

## **EBSS Digital Archiving Procedures and Policies**

last updated 9/6/2018 by Samantha Godbey, EBSS Secretary

### EBSS Archival Content Scope

Electronic documentation and records produced by the EBSS section and its committees should be regularly archived in the ALA Archives Institutional Repository (ALAIR). ALAIR defines records of archival value as “records of enduring administrative, legal, and research value, such as:

- Official records: constitutions, by-laws, minutes, transcripts, rosters, reports, agendas
- Historical files documenting policies, decisions, committee reports, speeches, events
- Publications: programs, articles, newsletters, press releases, journals
- Audio-visuals: images, photographs, videos, and sound recordings”

Based on these criteria, the following EBSS documents are identified as candidates for submission to ALAIR. The frequency of these documents, and the committee/position responsible for creation of each document and sending it to the EBSS Web Editor(s) for archiving are listed in parentheses, in order:

- A. EBSS Newsletter (biannual; Newsletter Editor)
- B. Consolidated EBSS Meeting Agendas (biannual; Committee Chairs, EBSS Secretary)
- C. Consolidated EBSS Meeting Minutes (biannual; Committee Chairs, EBSS Secretary)
- D. Records of EBSS Events:
  - a. Annual Program brochure/handout or other supplementary documents (can be annual, dependent on annual program; Program Planning Committee Chair)
  - b. Current Topics Discussions program information, including links to recordings (biannual; Members-at-Large)
  - c. ERIC Users Discussion Group notes (annual; ERIC Users Committee Chair)
  - d. Education Research Libraries Discussion Forum notes (annual; Convener)
  - e. EBSS Research Forum program (annual; Research Committee Chair)
- E. Other Records:
  - a. EBSS By-laws (archive current/past versions then update as needed; EBSS Chair)
  - b. EBSS Manual (archive current/past versions then update as needed; EBSS Past Chair)
  - c. EBSS Plan for Excellence Implementation Reports (annual; EBSS Chair)
  - d. EBSS Digital Archiving Procedures and Policies (current version then update as needed; EBSS Secretary and Web Editor(s))
- F. Audiovisuals:
  - a. Photos of EBSS social events, programs, and other EBSS-sponsored events (as needed; Committee Chairs and Committee Members send to Communications Manager within two weeks of event)

### EBSS Archiving Procedures

EBSS Web Editor(s) and the EBSS Secretary will be the primary point persons responsible for ensuring that EBSS records are archived regularly in ALAIR. They will register for ALAIR accounts with depositing/editing privileges for EBSS records. The EBSS Web Editor(s) will be the primary depositors, and the EBSS Secretary will be responsible for periodic audit and review of archived records following each deposit period to check for accuracy and completeness of archiving, and serve as a back-up depositor as needed.

Two times per year, following the availability of ALA Midwinter and ALA Annual meeting minutes, the EBSS Web Editor(s) will put out a call to the section for all records produced or updated since the last archival deposit. Committee chairs, officers and other members who produced new documents or updated existing documents which qualify for archiving are responsible for providing document files for deposit. The EBSS Web Editor(s) will deposit these documents by no later than one month prior to the next ALA Midwinter or Annual meeting. Within the month prior to each Midwinter or Annual meeting, the EBSS Secretary will review EBSS content in ALAIR and make note of any missing documents which were slated to be deposited in the previous round. The Secretary will follow up with relevant committee chairs and officers (and EBSS Web Editor when applicable), and will make additional deposits or contact ALA Archives to request corrections to existing archival records as needed.

In the event that any documents or records require access restrictions due to sensitive content, copyright, or other concerns, the Web Editor(s) and/or Secretary will contact ALA Archives prior to deposit to discuss offline archiving options for preservation purposes.

Guidelines for depositing records in ALAIR are available on the [ALAIR page of the ALA Archives website](#).