

MARAC

Mid-Atlantic Regional Archives Conference

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

Final report, Task Force on Diversity and Inclusion

MARAC Steering Committee, April 20, 2017

Submitted by Lindsey Loeper, Chair

1. Overview

1.1 Summary of work completed

Established in Summer 2015 by MARAC Chair Brian Keough, the Task Force on Diversity and Inclusion has worked together to complete the charge as outlined by the Steering Committee. During this time we

- completed a review of related professional organization's efforts in supporting diversity and inclusion (see report to Steering, Spring 2016);
- compiled a resource list of publications, reports, and other content related to diversity and inclusion in the archives field and the cultural heritage field in general (now available at marac.info/diversity);
- surveyed the MARAC membership to determine the efforts and goals that are valued by our members (see report to Steering, Spring 2016);
- and drafted and submitted to the Steering Committee a definition of diversity as it relates to our profession, a position statement on diversity, and a code of conduct (see report to Steering, Fall 2016, with updated versions below in sections 3, 4, and 5.1.5).

1.2 Summary of report

This report contains updated versions of the diversity definition, the position statement, and the code of conduct, incorporating suggested revisions by members of the Steering committee and the Task Force. The bulk of the report contains recommended initiatives to support the goals outlined in the position statement. These recommendations are arranged by related committee area: Steering, Communications, Meetings and Education, and Membership. Our intention is that this work will be supported by a Diversity and Inclusion Coordinator and Committee in partnership with the existing committees.

In addition to the specific initiatives outlined, we recommend that all MARAC committees and serving members consider how their work promotes, supports, and/or unintentionally hinders our shared goal of working within a diverse and inclusive member organization and profession. The Diversity and Inclusion Coordinator and Committee can assist all committees, not only those targeted in this report, with reviewing their mission and suggesting potential assessment methods to evaluate work in this area.

The Task Force has acknowledged throughout the process that these are complicated issues that will not be remedied by our recommendations alone. The continued commitment shown by our Chair and Chair-Elect, Brian Keough and Vin Novara, the guidance and support provided by the members

of the Steering Committee, and the hard work and dedication of our membership will be required in order for MARAC to make a real contribution in moving our profession forward. We acknowledge that this work won't be easy and that MARAC can't do it alone, and that we might even fail a few times on the way, but we're looking forward to getting started.

1.3 Task Force members

Kirsten Strigel Carter

Ken Cleary, Member-At-Large

E. Evan Echols

Christine George, Member-At-Large

Josue Hurtado

Lindsey Loeper, Member-At-Large, Chair

Megan Miller

2. Task Force Charge

MARAC seeks to 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 in general and within the MARAC region in particular. To accomplish this goal, the MARAC Task Force on Diversity and Inclusion has the following charge:

- Review and/or survey the efforts of other related professional organizations efforts to increase diversity
- Survey MARAC members to identify the critical issues pertaining to diversity facing the organization
- Define and articulate diversity as it applies to the profession, to MARAC and to our members
- Draft a position statement on diversity for the Steering Committee to consider and adopt as MARAC policy
- Recommend specific goals, objectives, and new initiatives for increasing diversity in MARAC and in the profession as a whole

The Task Force on Diversity and Inclusion reports to the Steering Committee and will work closely with the MARAC Chair. The Task Force is responsible for submitting items for action, discussion and feedback as necessary from the Steering Committee and the Task Force Chair is responsible for submitting a final report to the Steering Committee in an appropriate time period.

3. Diversity definition

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, gender identities or expressions, 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.

4. Diversity statement

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.

[Note: the recommended initiatives in section 5 were developed to specifically support the stated goals above.]

5. Recommended initiatives

The recommendations outlined below are drawn from member feedback, the 2016 member survey, a survey of related member organization’s initiatives, and related publications. They are organized in relation to existing MARAC committees. Our hope is that this work will be carried out in partnership with these committees, drawing on their existing expertise and embedding the diversity and inclusion work into all areas of MARAC.

Many survey respondents pointed out the predominantly white membership of MARAC and other archival associations, reflecting the wider profession. Increasing diversity of the profession is a substantial task for MARAC to take on, but we can and should identify ways that we can support building a more diverse, inclusive, and equitable profession. One option would be to support the existing programs established by our colleagues at other member associations or in the profession at large, programs such as the SAA/ACRL Mosaic scholarship, SAA-affiliated graduate student groups, and the annual Conference on Inclusion and Diversity in Library and Information Science (CIDLIS) at the University of Maryland, College Park, to name just a few examples.

5.1 Steering/MARAC infrastructure

5.1.1 Establish Diversity and Inclusion Coordinator

The Diversity and Inclusion Coordinator shall serve as an officer of the Steering Committee, with voting privileges. This would require amending the bylaws and the requirements specified therein. The creation of such a position would signal to our membership our firm commitment to our diversity and inclusion goals, which would be furthered by the fact that an officer has voting rights. The Diversity and Inclusion Coordinator would act as a visible and accessible point of contact for our members to bring their questions or concerns, as well as serve an instrumental part of the D&I Committee (see below).

The Diversity and Inclusion Coordinator shall hold office for two (2) years, from July 1st to June 30th and until a successor shall have been elected or qualified. The Diversity and Inclusion Coordinator shall attend all meetings of the Steering Committee and the Conference business meetings. The duties of the D&I Coordinator shall include, without limitation, to:

- a. serve as ex-officio chair of the Diversity and Inclusion Committee;
- b. submit an annual report outlining work done in the past year to achieve diversity and inclusiveness and goals for the coming year;

- c. serve as the primary, confidential contact for Code of Conduct complaints, following up as necessary with the support and consultation of the Steering Committee;
- d. serve as the primary contact for all questions and concerns related to accessibility and inclusion at MARAC events, following up with appropriate leadership to address the question or concern;
- e. perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.

5.1.2 Establish Diversity and Inclusion Committee

We believe that MARAC's work on diversity and inclusion will be best realized with the support of a new special committee. A standing committee "may be established upon recommendation of the Steering Committee and a majority vote of the membership" (Article 8.1); a special committee can be created with recommendation by Steering alone (Article 8.7). We believe that this designation will give Steering, the D&I Coordinator, and the committee itself the flexibility to respond to the changing needs of the membership. This does not limit Steering from requesting a change to a standing committee in the future. It is also possible, as our goal is to integrate this work within existing committees, that the D&I special committee may eventually prove extraneous to the work of the Coordinator.

The Committee consists of three members, not including the Diversity and Inclusion Coordinator who serves as Committee Chair. The MARAC Chair-elect appoints all members of the committee, except for the committee chair; a member-at-large may be appointed to the committee at the discretion of the Chair. All committee members shall serve two-year terms and may be reappointed for a second term. Each Committee member will be assigned to serve as a liaison on one or more related committees - Communications, Education and Meetings Coordinating, or Membership. They will work in partnership to address the recommendations outlined in this report.

The primary purpose of the Committee is to facilitate, sponsor, and promote the diversity and inclusiveness within the archival profession in general and the meetings and activities of MARAC particularly.

The Committee shall develop, coordinate, and support initiatives that will enhance and support the values and goals expressed in MARAC's diversity and inclusion statement.

The Committee shall identify ways to build and maintain an inclusive organization where differences of opinion, beliefs, and values are sought, listened to, respected, and valued.

The committee shall provide resources, consultation, and feedback to MARAC members as requested in order to support their efforts toward building and maintaining an inclusive, welcoming environment within the organization.

The committee shall serve as on-site coordinators for inclusion and diversity efforts at MARAC meetings.

Note: some parts of this document are based in whole or in part on NEA's language regarding their Inclusion and Diversity Coordinator position. <https://newenglandarchivists.org/diversity>

5.1.3 Diversity & Inclusion priorities in strategic planning

The current strategic plan will be under review in 2017. The language should be reviewed and clear objectives should be included.

5.1.4 ADA compliance policy

This may be a separate policy or could be included as part of the Meetings Manual. Emphasize MARAC's commitment to hosting meetings, workshops, and related events in ADA compliant venues. See example from the Association of Recorded Sound Collections: http://www.arsc-audio.org/pdf/ARSC_ADA_Accessibility_Policy_and_Practices.pdf.

