

2014-2015 Book and Paper Group Publications Committee Conference Call Summary Notes

This internal document summarizes six conference calls held by members of the Book and Paper Group Publications Committee (PubComm) throughout the 2014-2015 planning year using AIC's audio conferencing vendor, BeaconLive. These calls replaced the midwinter meeting traditionally held in Washington DC with several benefits including improved cost-savings for BPG, more frequent and up-to-date contact by committee members throughout the year, and elimination of geographical bias for committee members. Each call had an agenda and notes were recorded by a volunteer during the conversation. Summaries of each call are provided below and are intended to offer an insight into the current and planned PubComm initiatives to promote communication and publication efforts. Interested BPG members are encouraged to volunteer for available committee appointments when open calls are next posted to the BPG listserv. Please note that as of 2014 all volunteer PubComm appointments follow the recent BPG adoption of rotating terms with optional renewal.

A separate brief summary of the activities and accomplishments of the committee was prepared and shared in person at the BPG business meeting and distributed over the BPG-listserv.

Submitted to the BPG Membership by Sarah Reidell BPG Publications Chair on July 20, 2015.

2014-2015 BPG Publications Committee Members

Sarah Reidell*, Chair
Eliza Gilligan*, BPG Annual Compiler and Managing Editor
Amy Williams, BPG Annual Online
Bruce Bumbarger, BPG Website Administrator*
Henry Hebert, BPG Website
Evan Knight, Wiki Coordinator (book)
Cher Schneider, Wiki Coordinator (paper)
Denise Stockman, Wiki Coordinator (paper)
Michelle Facini, BPG Chair ex officio
Olivia Primanis, Publications Committee Chair emeritus
Priscilla Anderson, BPG Chair emeritus
Shannon Zachary, BPG Annual Compiler & Editor, Publications Committee Chair emeritus
Walter Henry*, CoOL Operator, Publications Committee Chair emeritus
*liaisons to AIC Publications Committee

1) BPG PubComm Conference Call September 11, 2014 11am-12pm ET

Present: Sarah Reidell, Cher Schneider (recorder), Eliza Gilligan, Olivia Primanis, Michelle Facini, Evan Knight, Bruce Bumbarger

- A. **Welcome and Administrative Overview:** Incoming chair Sarah held individual calls with all current and exiting PubComm members over the summer. The following members either concluded their term or indicated their interest in rotating off of PubComm and were thanked for their service: Penley Knipe (BPG Chair ex officio), Sue Murphy (BPG Chair ex officio), Karen Zukor (former PubComm chair), Jim Hinz (former Annual editor), Renee Wolcott (former Annual editor), Kate Maynor (PCC), Rachel Freeman (Wiki coordinator), Katherine Kelly (Wiki), Laura Bedford (Wiki), and Lauren Zummo (Wiki). Several new administrative procedures for PubComm will include regular conference calls to replace the mid-winter meeting in DC and GoogleDocs/DropBox project management tools to manage shared files and calendars.

- B. **BPG Annual (BPGA):** Final versions of Vol.33 (2014) are now with BPGA freelance layout designer, Amber Hares: 13 BPG presentations, 2 discussion group summaries, and 16 tips. Want to streamline the submission process and clarify the author license agreement for multiple authors. Tips sessions and discussion groups with a large author cohort require a lot of attention from the editor. Solutions: reinforce the working relationship with the Program Chair and add a second volunteer assistant editor as needed.
- C. **BPGA online/retrospective scanning:** Shannon and Olivia are transferring legacy editor files to Amy to facilitate audit of back issues inventory and editor files as preparation for conversion (BW to color, HTML to PDF).
- D. **BPG website:** Continuing with BPG web redesign explorations started in 2012. Discussed attributes of current content, roles, and processes and plans to make it more useful and interactive for members and increase engagement. Goals for 2014/15: review site size, make sitemap, discovery phase of needs/wants, align technical platforms with AIC plans, make test site.
- E. **BPG Wiki:** New titles as “BPG Wiki Coordinators” for the two leaders, one each for book and paper. Reflects newer internal reorganization, leadership configuration, and more formalized positions on PubComm. Discussed results of 2014 BPG Wiki Survey and future directions for upcoming year. Short term: create new BPG landing page, improve pathways for volunteers. Long term: increase collaborative editing, grow content.
- F. **New business:** Use of Google Analytics (GA) for CoOL and AIC Wiki to lead new awareness of audience demographics, language, technology use, location, etc. Don't have specific granular information for BPG, can extrapolate findings show that after 2000 have huge drop off of data because BPGA in PDF and GA not set up to track individual article clicks. Early publications still used heavily and often, supporting evidence of our strong BPG publication history.

