse and the free exploration of competing ideas and concepts – with a fundamental respect for the rights, dignity and value of *all* persons.

Within the context of ALA policy and the professional practices of librarianship, critical examination of beliefs and viewpoints does not, *by itself*, constitute hostile conduct or harassment. Similarly, use of sexual imagery or

(/resources-first-time-attendees)

• **Job Seekers/Employers (/job-list)**

(http://exhibitors.ala.org/)

language in the context of a professional discussion *might not* constitute hostile conduct or harassment.

ALA seeks to provide a conference environment in which diverse participants may learn, network and enjoy the company of colleagues in an environment of mutual human respect. *We recognize a shared responsibility to create and hold that environment for the benefit of all.* **Some behaviors are, therefore, specifically prohibited:**

- Harassment or intimidation based on race, religion, language, gender, sexual orientation, gender identity, gender expression, disability, appearance, or other group status.
- Sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact.
- Yelling at or threatening speakers (verbally or physically).

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others. Participants may – and do – exercise the "law of two feet." Exhibitors must follow all ALA Exhibits rules and regulations and ALA policies.

All participants are expected to observe these rules and behaviors in all conference venues, including online venues, and conference social events. Participants asked to stop a hostile or harassing behavior are expected to comply immediately. Conference participants seek to learn, network and have fun. Please do so responsibly and with respect for the right of others to do likewise.

Please contact Conference Services staff in the ALA Office at conference if you believe you have been harassed or that a harassment problem exists. All such reports will be directed immediately to the Director of Conference Services, who will determine and carry out the appropriate course of action, and who may consult with and engage other ALA staff, leaders and legal counsel as appropriate. Event security and/or local law enforcement may be involved, as appropriate based on the specific circumstances. A follow-up report will be made to individuals who report being harassed.

Prior to each ALA Midwinter Meeting and ALA Annual Conference, ALA Conference Services will make the following information available:

EMERGENCY CONTACT INFORMATION:

- Venue (convention center, hotel) security - TBA
- Local law enforcement, emergency and non-emergency - 311 (non) 911 (emergency)
- Local emergency and non-emergency medical information - 311 (non) 911 (emergency)
- Local taxi company(s) - TBA
- Other local services, e.g. hotlines -TBA

Information on how to report incidents of *any sort* to Conference Management (following the conference please contact pgraller@ala.org (mailto:pgraller@ala.org) or (312) 280-3219)

ANTI-HARASSMENT POLICY

Preface

Why have an official anti-harassment policy for our conference?

First) A significant number of members would be more comfortable if ARSC had a formal anti-harassment policy in place.

Second) Some institutions are beginning to require such a policy as a condition of funding attendance at conferences.

Third) It sets expectations for behavior at the conference. ***Simply having an anti-harassment policy can prevent harassment all by itself.***

Fourth) It encourages people to attend who have had bad experiences at other conferences.

Fifth) It gives conference staff instructions on how to handle harassment quickly, with the minimum amount of disruption or bad press for our conference.

The Association for Recorded Sound Collections is committed to providing an environment free from harassment of any kind. We are dedicated to providing a harassment-free experience for everyone regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion.

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual and/or discriminatory images in public spaces, deliberate intimidation, stalking, following, unapproved photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

This policy is not intended to constrain scholarly presentation, discourse, or debate, as long as they are conducted in a respectful manner.

If a conference attendee engages in harassing behavior, ARSC may take any action it deems appropriate, including warning the offender or expulsion from the ARSC event. If you believe you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact the Program Chair or another member of the ARSC Board.

Attendees should follow these rules at all ARSC venues and ARSC-related events, including social events.

We value your membership.

New England Archivists Code of Conduct
DRAFT 4.0 (3 February 2016)

Code of Conduct (Thumbnail version)

In keeping with our [Inclusion and Diversity Statement](), New England Archivists (NEA) welcomes everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or professional status. We are committed to providing a harassment-free environment. We do not tolerate harassing speech or acts at NEA-sponsored conferences, events, meetings, or in NEA's online spaces including but not limited to the listserv, website, and wiki. Those who violate these rules will be asked to modify their behavior and may be sanctioned or expelled from the space at the discretion of the designated NEA Community Advocate(s).

Our full policy and **reporting procedures** can be found on the NEA website [link].