5.1.5 Code of conduct policy

The submitted policy incorporates changes requested by Steering in November 2016. Please note that additional work will need to be completed by the D&I Coordinator in partnership with the Meetings and Education Committees to outline how the policy will be enforced. We recommend that the policy be distributed annually to the membership e-mail list and then distributed to all attendees at future conferences or workshops.

MARAC Code of Conduct

The values delineated herein describe conduct based on a belief in the importance of civil discourse and the free exploration of ideas and concepts – with a fundamental respect for the rights, dignity and value of all persons.

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 and expression, individual lifestyle, 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,

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. If an attendee continues to engage in harassing behavior, MARAC conference coordinators will take action in any form they deem appropriate, up to and including expulsion from the conference with no refund and/or notification of law enforcement authorities

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 or the Local Arrangements co-chairs. All MARAC officers can be contacted with assistance from the volunteer staff at the Registration Desk.

Conference participants seek to learn, network and have fun. Please do so responsibly and with respect for the right of others to do likewise.

This policy is based on the [SAA Code of Conduct](#) which in turn is based on [the US OpenGLAM Friendly Space Policy](#), which in turn is based on [the Geek Feminism Wiki sample policy](#).

5.1.6 Establish preference for online voting whenever possible

The only matter that requires an in-person vote at a MARAC business meeting is a dues change (see Article 9.2 <http://www.marac.info/marac-bylaws>). Steering should default to recommending an

online vote sent to the full membership whenever the method of the vote is not explicitly stated in the by-laws.

Notes provided by Jim Gerencser, December 7, 2016: "...the ONLY vote that is specifically outlined in the bylaws that it must take place at the business meeting is a change to dues. [article 9.2]

-During a business meeting, those members assembled can, by a majority vote, also force an action on the Steering Committee or overturn an action by the Steering Committee. [article 3.2]

-Votes to amend any proposed changes to the bylaws brought forward by the Steering Committee would take place at a business meeting [article 11.2], BUT, votes to actually approve to changes to the bylaws are voted on by the entire membership through referendum no later than 30 days after a business meeting. [article 11.3]

-The creation of new standing committees is to be voted upon "by the membership" (which I interpret as full membership by referendum), rather than only membership assembled at a business meeting. [article 8.1]

-So it seems to me that there is nothing to preclude voting via full member referendum – in the same manner that we do for elections and bylaws amendments – for many MARAC activities (excepting dues changes). The manner of voting for measures that are not specifically prescribed in the bylaws could be by whatever manner Steering chose."

5.1.7 Review language in Nominating and Elections Committee mission and CFN wording

Current wording on the NEC webpage states, "In soliciting nominations and preparing a slate of candidates, the Committee shall strive for balanced representation of race, gender and gender identity, geographical distribution, and professional experience to insure that MARAC elections reflect the diverse constituency of its membership." This language should be reviewed for consistency with the D&I definition and statement adopted by MARAC. We also recommend that this statement be included in the call for nominations sent out to the membership each year.

5.2 Communications

The first question on the member survey asked respondents to if they agreed with the following statement: "MARAC prioritizes diversity and inclusion in its programming and member services." Of 140 responses, 67 chose "Neutral"; open-ended responses in the survey support our interpretation that this is due in large part to members simply not knowing what is being done in this area. "I know that is formally a priority, but I have not been aware of how this priority manifests itself in the programming and services. This is not necessarily a failure on MARAC's part, but more a statement of my own lack of awareness."

Increased, targeted promotion of the D&I work by MARAC committees and members will not only help our members to learn more about this area but will also help to connect the services and resources available with the people that may benefit from them.

5.2.1 Promotion of MARAC service

Our primary recommendation is promotion of existing MARAC initiatives to the MARAC membership through the MARAC mailing lists, blog, *Mid-Atlantic Archivist*, and other platforms. This outreach work should demonstrate the variety and the impact of work done by all MARAC groups; we want to highlight that this work is integrated throughout the work of MARAC and not as isolated initiatives. Examples of promotion include highlights from meeting sessions, content written by MARAC speakers (either expanded for MAA or as a summary for a blog or Facebook post), summaries of workshops with bibliographies of related resources, and summaries by committees on related projects.

5.2.2 Secondary: Promotion of MARAC members

In addition to promoting the work done as part of MARAC service, we can also promote the work done by our members at their repositories or as part of service through other organizations. We recognize that this is already done through the MAA and in selection of speakers by the Program Committee, and simply wish to reiterate the importance of this work. Several examples of potential articles or sessions that we wish to highlight include:

- Mentor/mentee pairs roundtable to familiarize others with the SAA program
- Notification of related conferences, publications, or events in the MARAC region (for example, the annual Conference on Diversity and Inclusion in Library and Information Science at the University of Maryland, College Park)
- Examples of programming or collection development initiatives included in the Caucus News section of the *Mid-Atlantic Archivist*

5.2.3 Secondary: History Day service

In addition to expanded outreach to graduate students (see 5.4.1), several survey respondents stressed the importance of advocating the importance of archives to a younger audience. Many of our colleagues have robust partnerships with K-12 audiences, not only school librarians and archivists, but also those serving in public libraries and museums. Archivists not working in these organizations may not feel prepared to work with younger researchers or be able to anticipate their research and instruction needs. A simple way to begin service to the K-12 community is by volunteering to work with the county or state History Day programs. There are several levels of involvement available, and serving as a History Day judge would be a low commitment option for our members. Service with History Day would make archivists a visible and active part of the event, and would increase our visibility within the local cultural heritage and K-12 education fields. It is also an opportunity to work with the State humanities councils. State caucuses could even plan this as a service day for MARAC members.

5.3 Education and Meetings Coordinating

5.3.1 Workshop for entry level archival skills

We recommend a workshop that is directly targeted at people working with archival collections, either as part of their profession or in a volunteer capacity, that have not had formal training either in the workplace or as part of an advanced degree. One survey respondent referred to “accidental archivists” - people that have found themselves working with archival collections in some capacity, typically as part of a larger project or community initiative. The workshop would focus on basic skills and techniques such as preservation best practices, hierarchical description, and access to materials. We recommend soliciting a CFP from interested instructors or groups of instructors to determine the syllabus and structure of the workshop. The New York State Documentary Heritage basic workshops (<http://www.archives.nysed.gov/workshops/catalog>) and the NJ Caucus Archival Projects Evaluation Service (CAPES, http://www.nj.gov/state/historical/dos_his_grants.html#capes) can both serve as examples. One consideration is whether the workshops would be established with a caucus focus, as opposed to MARAC wide (there are benefits with both models). If combined with effective outreach and recruiting, this could be a good way to attract new membership and connect to communities in need of professional support.

Steering should consider how they might further support the workshop attendees through a reduced workshop fee or meeting registration. This would require a funding allocation by Steering to cover venue costs and the payment to the instructor(s). We do not wish to further strain the tight budgets of the Education and Local Arrangements Committees, but a reduction in the registration fee would help communities of archivists that are working with no professional development budgets or are

working as volunteers. We may consider how this workshop, once in place, could further support the Karen A. Stuart Local History Collection Workshop & Conference Attendance.

5.3.2 Mentorship programming

A successful mentor-mentee relationship can have a positive impact on new archival professionals. We support the current planning underway to establish a MARAC mentorship program. The Society of American Archivists mentorship program may be able to provide assistance in establishing the program as well as training for volunteer mentors in the MARAC region (<http://archivists.org/membership/mentoring>). We recommend a supplemental workshop for mentors offered in-person or as a free webinar. The workshop would provide an overview of the program and prepare mentors for their role in the mentoring relationship.

5.3.3 Secondary: Best practices in MCC Meetings Manual

Feedback about D&I related content at the MARAC meetings was generally quite positive. At this time, we do not want to put additional pressure on the Programming and Local Arrangements Committees by implementing requirements or quotas on sessions relating to these topics. We should consider how we can better support the PC and LAC for each meeting, and one option would be to provide examples of previous session topics or best practices. The D&I Committee could work with the Program Committees to develop sessions for each meeting until there are a set of examples that future PCs can review. This information could be incorporated into the existing Meetings Manual.