2) BPG PubComm Conference Call October 16, 2014, 3-4pm ET

Present: Sarah Reidell (recorder), Michelle Facini, Bruce Bumbarger, Priscilla Anderson, Olivia Primanis, Walter Henry, Henry Hebert

- A. **Welcome and Intro:** Fact-finding call with BPG stakeholders about BPG's web content on [CoOL](#) and [AIC](#), especially current status, future goals, and continued preservation of BPG's digital assets. Goal: establish a common foundation for moving forward to inform and guide our upcoming conversations with the AIC office. Primary contacts: Board Director for Communications Carolyn Riccardelli, AIC E-Editor Rachael Arenstein, and AIC Communications Director Bonnie Naugle.
- B. **Discussion and background (2012 to present):** BPG web efforts amped up when AIC updated website with new member database. BPG started a wish list and task force with short term goal to review past and identify goals. Put on hold during site implementation. Placeholder SG front matter and 2nd tier pages predetermined by AIC. AIC wants vendor-supported Memberfuse to take on access and storage role. Discussion: this is an architectural problem because core documents are not visible to public, content tied to membership status, not archival. Would prefer it as social tool since more suited to its core design and pathways.
- C. **Content:** Review of retroactive scanning of BPGA. Inventory of legacy files is complex undertaking. Will continue work over winter because AIC office doesn't have hard deadline. Digital assets to be addressed by new AIC PubComm subcommittee for digital preservation.
- D. **Size:** Bruce shared a spreadsheet detailing contents of site. Files are mostly HTML with PDFs more dominant in recent years. Current CoOL site size is 324 MB, with 4% executive files (PDF/HTML) and 96% online publications inventory (BPGA + PCC). Vol.1-19 are small HTML files, Vol.20-30 size increases dramatically as PDFs. All of PCC content is mirrored on Wiki.
- E. **Digital preservation and access:** All parties (SGs, Board, office) agree that we need archival policy but currently have no short- or long-term digital preservation strategies for CoOL/AIC site content. AIC web site server/vendor/staff/ISP all differ from CoOL. CoOL backups on tape only, dependable but not archival. Heavy PDF content under CoOL umbrella. AIC site is for changing

info. Basecamp is useful project management tool for changing group of elected/appointed SG officers but closed to membership. Memberfuse is not viable alternative.

- F. **Future goals:** Identify BPG's long term goals for digital assets and overlaps for member/public content, resources, and legacy docs. Review site architecture and technology needs for maintenance and future flexibility. Work with evolving AIC goals, want guidance regarding tech support, maintenance, growth. Memberfuse for sharing/engaging but not archiving, short term, not reaching general public. Know that we're not alone in this, other SGs have same ideas/questions/concerns/goals.
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3) BPG PubComm Conference Call November 19, 2014, 2-3pm ET

Present: Sarah Reidell, Evan Knight, Amy Williams, Eliza Gilligan (recorder), Olivia Primanis, Shannon Zachary, Priscilla Anderson, Walter Henry,

