

Security Committee Meeting

April 7, 2022

3-4pm Eastern (2-3pm Central, 1-2pm MDT, 12-1pm MST/Pacific)

Zoom info:

Join Zoom Meeting

<https://us02web.zoom.us/j/84353129587?pwd=LytpcktZRHVHaWpYWWDV4OGwzVWY2QT09>

Meeting ID: 843 5312 9587

Passcode: 646248

One tap mobile

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I. Meeting Logistics (5 minutes)

A. Attendance and introduction of new 2022-2024 co-chair (Kelli Hansen)

Kathleen Monahan, Beth DeBold, Margaret Gamm, Gordon Daines, Maggie Hughes, Kim Bell, Clare Withers, Eileen Dewitya, Maggie Kopp, Kathleen Smith, Diane Dias De Fazio (Exec rep), Natalia Sciarini, Kelli Hansen (visitor, incoming co-chair)

B. Selection of note-taker : Margaret Gamm

C. Updates

- RBMS panel proposal

Proposal has been accepted. Proposal is visible here:

https://drive.google.com/drive/folders/1w9WUIWABZg-_yJenezXq-NSTL-KV3-N8

- ALA 2022 annual program: planned for in-person, pending

III. Review of Guidelines Rough Draft (40 minutes)

☰ First Draft 2022: ACRL/RBMS Guidelines Regarding Security and Theft in Special Collecti...

A. Preliminaries

- Does anything else need to be included?
- Does the "terms and definitions" section work for everyone?
 - This was expanded during the most recent meeting.
- "Policy" or "Procedure" or something else? (opportunity to weigh in on this linguistic choice)
 - Sidenote that root word of policy is same as root word of police.
 - Note: committee discussion at previous meeting was around "plan" or "policy"

B. Part I

- Footnotes and formatting?
 - This option seems to be available online. Not sure about whether formatting will transfer directly.
 - Diane suggests someone in ACRL is likely tasked with formatting, evidence points to this working out. Exhibition and Research Loans group has also had Google Docs for the editing process. DCRM is also in an online format.

C. Part II

- No comments

D. Appendices

- Some edits made to remove "Step" format of Appendix 1 Part 2 and account for cataloging.
- Do we leave the Resources directory in the Guidelines?
 - Link to it rather than maintaining it in two locations.

E. Vote on whether or not to release this draft to the public for feedback

- Should this include a statement from the committee about the nature of the revisions? To help people understand what changed and why.
 - Maggie Hughes will draft something. Margaret will expand on it (at least for presentation purposes).
 - Draft: ☰ public_feedback_email_042022
- Maggie H proposes releasing the draft. Gordon seconds. All in favor, no objections.

IV. Next Steps (10 minutes)

A. Creation of a feedback form

Draft: [Feedback form draft](#)

- No responses are required to allow flexibility in feedback.
- Will people be able to see all questions at once?
 - Yes
- Maggie H suggests an in-line edit option may be helpful. Beth D reports it was viewed as being too chaotic. Kathleen suggests we may receive impassioned feedback. General agreement.
 - Exhibition and Research Loans submitted a draft to exec in Google Docs view only. Next step after resolving that was opening up more widely. Not sure what Nicholas and Sara did; Beth D and Margaret will reach out to them to find out what they did to solicit feedback.
 - Diane will ask Exec for feedback format suggestions
- Beth D gives pep talk :) Do not take feedback personally!
- Personal questions to ask: Name/email/RBMS status?
 - Yes but keep it optional.
 - Some anxiety from non-members who use the Guidelines

B. Timeline for further edits and receiving feedback

- Soft launch in 2 weeks: circulate to certain audiences

C. Volunteers to send link to draft and feedback form

D. Weekly working meetings focus moving forward

- Focus on Chart?
 - [Guidelines Chart Version 1](#)
- Optional working meetings for next two weeks, then on hiatus until June

V. Final Comments and Questions (5 minutes)

- Schedule final Security Committee meeting for June, likely week of June 13th
 - Executive committee meeting scheduled for right before or during RBMS