5.4 Membership

5.4.1 Targeted outreach to graduate programs

One group that is frequently mentioned for targeted outreach are graduate students in the MARAC region. We do not currently have funding to establish an academic scholarship and we applaud the work being done by Development Coordinator Sharmila Bhatia to build financial support for this initiative. There are also other ways that we can support this community. There has been inconsistent, though potentially expanding, outreach by state caucus representatives to Library/Information Science graduate programs. We recommend an expansion of this outreach to include related programs such as digital humanities, museum studies, public history, human-computer interaction, and traditional historical and cultural studies programs. Working with the state caucus representatives, committee members will compile a list of related graduate programs in the MARAC region and online-based programs that service the MARAC region, including their point of contact, the best place to send related MARAC announcements such as a poster presentation CFP, if there is an SAA chapter in place, if they have an archival studies scholarship in place, etc. The state caucus representative can use this information to plan outreach or networking events, to circulate information from MARAC, and to promote scholarship/fellowship programs that may be offered by other associations or institutions like the SAA Mosaic scholarship. MARAC members in different geographical regions may be recruited to assist the Membership and state caucus representative.

5.4.2 Explanation of nomination and appointment process

One barrier to serving in MARAC may be a widespread misunderstanding of the nomination and committee appointment process. We have heard from several members that they believe the main path to serving in MARAC is through the annual election cycle. Aside from the calls for service sent out by Program and Local Arrangements Committees, it is unclear how members would volunteer to serve on the standing committees. We recommend a series of blog posts or MAA articles on how to participate in MARAC, including explicit instructions on how to join committees, how to work with the MAA editor to submit an article/case study, and how to prepare and submit a session proposal to the Program Committee. This content can be repurposed for the New Member meeting and/or sent out to all new members as part of the welcome message from their state caucus rep.

5.4.3 Long-term: Membership drive

A membership drive and outreach campaign should be part of the long term planning of the Membership Committee. Looking beyond our traditional recruiting points (graduate schools and new hires), we can expand our membership base and better serve the archival profession in the MARAC region by reaching out to, as one survey respondent put it, “organizations that are culturally divergent from typical MARAC membership. Small museums, churches, temples, mosques, ethnic & social organizations and “news organizations” that exist or existed to serve an ethnic population act as repositories for information and records of their culture.” People that are serving the archival profession through their work with collections, communities, and researchers, but who may feel they are outsiders or not “real” archivists. We are doing ourselves a disservice by allowing this attitude to continue.

Another way to expand our scope would be to partner with related member associations and interest groups. There are other organizations in our region, such as the Small Museum Association and state library associations, that serve shared constituencies. MARAC has had some success seeking opportunities for joint meetings in the past, and we can explore further opportunities for partnership or promotion.

6. Next steps

The Task Force requests approval from Steering to amend the by-laws to establish the Diversity and Inclusion coordinator. (A two-thirds vote is required.) If approved, the Task Force chair will present the report summary and by-laws request at the business meeting. Following the business meeting, the full report will be made available to the membership and a ballot will be sent to the membership to vote on the amendment to the by-laws. A temporary Coordinator will be appointed by the Chair.

Report from the Task Force on Diversity & Inclusion

MARAC Steering Committee, January 27, 2017

Submitted by Lindsey Loeper, Chair

1. Overview

1.1 Summary of work completed

Established in Summer 2015 by MARAC Chair Brian Keough, the Task Force on Diversity and Inclusion has worked together to complete the charge as outlined by the Steering Committee. During this time we

- completed a review of related professional organization's efforts in supporting diversity and inclusion (see report to Steering, Spring 2016);
- compiled a resource list of publications, reports, and other content related to diversity and inclusion in the archives field and the cultural heritage field in general (now available at marac.info/diversity);
- surveyed the MARAC membership to determine the efforts and goals that are valued by our members (see report to Steering, Spring 2016);
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1.2 Summary of report

This report contains updated versions of the diversity definition, the position statement, and the code of conduct, incorporating suggested revisions by members of the Steering committee and the Task Force. The bulk of the report contains recommended initiatives to support the goals outlined in the position statement. These recommendations are arranged by related committee area: Steering, Communications, Meetings and Education, and Membership. Our intention is that this work will be supported by the D&I coordinator(s) and committee in partnership with the existing committees.

In addition to the specific initiatives outlined, we recommend that all MARAC committees and serving members consider how their work promotes, supports, and/or unintentionally hinders our shared goal of a working within a diverse and inclusive member organization and profession.

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communities, and collections will all “benefit from an organization that is dedicated to diversity, affordability, and collegiality.” We will work towards this goal by:

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- and recognizing the varied strengths, needs, and perspectives present in our membership and valuing the opportunities for dialogue and growth that these differences provide.

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5. Recommended initiatives

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5.1 Steering/MARAC infrastructure

5.1.1 Establish Diversity and Inclusion Coordinator(s)

The Diversity and Inclusion Coordinator shall serve as an officer of the Steering Committee, with voting privileges. This would require amending the bylaws and the requirements specified therein. The creation of such a position would signal to our membership our firm commitment to our diversity and inclusion goals, which would be furthered by the fact that an officer has voting rights. The Diversity and Inclusion Coordinator would act as a visible and accessible point of

contact for our members to bring their questions or concerns, as well as serve an instrumental part of the D&I Committee (see below).

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- a) serve as ex-officio chair of the Diversity and Inclusion Committee (in the same way that the Meetings Coordinator serves as the ex-officio chair of the Meetings Coordinating Committee);
- b) submit an annual report outlining work done in the past year to achieve diversity and inclusiveness and goals for the coming year;
- c) serve as the primary, confidential contact for Code of Conduct complaints, following up as necessary with the support and consultation of the Steering Committee;
- d) serve as the primary contact for all questions and concerns related to accessibility and inclusion at MARAC events, following up with appropriate leadership to address the question or concern;
- e) perform such other duties as pertain to the office and as may be assigned by the Steering Committee or as prescribed for the office by the adopted parliamentary authority.

Given the amount of work related to this position, as outlined in this report, we would like to propose a secondary option of creating a Diversity Coordinator and an Inclusion Coordinator as two separate positions. We envision the Inclusion Coordinator working, for example, on the code of conduct and the ADA compliance policy, whereas the Diversity Coordinator would focus on the work with Membership and the mentorship training. An alternative to this would be a single D&I coordinator but expanding the committee outlined below.

5.1.2 Establish Diversity and Inclusion Committee

We believe that MARAC's work on diversity and inclusion will be best realized with the support of a standing committee. A standing committee "may be established upon recommendation of the Steering Committee and a majority vote of the membership" (Article 8.1); a special committee can be created with recommendation by Steering alone (Article 8.7). The Committee consists of three members, not including the Diversity and Inclusion Coordinator who serves as Committee Chair. The MARAC Chair-elect appoints all members of the committee, except for the committee chair. All committee members shall serve two-year terms and may be reappointed for a second term. Each Committee member will be assigned to serve as a liaison on one or more related committees - Communications, Education and Meetings Coordinating, or Membership. They will work in partnership to address the recommendations outlined in this report.

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5.1.3 Diversity & Inclusion priorities in strategic planning

The current strategic plan is now 5 years old and will be under review in 2017. The language should be reviewed and clear objectives should be included.

5.1.4 ADA compliance policy

This may be a separate policy or could be included as part of the Meetings Manual. Emphasize MARAC's commitment to hosting meetings, workshops, and related events in ADA compliant venues. See example from the Association of Recorded Sound Collections: http://www.arsc-audio.org/pdf/ARSC_ADA_Accessibility_Policy_and_Practices.pdf.

5.1.5 Code of conduct policy

The submitted policy incorporates changes requested by Steering in November 2016. Please note that additional work will need to be completed by the D&I coordinator in partnership with the Meetings and Education committees to outline how the policy will be enforced. We recommend that the policy be distributed annually to the membership e-mail list and then distributed to all attendees at future conferences or workshops.

MARAC Code of Conduct

The values delineated herein describe conduct based on a belief in the importance of civil discourse and the free exploration of ideas and concepts – with a fundamental respect for the rights, dignity and value of all persons.

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 and expression, individual lifestyle, 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,

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. If an attendee continues to engage in harassing behavior, MARAC conference coordinators will take action in any form they deem appropriate, up to and including expulsion from the conference with no refund and/or notification of law enforcement authorities

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 or the Local Arrangements co-chairs. All MARAC officers can be contacted with assistance from the volunteer staff at the Registration Desk.

