Archival Collection Management Common Knowledge Group Charter

1. **Summary and Scope of Work**

This CKG is a standing group of experts and professionals who work in the area of archival management and collections management. This CKG communicates with and provides support to the UC Libraries advisory structure but does not make system-wide policy decisions, manage projects or project teams, or oversee ongoing services.

This CKG has a strong interest in sharing expertise, developing cross-campus best practices, and facilitating efficient stewardship within the sphere of archival collection management. In addition, this group has a strong interest in exploring and creating recommendations regarding principles and cross-campus best practices for archival description and management, including reparative practices, policies, and procedures.

This CKG provides a forum for stakeholders to:

* Share problem-solving strategies, best practices, protocols/workflows, and work products amongst UC libraries in the realm of archival management and collection management.
* Explore and develop guidelines, shared tools, and best practices for archival description, including reparative description, which aims to remediate or contextualize potentially outdated or harmful language used in archival description and to create archival description that is accurate, inclusive, and community-centered.

This CKG is closely associated with the following knowledge areas:

* Archival stewardship (accessioning, processing, re-appraisal, deaccessioning, repatriation, preservation)
* Cataloging/metadata
* Collection management
* Community-centered practices
* Ethical and responsible access considerations
* Impacts of collection development and discovery/use of materials on archival collection management practices
* Operations and staffing
* Reparative archival activities

This CKG's interest and discussion areas may intersect with knowledge areas associated with:

* Born-digital CKG
* Heads of Special Collections
* Preservation CKG
* Public Services for Special Collections CKG
* Special Collections Cataloging and Metadata CKG

The following knowledge areas are outside of the scope of this CKG:

* Managing system-wide projects that are not approved by DOC
* Exhibitions
* Rare books
* Selection/curatorship, including post-custodial collection development
* Web archives
* Areas currently handled by other CKGs

**Key Expectations**

This CKG will:

* Gather and share information about environment, project opportunities, new and emerging technologies, best practices and standards, training and professional development opportunities, and local campus and systemwide developments within the area of archival collection management.
* Discuss opportunities, challenges, and local and systemwide areas of growth in relation to the area of archival collection management.
* Receive ideas from various UC constituents, discuss them and assess potential for new Systemwide services and/or service improvements.
* 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.
* Identify collaborative opportunities throughout and beyond the UC system.
* Any other responsibilities as deemed needed for archival collection management in the limits of the CKG charter.

**Membership and Terms of Appointment**

Membership is open to all interested UC Libraries staff interested in and responsible for stewarding archival collections and facilitating access to archival material. Interested parties may contact the CKG convener to seek membership.

Current members include:

* Annette Doss
* Rebecca Gourevitch
* Jasmine Jones
* Christine Kim
* Charlie Macquarie
* Sharon McClain
* Laurel McPhee
* Lara Michels
* Alix Norton
* Matt Stahl

Process for Selecting Conveners:

Chair and Vice-chair positions will serve for a 1-year term running from July–June. Appointments will rotate among the campuses in alphabetical order based on available resources.

**Communication and Meetings**

The 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.

The CKG will communicate regularly through these forums:

* CKG listserv via Google Groups
* Wiki: <https://wiki.library.ucsf.edu/>
* Meetings every two months via Zoom

The CKG will also explore other options for regular communication, such as Slack.