Code of Conduct (Longform version)

In keeping with our [Inclusion and Diversity Statement](), New England Archivists (NEA) welcomes everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, or professional status. We do not tolerate harassing speech or acts at NEA-sponsored conferences, events, meetings, or in NEA's online spaces including but not limited to the listserv, website, and wiki. Those who violate these rules will be asked to modify their behavior and may be sanctioned, asked to leave the space in which the incident took place, or expelled from the event at the discretion of the designated NEA Community Advocate(s).

Persons who have been sanctioned, removed from a space, or expelled from an event may appeal to the NEA Executive Board in writing. For information on initiating an appeal please go here [link to the CoC resources and forms page].

Definition and Examples

Criticism and rigorous examination of beliefs and viewpoints does not, by itself, constitute harassment or hostile conduct. Harassment is the act of subjecting an individual or group to hostile or prejudicial remarks or actions, pressuring or intimidating a person or persons such that they are made to feel unwelcome or unsafe in virtual or in-person spaces. Examples of speech or actions that will not be tolerated include, but are not limited to:

- Derogatory comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, race, religion, or professional status

- Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others

- Unwelcome sexual attention

- Continued one-on-one communication after requests to cease

- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food and drink, health, intimate relationships, parenting, drugs, and employment

- Deliberate misgendering or use of 'dead' or rejected names

- Gratuitous or off-topic sexual images or behavior in spaces where they're not appropriate

- Sustained disruption of discussion

- Deliberate "outing" of any aspect of a person's identity without their consent, except as necessary to protect other NEA members or other vulnerable people from intentional abuse

- Public distribution of non-harassing personal communications or other materials shared with the expectation of privacy

- Harassing photography or recording, including logging online activity for harassment purposes

- Physical contact and simulated physical contact without consent or after a request to stop

- Threats of violence

- Incitement of violence towards any individual, including encouraging a person to commit suicide or to engage in self-harm

- Deliberate intimidation

- Stalking as defined by law

[space left intentionally blank].

Policy Regarding Presentation and Discussion of Sensitive Material

Content presented at NEA conferences, meetings or via online forums/listserv posts may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). Participants are reminded that all sessions/communications have the potential to include discussion on these topics. Those presenting such subject matter are asked to be as clear and upfront as possible about session content so that attendees may make an informed decision regarding their participation.

NEA seeks to create online and in-person spaces in which diverse participants may learn from, network with, and enjoy the company of colleagues. The code of conduct is not intended to constrain scholarly or professional presentation, discourse, or debate, as long as these exchanges are conducted in a respectful manner.

Reporting

Any participant in an NEA event or NEA virtual or physical space who experiences or witnesses conduct they believe violates the NEA code of conduct link is encouraged to report the incident either personally or anonymously (see details below) to the organization so that we may address your concerns.

If you are reporting a violation after the conclusion of an event and/or are unsure who the designated Community Advocate was, you may always contact the Inclusion and Diversity Coordinator (IDC) at diversity@newenglandarchivists.org or complete our anonymous incident form [link to form] to make a report.

Making a Personal Report

If you witness or experience harassment you believe violates the NEA code of conduct, and are comfortable speaking to an NEA representative personally, please report the incident as soon as is feasible to the designated NEA Community Advocate(s) responsible for the event or space in which the violation occurred.

If you feel that you are in immediate danger at any time contact law enforcement (by dialing 911) or, if applicable, the facility front desk without delay.

For all other incidents of harassment, please contact the designated CA and/or IDC for assistance.

At the NEA spring meeting or fall symposium

Go to the meeting registration or quiet room and ask the NEA representative there to contact one of the designated Community Advocates on duty. You may be asked for a cell phone number at which the CA can reach you.

Other NEA events

Discuss any concerns with the designated CA, instructor, moderator and/or contact the Inclusion and Diversity Coordinator at diversity@newenglandarchivists.org.

In NEA online spaces

Contact the online administrator at [contact info] or the IDC at diversity@newenglandarchivists.org.

Anonymous Reporting

Anyone may submit an anonymous report of conduct they believe violates the NEA code of conduct by completing [this form]. These reports are collected, reviewed, and documented by the Inclusion and Diversity Coordinator.

While we will be unable to follow up with you directly in the case of an anonymous report, NEA will monitor such reports for incident patterns and do what we can to ensure the issue is addressed moving forward.

Addressing Violations

NEA Community Advocates (CAs) are designated and trained to respond to code of conduct violations and responsible for submitting a written incident report to the IDC.

Community Advocates' first responsibility is to ensure the physical and emotional safety of the individual or individuals experiencing harassment. If appropriate, the Community Advocate will put that individual in contact with local law enforcement, local support services, provide escorts, or otherwise ensure the individual feels safe for the duration of the event.