Conference participants seek to learn, network and have fun. Please do so responsibly and with respect for the right of others to do likewise.

This policy is based on the [SAA Code of Conduct](#) which in turn is based on [the US OpenGLAM Friendly Space Policy](#), which in turn is based on [the Geek Feminism Wiki sample policy](#).

5.1.6 Establish preference for online voting whenever possible

The only matter that requires an in-person vote at a MARAC business meeting is a dues change (see Article 9.2 <http://www.marac.info/marac-bylaws>). Steering should default to recommending an online vote sent to the full membership whenever the method of the vote is not explicitly stated in the by-laws.

Notes provided by Jim Gerencser, December 7, 2016: "...the ONLY vote that is specifically outlined in the bylaws that it must take place at the business meeting is a change to dues. [article 9.2]

--During a business meeting, those members assembled can, by a majority vote, also force an action on the Steering Committee or overturn an action by the Steering Committee. [article 3.2]

--Votes to amend any proposed changes to the bylaws brought forward by the Steering Committee would take place at a business meeting [article 11.2], BUT, votes to actually approve to changes to the bylaws are voted on by the entire membership through referendum no later than 30 days after a business meeting. [article 11.3]

--The creation of new standing committees is to be voted upon "by the membership" (which I interpret as full membership by referendum), rather than only membership assembled at a business meeting. [article 8.1]

--So it seems to me that there is nothing to preclude voting via full member referendum -- in the same manner that we do for elections and bylaws amendments -- for many MARAC activities (excepting dues changes). The manner of voting for measures that are not specifically prescribed in the bylaws could be by whatever manner Steering chose."

5.1.7 Review language in Nominating and Elections Committee mission and CFN wording

Current wording on the NEC webpage states, "In soliciting nominations and preparing a slate of candidates, the Committee shall strive for balanced representation of race, gender and gender identity, geographical distribution, and professional experience to insure that MARAC elections reflect the diverse constituency of its membership." This language should be reviewed for consistency with the D&I definition and statement adopted by MARAC. We also recommend that this statement be included in the call for nominations sent out to the membership each year.

5.2 Communications

The first question on the member survey asked respondents to if they agreed with the following statement: "MARAC prioritizes diversity and inclusion in its programming and member services." Of 140 responses, 67 chose "Neutral"; open-ended responses in the survey support our interpretation that this is due in large part to members simply not knowing what is being done in this area."I know that is formally a priority, but I have not been aware of how this priority manifests itself in the programming and services. This is not necessarily a failure on MARAC's part, but more a statement of my own lack of awareness."

Increased, targeted promotion of the D&I work by MARAC committees and members will not only help our members to learn more about this area but will also help to connect the services and resources available with the people that may benefit from them.

5.2.1 Promotion of MARAC service

Our primary recommendation is promotion of existing MARAC initiatives to the MARAC membership through the MARAC mailing lists, blog, *Mid-Atlantic Archivist*, and other platforms. This outreach work should demonstrate the variety and the impact of work done by all MARAC groups; we want to highlight that this work is integrated throughout the work of MARAC and not as isolated initiatives. Examples of promotion include highlights from meeting sessions, content

written by MARAC speakers (either expanded for *MAA* or as a summary for a blog or Facebook post), summaries of workshops with bibliographies of related resources, and summaries by committees on related projects.

5.2.2 Secondary: Promotion of MARAC members

In addition to promoting the work done as part of MARAC service, we can also promote the work done by our members at their repositories or as part of service through other organizations. We recognize that this is already done through the *MAA* and in selection of speakers by the Program Committee, and simply wish to reiterate the importance of this work. Several examples of potential articles or sessions that we wish to highlight include:

- Mentor/mentee pairs roundtable to familiarize others with the SAA program
- Notification of related conferences, publications, or events in the MARAC region (for example, the annual Conference on Diversity and Inclusion in Library and Information Science at the University of Maryland, College Park)
- Examples of programming or collection development initiatives included in the Caucus News section of the *Mid-Atlantic Archivist*

5.2.3 Secondary: History Day service

In addition to expanded outreach to graduate students, several survey respondents stressed the importance of advocating the importance of archives to a younger audience. Many of our colleagues have robust partnerships with K-12 audiences, not only school librarians and archivists, but also those serving in public libraries and museums. Archivists not working in these organizations may not feel prepared to work with younger researchers or be able to anticipate their research and instruction needs. A simple way to begin service to the K-12 community is by volunteering to work with the county or state History Day programs. There are several levels of involvement available, and serving as a History Day judge would be a low commitment option for our members. Service with History Day would make archivists a visible and active part of the event, and would increase our visibility within the local cultural heritage and K-12 education fields. It is also an opportunity to work with the State humanities councils. State caucuses could even plan this as a service day for MARAC members.

5.3 Education and Meetings Coordinating

5.3.1 Workshop for entry level archival skills

We recommend a workshop that is directly targeted at people working with archival collections, either as part of their profession or in a volunteer capacity, that have not had formal training either in the workplace or as part of an advanced degree. One survey respondent referred to “accidental archivists” - people that have found themselves working with archival collections in some capacity, typically as part of a larger project or community initiative. The workshop would focus on basic skills and techniques such as preservation best practices, hierarchical description, and access to materials. We recommend soliciting a CFP from interested instructors or groups of instructors to determine the syllabus and structure of the workshop; the New York State Documentary Heritage program’s basic workshops may serve as an example

(<http://www.archives.nysed.gov/workshops/catalog>). If combined with effective outreach and recruiting, this could be a good way to attract new membership and connect to communities in need of professional support.

Steering should consider how they might further support the workshop attendees through a reduced workshop fee or meeting registration. This would require a funding allocation by Steering to cover venue costs and the payment to the instructor(s). We do not wish to further strain the tight budgets of the Education and Local Arrangements committees, but a reduction in the registration fee would help certain communities of archivists working with no professional development budgets or working as volunteers. We may consider how this workshop, once in place, could further support the Karen A. Stuart Local History Collection Workshop & Conference Attendance.

5.3.2 Training workshop for mentors presented by SAA Mentoring group

A successful mentor-mentee relationship can have a positive impact on new archival professionals. Instead of establishing a MARAC-specific mentorship program, we suggest working within the program available through the Society of American Archivists (<http://archivists.org/membership/mentoring>). Both potential mentors and mentees would benefit from increased promotion of this program. We also recommend a workshop for mentors offered in-person or as a free webinar for MARAC members. The workshop would provide an overview of the SAA program and prepare mentors for their role in the mentoring relationship.

5.3.3 Secondary: Best practices in MCC Meetings Manual

Feedback about D&I related content at the MARAC meetings was generally quite positive. At this time, we do not want to put additional pressure on the Programming and Local Arrangements committees by implementing requirements or quotas on sessions relating to these topics. We should consider how we can better support the PC and LAC for each meeting, and one option would be to provide examples of previous session topics or best practices. This information could be incorporated into the existing Meetings Manual.

5.4 Membership

5.4.1 Targeted outreach to graduate programs

One group that is frequently mentioned for targeted outreach are graduate students in the MARAC region. We do not have funding to establish an academic scholarship but there are other ways that we can support this community. There has been inconsistent, though potentially expanding, outreach by state caucus representatives to Library/Information Science graduate programs. We recommend an expansion of this outreach to include related programs such as digital humanities, museum studies, public history, human-computer interaction, and traditional historical and cultural studies programs. Working with the state caucus representatives, committee members will compile a list of related graduate programs in the MARAC region and online based programs that service the MARAC region, including their point of contact, the best place to send related MARAC announcements such as a poster presentation CFP, if there is an

SAA chapter in place, if they have an archival studies scholarship in place, etc. The state caucus representative can use this information to plan outreach or networking events, to circulate information from MARAC, and to promote scholarship/fellowship programs that may be offered by other associations or institutions like the SAA Mosaic scholarship. MARAC members in different geographical regions may be recruited to assist the Membership and state caucus representative.

