

# Archival Management Systems User Group Common Knowledge Group Charter

## 1. Summary and Scope of Work

This CKG is a standing group of experts and pioneers in the area of archival management systems. This CKG communicates with and provides support to the UC Libraries advisory structure but does not make systemwide policy decisions, manage projects or project teams, or oversee ongoing services.

This group has a strong interest in sharing expertise, developing cross-campus best practices, and facilitating efficient adoption and use of archival management systems, to enable enhanced discovery and access to special collections manuscripts, records, and archival materials at each campus.

Key knowledge area: Archival management systems can be defined as software that provides integrated support for archival workflows, ranging from surveying and appraisal, accessioning, collection processing, collection management, publication of finding aids, and preservation and conservation activities (Archival Management Software, CLIR 2009). An example of a system broadly used across the UC system is the Archivists' Toolkit (which is being superseded by ArchivesSpace).

This CKG is closely associated with the following knowledge areas:

- Collection management
- Arrangement/Description
- Cataloging/Metadata
- Discovery of and access to special collections

The following knowledge areas are not directly associated with the activity of this CKG:

- User experience research and analysis
- Descriptive standards
- Efficient processing
- Digital asset management

## 2. Key Expectations

This CKG will:

- Gather and share information about the environment, opportunities, technologies, best practices, and local campus developments within a defined knowledge area.
- Provide input and information to other UC Libraries groups as requested.
- Conceive and advance innovative ideas and improvements relevant to the UC Libraries' Systemwide Plan and Priorities.

Additionally, this CKG provides a forum for stakeholders to:

- Develop and explore guidelines and standards for implementing archival management systems broadly utilized across UC campuses, such as the Archivists' Toolkit and ArchivesSpace
- Disseminate training material, promote training opportunities, and create a shared knowledge base for utilizing archival management systems
- Conduct ongoing assessment of the archival management systems in use at UC, centralizing survey information pertaining to this area
- Collaborate to develop and share third party or UC-developed resources and tools supporting use of archival management systems
- Optimize workflow(s) at the campus/unit levels, sharing solutions and techniques for integrating systems into local workflows, and with other external systems (e.g., digital asset management systems, reference/request systems).
- Serve as an information conduit between archival management system development teams and UC stakeholders
- Identify collaborative opportunities throughout and beyond the UC system

### **3. Membership and Terms of Appointment**

Membership is open to all levels of staff interested in and responsible for managing and providing access to archival material. To seek membership, interested parties must contact the AMSUG chair. The group includes archivists, librarians, curators, and other stakeholders representing campuses as well as a related ex-officio member from the California Digital Library (CDL) and other representatives invited by the chair. Members are, in alphabetical order:

- Caroline Cube (Los Angeles)
- Jillian Cuellar (Los Angeles)
- Laurel Dougherty, Chair (San Diego)
- Kate Dundon (Santa Cruz)
- Mary Elings (Berkeley)
- Rebecca Fenning Marschall, Clark Library (Los Angeles)
- David Gartrell (Santa Barbara)
- Polina Ilieva (San Francisco)
- Emily Lin (Merced)
- Eric Milenkiewicz (Riverside)
- Daryl Morrison, (Davis)
- Alix Norton (Santa Cruz)
- Liz Phillips (Davis)
- Jerrold Shiroma (Merced)
- Kelly Spring (Irvine)
- Kate Tasker (Berkeley)

- Adrian Turner, *ex-officio* (CDL)
- David Uhlich (Santa Barbara)

Term length for the chair will be 1-2 years, with appointments rotating based on resource availability for each campus in the following sequence: Riverside, San Diego, San Francisco, Santa Barbara, Santa Cruz, Berkeley, Davis, Irvine, Los Angeles, and Merced. Members may be appointed indefinitely, dependent on their position as an archivist, librarian, curator, or related title. A member of the CDL may be appointed an *ex-officio* member of the group without term limit.

#### **4. Communication and Meetings**

This CKG's communication responsibilities are to:

- Maintain an email list for use by the CKG, inclusive of all interested UC Libraries staff.
- Post and maintain a historical record of meeting minutes and reports, accessible to all interested UC Libraries staff.

This CKG will communicate regularly through these forums:

- Email list: [AMSUG-L@listserv.ucop.edu](mailto:AMSUG-L@listserv.ucop.edu)
- Wiki: <https://wiki.library.ucsf.edu/pages/viewpage.action?pageId=104267777>