CAs have a number of options for responding to code of conduct violations depending upon the nature and severity of the violation. CAs are empowered to take immediate action to address the

violation by supporting the targeted individuals, requesting an immediate cessation or change in harassing behavior, issuing a verbal warning, and/or if necessary asking the violator to leave the event or space in question. Conference, event, meeting, and online participants who are asked to stop any harassing behavior are expected to comply immediately. Those who violate the code of conduct may be expelled from the conference, event, or meeting at the discretion of the designated CAs, or may be denied access to the online space at the discretion of the site administrator.

All such actions will be documented by the CA as an incident report and submitted to the IDC. Reports will be reviewed by the IDC and forwarded to the NEA Executive Board for additional review if the designated CA and/or IDC believes follow-up action(s) may be necessary.

Appeals Process

If a person believes they have been wrongly found to be in violation of the code of conduct *and* as a result of that finding has been expelled from or denied access to NEA spaces or events, that person may appeal to the Executive Board [contact info].

Communication & Training Policy

Online

The Code of Conduct is available for reference on the New England Archivist website: [provide URL]. New England Archivists' online spaces -- including but not limited to the listserv, website, and wiki -- will link to the Code of Conduct for users' reference.

Conferences or Events
The short-form Code of Conduct will be included in registration materials for each NEA-sponsored conference, event, and/or meeting in program booklets and displayed at registration tables. All participants including presenters, workshop leaders, vendors, or others involved in the conference, event, or meeting will be asked to review and acknowledge the Code of Conduct upon registration and/or when confirming attendance. The long-form Code of Conduct will be available to meeting attendees at registration table and quiet room.

Updates
Any updates to the Code of Conduct will be issued through the NEADiscuss listserv.

Training for Community Advocates

Guidelines for, and training in, enforcement of the CoC policy, and documenting any reported violations, will be provided to all designated NEA Communicate Advocates by the Inclusion and Diversity Coordinator. Training will be required for all designated CAs in advance of assuming their role on behalf of NEA in any physical or online context. All members of the Executive Board will receive CA training upon assuming their seat on the board.

For individuals who serve as a CA in multiple contexts, annual confirmation that they have reviewed and are comfortable with the guidelines will be required in order for the individual to continue serving as a designated CA on behalf of the organization.

Source Note:
The language and content of this code of conduct policy were inspired and informed by the policies of the Society of American Archivists, Ada Camp, and the model policy made available at the Geek Feminism Wiki [link to all policies].

- About
- Forum
- Resources
- Groups
- Opportunities
- Contact
- Join DLF

DLF Code of Conduct

DLF Code of Conduct

[Read about our 2016 revision process here.]

The Digital Library Federation (DLF) is committed to creating and supporting inclusive, diverse, and equitable communities of practice. We strive to be a welcoming organization and the focal point for a digital library culture that is anti-oppression, recognizes intersectionalities, and works compassionately across difference. Together, DLF members advance research, learning, social justice, and the public good through the creative design and wise application of digital library technologies. We know that the best problem-solving and critical thinking happens when people with a wide array of experiences and perspectives come together to work in comfort and safety as peers. We therefore expect participants in the DLF community to help create thoughtful and respectful environments where that interaction can take place.

How to Be
DLF is dedicated to providing collaborative and conference experiences that are free from all forms of harassment, and inclusive of all people. Small actions you can take will help us meet this goal. For instance, we suggest: listening as much as you speak and remembering that colleagues may have expertise you are unaware of; encouraging and yielding the floor to those whose viewpoints may be under-represented in a group; using welcoming language, for instance by honoring pronoun preferences and favoring gender-neutral collective nouns ("people," not "guys"); accepting critique graciously and offering it constructively; giving credit where it is due; seeking concrete ways to make physical spaces and online resources more universally accessible; and staying alert to the welfare of those around you.

Likewise, it is important to understand the range of behaviors that may constitute harassment. Harassment can include unwelcome or offensive verbal comments or nonverbal expressions related to: age; appearance or body size; employment or military status; ethnicity; gender identity or expression; individual lifestyles; marital status; national origin; physical or cognitive ability; political affiliation; sexual orientation; race; or religion. Harassment can also include use of sexual and/or discriminatory images in public spaces (including online); deliberate intimidation; stalking; following; harassing photography or recording; sustained disruption of talks or other events; bullying behavior; inappropriate physical contact; and unwelcome sexual attention.