5.4.2 Explanation of nomination and appointment process

One barrier to serving in MARAC may be a widespread misunderstanding of the nomination and committee appointment process. We have heard from several members that they believe the main path to serving in MARAC is through the annual election cycle. Aside from the calls for service sent out by Program and Local Arrangements committees, it is unclear how members would volunteer to serve on the standing committees. We recommend a series of blog posts or MAA articles on how to participate in MARAC, including explicit instructions on how to join committees, how to work with the MAA editor to submit an article/case study, and how to prepare and submit a session proposal to the Program Committee. This content can be repurposed for the New Member meeting and/or sent out to all new members as part of the welcome message from their state caucus rep.

5.4.3 Long-term: Membership drive

A membership drive and outreach campaign should be part of the long term planning of the Membership committee. Looking beyond our traditional recruiting points (graduate schools and new hires), we can expand our membership base and better serve the archival profession in the MARAC region by reaching out to, as one survey respondent put it, "organizations that are culturally divergent from typical MARAC membership. Small museums, churches, temples, mosques, ethnic & social organizations and "news organizations" that exist or existed to serve an ethnic population act as repositories for information and records of their culture." People that are serving the archival profession through their work with collections, communities, and researchers, but who may feel they are outsiders or not "real" archivists. We are doing ourselves a disservice by allowing this attitude to continue.

Another way to expand our scope would be to partner with related member associations and interest groups. There are other organizations in our region, such as the Small Museum Association and state library associations, that serve shared constituencies. MARAC has had some success seeking opportunities for joint meetings in the past, and we can explore further opportunities for partnership or promotion.

6. Next steps

After reviewing and incorporating feedback from Steering, the task force will send a revised report out to the membership for feedback. We will allow a minimum of 30 days for feedback. The final report of the task force will be submitted at the Spring 2017 Steering Committee meeting in Newark, NJ, and the Task Force will recommend disbanding at that time.

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?

Appendix

DRAFT: SAA Anti-Harassment Policy¹

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.

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/app_a/EONDPA.

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.

Appendix A: 0714 Interim Action Item

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 underlined, 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 “[Code of Ethics for Archivists](#)” ** and “[Equal Opportunity/Non-Discrimination Policy](#),” 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, 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.

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 SAA Executive Director or organizers or may be denied access to the online space at the discretion of the administrator or the SAA Executive Director. Persons who have been expelled or denied access may appeal to the SAA Executive Committee.

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 underlined, 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 underlined, deletions ~~struck through~~)

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

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.


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[HOME](#) » [ABOUT SAA](#) » [WHO WE ARE](#) » [CODE OF CONDUCT](#)


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

Contact Us

SAA Code of Conduct*

SAA does not tolerate harassment in any form. In keeping with the core principles stated in its [Code of Ethics for Archivists](#)** and [Equal Opportunity/Non-Discrimination Policy](#), 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, 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.

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 SAA Executive Director or organizers or may be denied access

to the online space at the discretion of the administrator or the SAA Executive Director. Persons who have been expelled or denied access may appeal to the SAA Executive Committee.

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.

* 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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About Archives

- [What Are Archives?](#)
- [Standards](#)
- [Archival Organizations](#)
- [Archival Consultants](#)
- [Resources](#)

About SAA

- [Who We Are](#)
- [Benefits of Membership](#)
- [Awards & Scholarships](#)
- [Governance](#)
- [SAA Foundation](#)
- [Contact Us](#)

Careers

- [SAA Career Center](#)
- [Be an Archivist](#)
- [Professional Development](#)

Education

- [Continuing Education](#)
- [Certificate Programs](#)
- [Graduate Archival Education](#)
- [Annual Meeting](#)

Publications

- [Bookstore](#)
- [*The American Archivist*](#)
- [*Archival Outlook*](#)
- [*In the Loop*](#)
- [Book Publishing](#)
- [*Glossary of Archival and Records Terminology*](#)
- [Case Studies](#)
- [More Resources](#)

Advocacy

- [Public Policy](#)
- [Public Awareness](#)
- [Within Your Institution](#)
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- **Making Your Case to Attend** ([/making-your-case-to-attend](#))
- **How to Submit a Session** ([/how-to-submit-session-or-speaker](#))
- **Presenters** (<http://alaac16.alacon.heiexhibitors.com/presenters>)
- **Exhibitors** (<http://alaan16.heiexhibitors.com/>)
- **Press** ([/resources-press-0](#))
- **First Timers**

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\(Old%20Number%201.3.1\)](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.

This document is a DRAFT version of the NEA code of conduct policy.
For more information see: <https://newenglandarchivists.wildapricot.org/diversity>.

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:

This document is a DRAFT version of the NEA code of conduct policy.
For more information see: <https://newenglandarchivists.wildapricot.org/diversity>.

- 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].

This document is a DRAFT version of the NEA code of conduct policy.
For more information see: <https://newenglandarchivists.wildapricot.org/diversity>.

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.

This document is a DRAFT version of the NEA code of conduct policy.
For more information see: <https://newenglandarchivists.wildapricot.org/diversity>.

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

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For more information see: <https://newenglandarchivists.wildapricot.org/diversity>.

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

This document is a DRAFT version of the NEA code of conduct policy.
For more information see: <https://newenglandarchivists.wildapricot.org/diversity>.

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

[Home](#) / [About the Digital Library Federation](#) / 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 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

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

AMIA is strongly committed to 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: Irooney@amianet.org or AMIA@amianet.org

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

Task Force on Diversity and Inclusion

Steering Report, Spring 2016 Steering Committee meeting

Web page

The Task Force web page is now available: <http://www.marac.info/diversity-and-inclusion>
Reports and other resources will be shared from this page.

MARAC Spring 2017, Newark, NJ

The Program Committee for the Spring 2017 meeting in Newark, NJ, have been coordinating with the Task Force on related session programming, either as a panel session or an open forum. Ken Cleary is a member of both groups.

Resource list

The resource list will be shared for now on the Task Force web page. We may recommend a change as part of the final recommendations. Resources and reports compiled as part of our research on related member organizations will also be added.

Diversity and inclusion work by related member organizations

Leaders at member organizations in related fields were contacted to learn about their diversity and inclusion initiatives. We also reviewed available documentation online. Our initial list included: Society of American Archivists, American Alliance of Museums, ARMA, ALA, AASLH, ICA, New England Archivists, Midwest Archives Conference, AMIA, Society of Southwest Archives, NCPH, Council of State Archivists, Organization of American Historians. A summary of resources is below.

1. Society of American Archivists
 - a. Meissner, Dennis. "Diversity and Inclusion: Aspirations That We Must Realize." Off the Record. March 09, 2016. Accessed April 11, 2016.
<https://offtherecord.archivists.org/2016/03/09/diversity-and-inclusion-aspirations-that-we-must-realize/>.
 - b. ACRL/SAA Mosaic scholarship
<http://www2.archivists.org/governance/handbook/section12-mosaic#.VwuskHr0-xU>
 - c. Statement on Diversity, 2010:
<http://archivists.org/statements/saa-statement-on-diversity>

- d. Strategic Plan, 2014-2018
<http://www2.archivists.org/governance/strategic-plan/2014-2018>
 - e. Diversity Committee <http://www2.archivists.org/groups/diversity-committee>
 - f. Resolution on Diversity, 2002
<http://archivists.org/statements/saa-resolution-on-diversity>
 - g. Position Statement on Diversity, 1999
<http://archivists.org/statements/saa-position-statement-on-diversity>
2. American Alliance of Museums
- a. AAM was very responsive to my inquiry and has published documentation that examines the creation of their diversity and inclusion statement and policy. Similar to NEA, they recognize that this is a long term effort that requires a strong commitment to be successful and that the key is transitioning from merely being an initiative to becoming standard practice. However, as a national organization, they see themselves as setting the standard for best practices, and promoting and supporting those endeavors through their leadership. From my email conversations with AAM's chief of staff, they seem very engaged with these issues. Between these emails and their published documentation, we have a very good picture of their policies, how they were developed, and their plans moving forward. Their one bit of hindsight was that when they released their updated diversity and inclusion policy, they did not make their action plan public. At first it was considered an internal plan, but they have now made it public and they believe that transparency is an integral part of their strategy. (KC)
 - b. Strategic Plan, 2010-2015
<http://www.aam-us.org/about-us/who-we-are/strategic-plan> (see linked .pdf)
 - c. Diversity and Inclusion Policy, 2014
<http://www.aam-us.org/about-us/who-we-are/strategic-plan/diversity-and-inclusion-policy>
3. American Library Association
- a. Committee on Diversity <http://www.ala.org/groups/committees/ala/ala-minconcul>
 - b. Task Force on Diversity and Inclusion <http://www.ala.org/groups/node/4471>
 - c. ACRL Strategic Plan (2010) <http://www.ala.org/acrl/aboutacrl/strategicplan>
 - d. ACRL Diversity Committee
<http://www.ala.org/acrl/aboutacrl/directoryofleadership/committees/acr-raed>
 - e. ACRL/RBMS Diversity Committee <http://www.ala.org/acrl/rbms/acr-rbmdiv>
4. AASLH

- a. Core values and competencies

<http://about.aaslh.org/aaslhs-core-values-and-competencies/>

5. New England Archivists

- a. NEA was very responsive to my inquiries and has a well documented history of their diversity and inclusion activities over the past 5-6 years. NEA's 2010 strategic plan called for the formation of a diversity task force, which began its work in June 2011. Meeting minutes for the task force and supplemental material are all accessible from the NEA's Inclusion and Diversity web page:

<http://www.newenglandarchivists.org/diversity>. The task force spent two years researching, discussing, and surveying, and concluded, among other things, that NEA was not yet ready to issue a formal mission statement on diversity and inclusion. Much of this work is similar to the process that MARAC has started, such as looking at similar organizations and polling their membership. NEA found that SAA and ALA took much longer to develop their statements, which was reflective of the long-term, deliberative process necessary for a true commitment to this task. The task force did recommend a variety of initiatives, including the creation of a permanent, standing, body with voting privileges to act as a long-term advocate for diversity and inclusion. In 2014, the NEA board approved the creation of an Inclusion and Diversity Coordinator position. My email conversation was with Anna Clutterbuck-Cook, NEA's first such coordinator. Over the past year, she has been engaged in many formal and informal actions that have been working towards improving diversity and inclusion within NEA. So far, NEA's efforts have been well received, while at the same time it is recognized that there is still much work to be done. (KC)

- b. Inclusion and Diversity statement <http://www.newenglandarchivists.org/diversity>
- c. Diversity Task Force mission statement (2010)
<http://www.newenglandarchivists.org/taskforce>
- d. Inclusion and Diversity Coordinator description
http://www.newenglandarchivists.org/Resources/Documents/Job%20Descriptions/IclusionDiversityCoordinator_Final_09192014.pdf

6. Midwest Archives Conference

- a. I spoke with both the current MAC president and the chair of the scholarship committee. MAC does not have a diversity and inclusion statement, policy, task force, committee, or other position dedicated to this issue. However, they do have a scholarship program dedicated to assisting minority students that began in 1993. MAC acknowledged that NEA and MARAC are well ahead of MAC on

the diversity issue, but they were proud of their scholarship program and its history of helping minority students - at least several of which are currently leaders in the profession. As a result of our conversation, MAC recognized that it would be informative for them to formally interview scholarship recipients post-graduation to assess the impact of the scholarship on their careers. (KC)

- b. Archie Motley Memorial Scholarship for Minority Students
 - i. http://www.midwestarchives.org/index.php?option=com_content&view=article&id=52

7. Association of Moving Image Archivists

- a. Diversity Committee

<http://www.amianet.org/groups/committees/diversity/diversity.php>

- b. LGBT Committee. "The Lesbian, Gay, Bisexual and Transgender Interest Group was formed to provide a safe space to discuss issues and develop projects that are relevant to working in the archival industry, the archiving of moving images of LGBT peoples, and diversity within AMIA. The group organizes at least one meeting and one social gathering at the annual conference, proposes plenary and panel sessions to the Conference Committee, and maintains an e-mail list that allows group members to engage in on-line discussions and information sharing."

8. Society of Southwest Archivists

- a. Ad Hoc Committee on Diversity and Outreach

<http://southwestarchivists.org/committees>

- b. Formed by Executive Council in 2014. Was previously three members "that volunteered to formulate policies and bring them to the full board for action." Current committee is working on these policies and a mission statement. There has been some success reaching out to Native American archivists, although not as a direct action of the committee. Four Native American archivists spoke on a panel at recent SSA meeting and then 3 of the 4 became members of SSA. The panel had been assembled specifically to have panel for Native American librarians and archivists.

9. National Council on Public History

- a. Diversity task force <http://ncph.org/cms/about/boards-and-committees/>

10. Council of State Archivists

- a. COSA has a very limited membership - 56 state and territory archivists, and approx 25 other meeting attendees. The members are all governed by state agency policies for recruitment and diversity. Otherwise, COSA looks to SAA for

initiatives, such as their participation in Mosiac program. Acknowledges in their Goals and Strategies that they serve “diverse constituents” but sustainability of membership is priority over diversity of membership, given the limited scope of their membership.

11. Organization of American Historians

- a. OAH is a member organization with ~7000 members. Their field has been working to increase diversity over the past 20 years but have seen no substantial changes. OAH has several implemented initiatives, and are working to direct diversity projects towards graduate students and programs. They are seeing that partnering with graduate programs to increase diversity in recruitment and enrollment is necessary to then increasing diversity in their field. They also work a lot to include “organizational diversity” - historians that work in all levels of the profession, at all types of institutions, small and large.
 - i. OAH has applied for a grant to fund a fellowship award; the program would fund a mentoring program for current PhD students to help ensure that they complete their degree and are involved in profession. Sounds similar to SAA Mosiac scholarship. Award includes membership costs. Fellows would meet at the OAH Annual Meeting for a 1.5 day session, and then again at the end of the fellowship. They think that it will be particularly helpful for students that might be the only minority scholar in their program, to help them to feel less isolated.
 - ii. Sessions are required to have a diverse panel of speakers, at least as it reflects diversity of the profession (which, like our own, is very white). This language is included in their call for speakers: “The program will reflect the full diversity of the OAH membership in the United States and abroad. Wherever possible, proposals should include presenters of different genders and different racial and ethnic backgrounds. The program should also represent a variety of public and academic historians and history professionals, wherever they are employed and at varying levels of seniority in the profession. We encourage senior historians to present their own research. We welcome debate on challenging and controversial issues.”
 - iii. OAH Executive Board includes 9 elected positions; informally one spot is reserved for each: ethnic minority member, a member from a small college, and a member that teaches at a high school or community college. Excerpts from OAH’s Guide to Voluntary Leadership:

1. “Many considerations go into these nominations. The practice of American history is accomplished by scholars of different ages and genders throughout the United States and the world pursuing many different intellectual and disciplinary interests. They teach, guide, research, and publish in amazingly diverse settings including public and private universities, four-year colleges, community and junior colleges, secondary and elementary schools, museums and parks, as well as write and research scholarship independently. Their backgrounds reflect many expressions of race and ethnicity, differences in sexual orientation, a wide range of economic backgrounds, marked differences in undergraduate and graduate training and, of course, the richest possible variety of disciplinary and topical approaches to the enormously variegated history of the United States.
 2. “No single set of nominees in one year will likely produce candidates from all of these segments of our profession. But the combined membership of the Executive Board and Nominating Board, as well as the principal officers of the OAH, should reflect the exceptional breadth, diversity, and distinction of the membership at large.
 3. “The Nominating Board also should be concerned about serious over-representation of one or another group on both boards. For example, it would be best if the Executive and Nominating boards never contained more than one person from any single institution at any time, and substantial overrepresentation of individuals from similar backgrounds should be avoided if possible.”
- b. Statement on Diversity, adapted originally in 2000
- i. <http://www.oah.org/about/reports/reports-statements/statement-on-diversity/>

Membership survey preliminary results summary

In accordance with its charge, the MARC Task Force on Diversity and Inclusion created a survey for MARAC membership to identify critical diversity issues facing the organization. The survey was distributed on March 14 and contained six questions. The first question was two parts, asking participants to identify how strongly they agreed or

disagreed with a statement and then to explain their answer. The sixth question was used to identify individuals who would be willing to speak to the Task Force in depth on the issue.

The survey closed on March 31 with 140 responses. Not every participant answered every question. While 140 is a very low percentage of MARAC membership, it is the Task Force's hope that the insights given by this small percentage will be a good starting point for a very large undertaking. This report is meant to be a brief overview of the survey results with a full report coming later.