Sexual, discriminatory, or potentially triggering language and imagery is generally inappropriate for any DLF event venue, including talks. However, this policy is not intended to constrain responsible scholarly or professional discourse and debate. We welcome engagement with difficult topics, done with respect and care.

What to Do
That said, we will not tolerate harassment of DLF community members in any form. If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of the DLF staff or a designated community volunteer immediately. DLF staff and official community volunteers or ambassadors can be identified by their name badges. They will assist participants by contacting hotel/venue security or local law enforcement, providing escorts, or otherwise helping those experiencing harassment to feel safe for the duration of the event.

Participants at the DLF Forum or any other DLF-hosted discussion or event (held online or in person, including social events) who are asked to stop harassing or intimidating behaviors are expected to comply immediately. Those who who violate our code of conduct may be warned, sanctioned, or expelled at the discretion of the organizers.

To report incidents of any sort following our events or in the absence of a staff member or volunteer, please contact info@diglib.org. During the DLF Forum and allied conferences, in addition to reporting incidents in person, please consult additional resources and links provided by local organizers and hosts.

We value your presence and constructive participation in our shared community, and thank you for your attention to the comfort and safety of fellow DLF collaborators and attendees.

Sources of inspiration: Geek Feminism; DHSI; Code4Lib; ALA; LITA; AMIA; SAA; US OpenGLAM; ADHO; Recurse Center; Contributor Covenant; Vox Media; Scholars' Lab. DLF thanks our 2016 Forum Inclusivity Committee and DLF Advisory Committee community advisors for work on this document. Previous version here.

what's the DLF?

networked member institutions and a robust community of practice—*advancing research, learning, social justice, & the public good* through digital library technologies

Related Links

- DLF Code of Conduct
- Join the DLF
- DLF Advisory Committee
- Our Members
- Stay Connected

Recent News

- Project Managers Group Update, Check-in, and < Hello, DLF World >
- Undergrads@ILiADS
- A Visit to the Digitization Lab at Philadelphia Museum of Art
- 2016 Fellows, Part II!
- AMIA + DLF Virtual Cross-Pollinator Fellowships

Recent Tweets

Association of Moving Image Archivists
Code of Conduct
http://www.amianet.org/node/1518

AMIA is strongly committed to the providing an environment of cooperation and collaboration among its members. These values are central in our Mission, our Code of Ethics, and our Code of Conduct. This Code of Conduct reflects AMIA's commitment to provide an environment in which diverse participants may learn, network and enjoy the company of colleagues in an environment of mutual human respect – in all spaces, including online, at events, in committee work, or list serves.

Objective
The AMIA Code of Conduct is meant to ensure that within the Association, be it through conferences, events, meetings, committee and other volunteer work, mentoring relationships, and all online spaces including (but not limited to) social media and list serves, no person will unlawfully harass another for any reason.

About Harassment
No person will be harassed in any manner because of:
- Race, religion or national origin;
- Disability;
- Family relationship or marital status;
- Age, stature in the field or veteran status;
- Gender identity/expression, sex or sexual orientation;
- Individual life style;
- Physical appearance.

The unlawful harassment prohibited in this policy may include, but is not limited to:
- Slurs, epithets, derogatory comments or threats;
- Pushing, hitting, inappropriate or unwanted physical contact; invasion of personal physical space and blocking behaviors, deliberate physical intimidation or gestures, stalking and unwelcome sexual attention.
- Unwelcome jokes, visual depictions, teasing and/or whistling;
- Harassing photography or recording;
- Abusive verbal comments and/or discriminatory images in public spaces, e-mail, voice mail, chat rooms, Internet use or history, or text messages;
- Sustained verbal or physical disruption of talks at conferences, events, and meetings.

About Violations of the Code of Conduct
Those who violate these rules may be expelled from the conference, event, or meeting at the discretion of the AMIA Managing Director or organizers. Online participants who are asked to stop any harassing behavior are expected to comply immediately or may be denied access to

the online space at the discretion of the administrator or the AMIA Managing Director. Persons who have been expelled or denied access may appeal to the AMIA Board of Directors.

About Content Presented at AMIA Conferences
It is understood that content presented at AMIA conferences or meetings or in online forums may at times deal with sensitive subject matter, ranging from visually sensitive historical material (such as images related to acts of genocide) to sexually explicit language or images (such as in archival letters, nude photographs, or film or audio recordings). This policy is not intended to constrain scholarly or professional presentation, discourse, or debate, as long as these exchanges are conducted in a respectful manner.

HOW TO PROCEED

If you feel that you are in immediate danger at any time during an AMIA Annual Meeting or event, contact law enforcement (by dialing 911) or the facility front desk without delay. If you are not in immediate danger but feel that you are being harassed or that someone else is being harassed, or if you have other concerns, please contact the AMIA Managing Director immediately.

All reports of harassment received by AMIA staff will be treated confidentially or anonymously, as applicable, to the extent reasonable and practicable under the circumstances. It is the policy of AMIA to protect those who communicate bona fide concerns from any retaliation for such reporting. Any person who violates this prohibition against retaliation will be subject to appropriate disciplinary action which may include revocation of membership.

At the AMIA Annual Conference: Go to the Onsite Registration Desk and ask the AMIA staff member there to contact the AMIA Managing Director. You may be asked for a cell phone number at which the Managing Director can reach you.

At AMIA Events/Meetings: Discuss your concerns with the presiding officer or instructor and/or contact the AMIA Managing Director at: lrooney@amianet.org or AMIA@amianet.org

In AMIA Online Spaces: Please contact the AMIA-L List Administrators at AMIA-L-request@LSV.UKY.EDU

Report from MARAC Awards Committee
Fall 2016 Steering Committee Meeting November 3, 2016

The Awards Committee was officially restructured in June 2016 after the new bylaws went into effect. The committee is charged with establishing deadlines for nominations and applications for the Arline Custer Award Committee, the Distinguished Service Award Committee, the Finding Aids Award Committee, and the Scholarship Committee. The Awards Committee reviews overall criteria and procedures for the various scholarships and awards and recommends appropriate changes; recommends new awards, revisions to existing awards, and the discontinuation of awards for consideration and vote by Steering Committee; and when new awards are approved by Steering, the Awards Committee is responsible for drafting appropriate criteria and procedures. The Committee coordinates the activities of the various awards and scholarship committees to ensure consistency and fairness in operations.

To this effect I have been in contact with all respective chairs and have gathered the appropriate documentation available on the MARAC wiki and from the different award committee chairs. One issue that was brought up during this first round of communications was the lack of specific language pertaining to ebooks for the Custer award guidelines, which the chair hopes to clarify for future committees. I was also approached by Lauren Brown, former MARAC Archivist, who wanted to establish contact for passing on the procedural aspects of delivering the awards certificates to the recipients at the meetings. All of this information will be incorporated into the revised Awards Handbook, and the wiki updated for Steering Committee review by the Spring 2017 meeting.

Respectfully submitted,

Adriana P. Cuervo, CA
Awards Committee Chair

MARAC Education Committee Report
Laurie Sather, November 3, 2016

I. **Past and Upcoming Workshops**

Workshops planned for Newark:

A. Dating 19th Century Portrait Photographs
   Instructor: Gary Saretzky, Monmouth County Archives
   Half-day

   Old portrait photographs are often found without dates, but trained archivists can frequently estimate dates fairly precisely based on the type of photograph; sitter's identity and clothing; physical characteristics of the photo, including mounting styles and mount information; photographer; and other factors. The date may be needed by researchers, but it is also helpful for cataloging and to confirm identification of the subject. In this half-day workshop, the presenter will explain major types of 19th century photographic processes used for portraiture, indicate when they were popular, and teach techniques for dating photographs. Participants will learn how to use a micrometer to measure mounting board thickness. Slide presentations with several hundred examples will show dated cartes-de-visite, cabinet cards, and ferrotypes to help participants learn how the look of such images and their mounts evolved between the 1850s and 1900. The presenter will also bring vintage examples of the various processes and discuss how to identify and date them. After the lecture, participants will break up into pairs and try to date original examples using the micrometer and handouts with dating tips. The presenter will provide published references helpful for dating photographs and a bibliography of relevant publications and websites. Although not the main focus, the presenter will also provide guidance on the preservation of 19th-century photographs. Participants may bring examples from their own collections for analysis and discussion.

B. Care and Identification of Color Photographs
   Instructor: Hillary Kativa, Chemical Heritage Foundation
   Half-day

   Description to come.

C. Untitled (A workshop on cleaning up metadata using Open Refine)
Instructors: Doreva Belfiore and Gabe Galson, Temple University
Half-day

Description to come

D. Untilted (A workshop on data privacy)
Instructor: Alexis Antracoli, Princeton University
Half-day

Description to come

E. Untitled (A workshop on ArchivesSpace APIs)
Instructors: Lora Woodford and Valerie Addonizio, John Hopkins University
Full-day

Description to come

Descriptions are due from the instructors on 11/15/16 so that they can be submitted to Emily Rafferty for the program by the deadline of 11/17/16.