MARAC prioritizes diversity and inclusion in its programming and member services.

- Strongly Agree: 7
- Agree: 45
- Neutral: 67
- Disagree: 14
- Strongly Disagree: 1
- N/A: 6

Overwhelmingly, those who chose Neutral explained that they didn't know about MARAC's efforts towards diversity and inclusion. Some indicated that while they didn't believe that MARAC hindered it, MARAC also didn't appear to be endorsing it. Even those who chose Agree had the feeling that MARAC could do more.

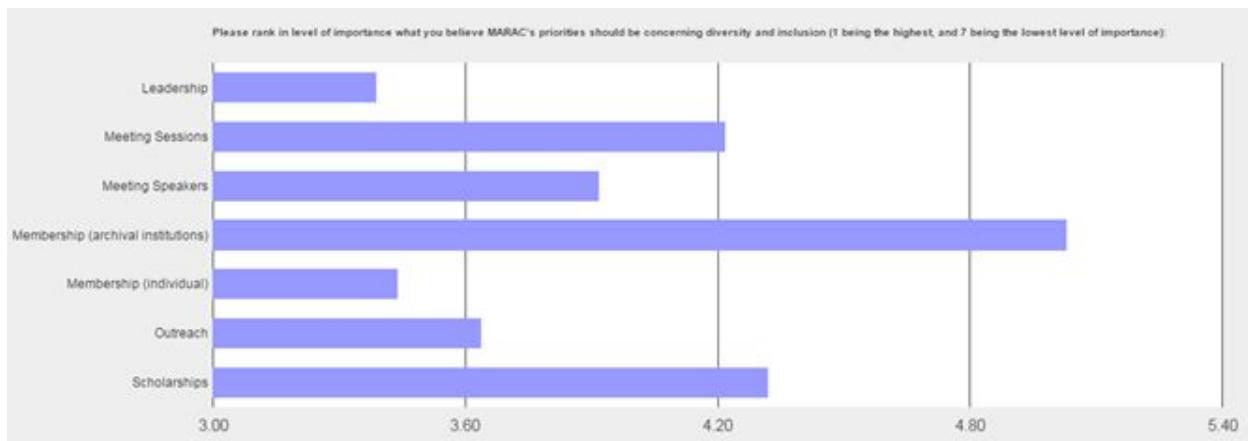
Sample responses

"I believe programing does follow from collection content and academic study. A healthy percentage of sessions concern subjects that could be considered diverse (for gender or race & sometimes religion.) However, "we" can likely improve our scope by soliciting from organizations that are culturally divergent from typical MARAC membership. Small museums, churches, temples, mosques, ethnic & social organizations and "news organizations" that exist or existed to serve an ethnic population act as repositories for information and records of their culture."

"I do not believe MARAC prioritizes diversity and inclusion. I believe the organization practices it, when it is encountered as an issue and has policies that avoid the opposite problem of exclusion. But that is not the same as having an active policy of prioritizing it, or going out of the way to address it in a meaningful way. I recognize that may change with this initiative."

"I think there are some individual members who feel passionate about diversity and inclusion but don't feel that it's an organizational priority. I'd like to see more conference programs with racial and ethnic diversity in topic and panelists. I'd also like to see more affordable options for people to participate in MARAC. It's outdated that only people present at the business meeting can vote on certain important matters, disenfranchising low-income archivists. I'd also like to see more inclusion from people who may not be trained as archivists (e.g. with a master's degree) but who are in charge of archival collections, whether at their church or a local historical society."

Please rank in level of importance what you believe MARAC's priorities should be concerning diversity and inclusion (1 being the highest, and 7 being the lowest level of importance)



The section of the survey that asked respondents to rank the importance of certain areas provided mixed results. There was no clear consensus, and it may be that some people switched the priority order - giving 7 the highest importance instead of 1. In the graph above, it is the items with the lowest number that had the higher ranking; Leadership and Membership (Individual) with the lowest average were therefore ranked the most important by the respondents.

Are there actions that you believe need to be taken within the above areas to make MARAC a more diverse and inclusive organization?

Although diversifying membership was identified as the highest priority, most of the responses to this question did not touch upon that. Most responses call for outreach and scholarships. There were also several responses that indicated that diversity is an issue facing the profession as a whole and MARAC's efforts won't have much effect.

Sample responses

“Intentional cultivation of diverse membership, with explicit focus on people of color (ethnic/racial diversity) and other traditionally marginalized groups in LIS professions (LGBTQ). Intentional and explicit solicitation of traditionally marginalized groups for leadership roles and keynote speeches. Solicitation and promotion of meeting sessions that focus on diversity/inclusion in the profession and in our collections (with priority given to those sessions that feature speakers from traditionally marginalized groups). Explicit outreach by the MARAC leadership to emerging professionals from traditionally marginalized groups, including direct communication with and solicitation of students within the MARAC region.”

“The current scholarship award is a set in the right direction, but MARAC could follow through and dedicate more material and financial support for conference participation, research activities, and otherwise professional development - especially to post graduate / early career professionals.”

“A standing diversity committee; establish scholarships for archivists at small institutions and local historical societies; establish a mentoring program.”

“I think MARAC should do outreach to local and community organizations and encourage them to participate in MARAC. Scholarships and registration-waivers may be necessary to make this happen. MARAC also needs to make a strong case to these community caretakers and their supervising bodies that professional service and involvement are worth devoting institutional resources (staff release time, professional development funding, etc.)”

“More active recruiting of students within library programs. Exposure during library school may increase numbers, participation, and future memberships.”

“First, MARAC should identify why it isn't as inclusive and diverse as it could be, and work from there. For example, if the lack of diversity is due to the promotion of MARAC services to places where a more diverse population of archivists and librarians have access, the organization could easily remedy the issue with increased promotional efforts. If the issue is the lack of diversity in archives and librarianship, MARAC could potentially institute recruitment initiatives.”

What do you think is needed to make the archival profession more diverse and inclusive?

Suggestions included:

- Scholarships
- Better salaries
- Outreach to minority groups and students
- Mentoring
- Education
- Awareness
- Transparency and visibility within the profession

Sample responses

“I think it will take systemic social change. MARAC can start by acknowledging how massively unrepresentative of the US its membership - and the archives profession as a whole is. It can sponsor public education about archives and the profession, raise money for non-professionals to attend events, and institute sliding scale attendance fees. MARAC can also (continue to?) have people-of-color spaces at their events and acknowledge that the whiteness of the archives world can make POC attendees feel excluded and unsafe. MARAC can make public statements about the archives profession's persistent bias.”

“Probably a willingness to more directly document underserved communities where diversity will naturally come from.”

“More scholarship opportunities at both the regional and national levels.”

“Working with students at all levels to help them see the value of archives in their lives and communities. There is also a connection here for institutions to work on collecting to serve everyone. If you don't see yourself in archives (you are invisible in terms of collections), you will not be interested in that profession.”

“Outreach to non-white communities. Practice inclusion - be welcoming and enthusiastic of ideas and ways of doing things that are different. Diverse representation is not the same as inclusion.”

Workplan update

April 2016

- MARAC meeting, Pittsburgh, PA, April 14-16
- Prepare survey summary for presentation at Business Meeting
- Review and update work plan, assign roles for phase 2 (all)

- Diversity definition
- Diversity position statement
- Goals, objectives and new initiatives

July 2016

- Steering committee meeting
- Submit first draft of diversity definition and position statement
- Review compiled list of suggested goals, objectives, and new initiatives

Task Force on Diversity and Inclusion

Steering Report, Winter 2016 Steering Committee meeting

Membership

Kirsten Carter

Ken Cleary

E. Evan Echols

Christine George

Josue Hertado

Lindsey Loeper, Chair

Megan Miller

Article in Winter MAA

Article was submitted for pub in the Winter 2016 issue of Mid-Atlantic Archivist. The article provides a summary of the task force's work plan and notifies the MARAC membership that a survey will be sent to them prior to the Spring 2016 meeting in Pittsburgh.