Currently no off-conference workshops scheduled

Under Development:

A survey for the membership, which lists all the current offerings and asks:
1. Which workshops would you want to take?
2. Where do you live?
3. What is the distance you would be willing to travel to take that workshop?

II. Transition Team

The Education Committee is exploring the following: (the name besides each new idea is the team leader for that project)

- Webinars, Evan Echols
- Podcasts, Deirdre Joyce
- Post-conference round-ups, Dawn Sherman-Fells
- Bibliography/Resources list for Continuing ed (e.g. a wiki), Elizabeth Wilkinson

Some of these projects will take longer to implement than others.

Post Conference Rounds-Ups program has been launched for the Annapolis conference.

MARAC
Membership Committee Report
October 2016

Membership
- Sara A. Borden, Chair
- Sierra Green
- Theresa Altieri
- Jason Speck
- Suzanne Gould
- Yukako Tatsumi
- Cara Griggs
- Dyani Feige, MARAC Secretary (ex-officio)
- James Gerencser, Interim MARAC Administrator (ex-officio)

Progress and News
- Committee Meeting
  We met via Google Hangouts at 1PM on Tuesday, October 25, 2016. Sara, Theresa, Yukako, and Cara were present.
- Navigator Program
  The MARAC Navigator Program is on hiatus for Annapolis. However, Cara has agreed to head up a subcommittee to re-launch it for Newark. She is planning on a more aggressive multi-media advertising campaign that starts earlier than we have for conferences past and more enticing language to make the program have broader appeal. She's also interested in finding out whether the Administrator can provide us with a list of attendees who are registering for their first or second meetings.
- Graduate School Liaisons Program
  Cara has also generously volunteered to head up a subcommittee to finally get the MARAC Graduate School Liaisons program going again. Jason and Sierra have agreed to join her on this subcommittee. We will be talking more about what the program is and what the subcommittee needs to do imminently.
- "Guide to MARAC"
  Yukako and Theresa have agreed to work on a "Guide to MARAC" PowerPoint which can be used both in the field to pitch MARAC and be posted to the MARAC website. They'll used the ACA PowerPoint Sara sent to the Committee over the summer as their template.
- Task Force on Diversity and Inclusion's Proposed Code of Conduct
  Sara brought the proposed code before the Committee. Like Steering, they had some concerns, although they were very supportive of having a code. Some concern was expressed about the paragraph that reads "Harassment may include abusive verbal comments and/or discriminatory images in public spaces, deliberate intimidation, stalking, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention." Suggestions were to amend the language to say, "Harassment may include, but is not limited to,…" or similar. Cara

wondered if this code would carry over into virtual spaces/social media and how that would work or if that is even something MARAC wants to get into.

- New Member Orientation
  The new member orientation is scheduled for Friday, November 4, at 8:30AM in a location to be determined. The majority of Membership Committee members will not be in attendance at Annapolis. However, Sara will chair the session and Cara will be on hand to answer questions as they arise. As many members of Steering Committee as are available are encouraged to attend.

MARAC Nominations and Elections Committee Report
October 2016

NEC members have begun compiling a roster of potential candidates for the 2017 election and will be meeting in the afternoon of Thursday, November 3 in Annapolis.

Special Election
Six candidates competed for one open position on the Finding Aids Award Committee, whose term ends in Summer 2017. A total of 316 votes were recorded and Michele Combs from the Special Collections Research Center at Syracuse University was the winner of the election. Thanks go to Don Sailer and the Web Team, as well as to Jim Gerencser for their assistance and guidance with the special election.

2017 Election
The Nominations and Elections Committee is now working to develop a slate of candidates for the 2017 election. Open positions are:

- Chair-Elect
- Secretary
- Meetings Coordinator
- Nominations and Elections Committee (3 members)
- Arline Custer Award Committee (2 members)
- Finding Aids Award Committee (2 members)
- Scholarship Committee (2 members)
- Distinguished Service Award Committee (1 member)
- Members-at-Large (4 members)

Many thanks go to NEC members Jessica Johnson, Lynn Eaton, Valerie-Anne Lutz, and Andrew Cassidy-Amstutz for their ongoing work in planning for the 2017 election.

Respectfully submitted,
Katie Hall, Chair
October 27, 2016