Work plan

October 2015

- Confirm members of Task Force (LL)
- Set-up e-mail list, Google Docs work space, webpage on MARAC website, and any other requested tools for use by the members (LL)
- Review and finalize work plan, assign roles for phase 1 (all)
 - Compile list of efforts by related professional associations (LL/KeC)
 - Contact related professional associations about their diversity initiatives (planning, implementation, successes/failures, suggestions) (LL/KeC)
 - Resource list: articles, books, worksheets, presentations and courses available on themes of diversity, communities, inclusion, professional societies, archives (JH/MM)
 - Survey for membership (CG, EE, KrC)

November 2015

- Continued work

December 2015

- Send article about task force to Mid-Atlantic Archivist by Dec 31
- Continued work

January 2016

- Submit report to Steering (around January 15)
 - email report to interviewees as requested
- Steering committee meeting, Baltimore, MD Friday January 29

February 2016

- Review draft questions for survey; incorporate feedback.
- Send survey questions to Tammy to set-up survey

March 2016

- Distribute and promote survey to membership
 - check if there is a required length of time for surveys to be open
- MARAC meeting, Pittsburgh, PA, April 14-16
- Prepare survey summary for presentation at Business Meeting
- Review and update work plan, assign roles for phase 2 (all)
 - Diversity definition
 - Diversity position statement
 - Goals, objectives and new initiatives

May 2016

- Continued work

June 2016

- Continued work

July 2016

- Steering committee meeting
- Submit first draft of diversity definition and position statement
- Review compiled list of suggested goals, objectives, and new initiatives

August 2016

- Continued work

September 2016

- Continued work

October 2016

- Submit recommendations to Steering (due ~Oct 20)
- Prepare presentation for Business Meeting

November 2016

- MARAC meeting, Annapolis, MD, Nov 3-5
- Review and discuss recommendations at Steering
- Present to membership at Business Meeting

December 2016

- Continued work

January 2017

- Steering committee meeting
- Submit final report to Steering

Updates

Contact related professional organizations

Ken Cleary and Lindsey Loeper are in the process of contacting related professional organizations about diversity and inclusion efforts. Even when considering the differences between these organizations - such as membership size or formal mission - we are finding this activity to be very helpful. Each organization seems to approach the work differently; examples include forming a permanent diversity committee, implementing formal mentor-mentee programs with graduate programs, updating the code of ethics, and adding diversity and inclusion statements to by-laws. In addition to these examples, we are also looking for feedback on the role and participation of the membership and how this work has shown to make any impact or changes in practice. We anticipate a summary report of our findings to be completed in February.

Organizations contacted:

- Society of American Archivists
- American Alliance of Museums
- ARMA
- ALA
- AASLH
- ICA
- New England Archivists
- Midwest Archives Conference
- AMIA
- Society of Southwest Archives
- NCPH
- Council of State Archivists
- Organization of American Historians

Resource list

Josue Hurtado and Megan Miller have been working on assembling a resource list for the Task Force on Diversity and Inclusion.

The current list can be seen here (and as an attachment below):

<https://docs.google.com/a/umbc.edu/document/d/1HC5Olsj20N7O1BhhHtXU3kqKBNgwwLonzcBz-GP8znY/edit?usp=sharing>

So far there are 16 entries and counting. The entries are drawn from a variety of sources; peer reviewed journal articles, blog posts, book chapters, LIS/Archives-related websites, and twitter chats, all addressing the topic of diversity and inclusion in the profession. At this point the list is still rough and not formatted like a traditional bibliography. There are some questions to consider:

- Does a robust and ongoing resource list on diversity and inclusion fall within the scope of our task force's charge? Could it be one of our deliverables or does it exist to serve the purposes of this task force?
- What format should this resource list take (annotated bibliography perhaps?).
- Should this list become an ongoing initiative, how would it be shared, distributed, and promoted, and who should have ownership of it?

Membership survey

The survey group (Evan Echols, Christine George, and Kirsten Carter) is currently working on a list of survey questions to be sent to the membership, assessing their views on both institutional and MARAC diversity. The survey will focus on the perception of diversity within individual institutions and MARAC in general. It will also assess the membership's views on the need for increased diversity and representation in the archival community. While most questions will be quantitative, the survey also will allow participants to make comments about the topic of diversity. We will submit the survey to the entire Task Force for feedback before sending it to Tammy to distribute to the membership. The survey group is on target to complete their work within the work plan timeline.

Question: Is there a set amount of time that surveys to the membership need to run?

Presentation to membership at Spring 2016 business meeting

We would like to present a brief update to the membership at the Spring 2016 business meeting. It will not be a full analysis of the survey, the feedback from other professional organizations, or the resource list, but a summary; hopefully we can publish a more extensive review of the membership survey in MAA if there is interest.

Webpage

Could a description about the task force be added to the MARAC website? There is currently an "ad hoc" page: <http://www.marac.info/ad-hoc>. Now it is only used for information about the By-Laws revision.

Resource list (January 2016)

List of resources that relate to diversity and inclusion in the archival professional, information science and cultural heritage fields, and the role of professional societies.

Other resource guides:

#critlib Zotero library: <https://www.zotero.org/groups/critlib/items>

Articles:

1. [Ethical Internships: Mentoring the Leaders We Need](#), blog post by Maureen Callahan
2. [Unpacking Identity Racial, Ethnic, and Professional Identity and Academic Librarians of Color](#), Book chapter by Isabel Gonzalez-Smith, Juleah Swanson, and Azusa Tanaka
3. [White Librarianship in Black Face](#), by April Hathcock
4. ['Diversity' is Rightly Criticized as an Empty Buzzword. So How Can We Make It Work?](#) by Gene Demby
5. [Has 'Diversity' Lost Its Meaning?](#) by Anna Holmes
6. [How to Uphold White Supremacy by Focusing on Diversity and Inclusion](#) by Kyra
7. [Diversity is for White People: The Big Lie Behind a Well-Intended Word](#) by Ellen Berrey
8. [Retaining and Advancing Librarians of Color](#) by Peggy Johnson
9. [Perception of Librarians of Color about the Relationship between Retention & Advancement as Middle Managers](#) by Kimberley Bugg
10. [The employment of people with disabilities as archivists, records managers, conservators and assistants](#) by Nicola Waddington [It's behind a paywall and pertains to the UK, but I want to get hold of it because for all the discussion about PWD in a reference context, I don't see much about archivists with disabilities.]
11. [No Barriers to Service: Librarians with Disabilities](#), Sager et al [Also in the need-to-track-down category.]
12. [The intersection between cultural competence and whiteness in libraries](#) by Fiona Blackburn
13. [Why Diversity Matters: A Roundtable Discussion on Racial and Ethnic Diversity in Librarianship](#)
14. [But Then You Have to Make it Happen](#) by James Williams III and Jolanda-Pieta van Arnhem
15. [Putting the Tiles Together: Building Diversity in the Archival Profession](#) Harrison W. Inefuku
16. #critlib chat of 12/24/2014 on the topic of Archives
<https://storify.com/DinahHandel/critlib>
17. [The Quest for Diversity in Library Staffing: From Awareness to Action](#), by Jennifer Vinopal

18. [Archives, Diversity and Leonardo DiCaprio](#) blog post
19. Mario H. Ramirez (2015) [Being Assumed Not to Be: A Critique of Whiteness as an Archival Imperative](#). *The American Archivist*: Fall/Winter 2015, Vol. 78, No. 2, pp. 339-356.
20. [Where are all the Librarians of Color?: The Experiences of People of Color in Academia](#)

Task Force for Diversity and Inclusion

Report to the MARAC Steering Committee, October 8, 2015

Submitted by: Lindsey Loeper, Chair

Call for Members

A call for members was submitted to the MARAC list serv and blog on September 14, 2015. As a result of this call, 15 people contacted the chair and expressed an interest in serving. Due to the large number of volunteers, everyone was asked to submit a brief biographical statement and an explanation of why they were interested in serving. Additionally, 6 people were suggested after the July Steering meeting. Two were not active MARAC members, but the other four were contacted and asked to submit a brief biographical statement if they were interested in serving on the task force. A total of 14 people responded and we selected three volunteers.

Roster

Kirsten Carter

Ken Cleary

Christine George

Josue Hertado

Lindsey Loeper, Chair

Megan Miller

Contact

An e-mail address has been established for the task force: diversity@marac.info.