- A. **AIC PubComm:** AIC Board Chair Carolyn Riccardelli recruited a subcommittee for digital preservation policy development. BPG has two representatives on it who will soon solicit sample policies for reference.
 - B. **BPG Annual:** Publication is on schedule, Eliza to send out proof PDFs to authors soon.
 - C. **BPGA online/retrospective scanning:** PubComm voted to formalize the "embargo" on BPGAs and moving forward will make them available online as PDFs one year after mailing date of the printed version. Overview discussion of conversion project. All legacy electronic files in Shannon's possession have been transferred to Amy. Work on BPGA from 1982-1997 was tabled for further review following complete audit of analog and digital files. Amy was authorized to complete B&W to color conversion work on the 1998-2000 BPGAs and Scrapbooks specialty publication. Amy has 2 sets of files (working copy and backup) on two computers. PubComm approved Amy's request for up to \$50 to purchase flash drives to aid migration until a suitable archive can be established.
 - D. **BPG website:** Bruce with help from Ryan Winfield (AIC Membership Coordinator) is updating roster information on BPG specialty page on AIC website. Inaccurate titles are related to the backend data files and can't be changed right now. BPG has been authorized to redesign our site on AIC platform, will require coordination with AIC, but it will allow BPG to control its content and deadlines. Flexible site architecture and alignment with broader AIC evolution is crucial. Next steps: initiate discovery phase/wishlist to think about what we want from our site. PubComm members were asked to send ideas to Sarah.
 - E. **BPG Wiki:** Front page update. Small group updates to preservation and conservation of scrapbooks. New volunteers. Interest in hosting an informal group collaborative session at AIC Annual Meeting, "BPG Wiki Hack day". Coordinators were encouraged to work closely with Program Chair for planning this.
 - F. **Other/Open:** Interest was expressed in creating a leading page for all BPGA PDF downloads articles with full bibliographic information to aid citations. Follows OSG practice. Tabled for future implementation.
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4) BPG PubComm Conference Call Thursday 01/29/15, 2-3pm (Eastern)

Present: Sarah Reidell (recorder), Michelle Facini, Denise Stockman, Eliza Gilligan, Bruce Bumbarger, Olivia Primanis, Walter Henry, Amy Williams, Henry Hebert

- A. **BPG Annual:** Printers proofs from Volume 33 (2014) are under review. Discussion regarding tips (problematic because more authors to coordinate and less information) and artist/licensing issues (reproduction/copyright of living artist limits articles regarding modern objects). Interest in streamlining processes. Might need second editor for tips for image files. Want improved style guides. PubComm voted to ask Bonnie (with Eliza as lead contact) to get quotes from publishers for full-service publishing (including acquisition, design, layouts, copy- and proof-editing). WAG, TSG, PSG already do this.

- B. **BPGA online/retrospective scanning:** Need to input color images (if available) for all pre-2001 BPGA during conversion to PDF process. Pre-1994 BPGA are diagram-heavy with broad variety of formats, post-1994 dramatic increase in image files. Goals: get 2013 BPGA online, work on 1998-2000 to insert color images, and continue 1982-1997 analog/digital inventory. Discussion: expected final product for project is twofold, downloadable color PDF from vols 1-33 (1982 to present) of each article via CoOL and full PDF volumes for local print on demand via AIC Store. Storage cap limits file sizes on AIC store, we'll follow established practice from other SGs to have full volumes. Access has been priority in previous discussions, storage plans are gaining precedence. Retention of vestigial HTML to be discussed. Proposal from Bonnie: BPG can use vendor to scan vestigial files and produce XML metadata and PDFs? After discussion we need more info re: number and quality of legacy file formats to better compare price points, server space availability, and estimated schedules.
 - C. **BPG website:** Michelle met and worked diligently with AIC office to get more information, we are authorized to redesign BPG on AIC site using Sitefinity as content management system (CMS). Bruce has admin privileges on AIC site, will explore parameters. Discussion: AIC site complexity; parent/child site structures; Sitefinity has good security and has customizable visual design and features with rich editing capability; BPG site to centralize resources for members with "one-stop-shopping" within AIC webspace.
 - D. **BPG Wiki:** Cher Schneider has stepped down, after solicitation of nominees on BPG list Denise Stockman is the new BPG Wiki Coordinator for paper. Status: Denise is contacting previous editors/contributors to gauge interest/feedback; efforts to increase participation; small groups by topic; tagging pages to connect similar topics within SG pages. Plans for Miami meeting include a BPG-specific wiki-thon in addition to broader AIC Wiki event to concentrate on BPG pages and small groups for editing.
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5) BPG PubComm Conference Call Tuesday 03/24/15, 1-2pm (ET)

Present: Sarah Reidell, Michelle Facini, Evan Knight, Henry Hebert (recorder), Olivia Primanis, Bruce Bumbarger, Denise Stockman, Amy Williams

- A. **PubComm Admin:** Will have PubComm meeting during AIC Miami, to be scheduled. Upcoming homework for next call: input for BPG business meeting, update BPG Handbook; update PubComm mission statement.
- B. **BPG Annual:** BPGA Vol 33 (2014) sent out in early March. Color PDFs sent to Amy for online conversion. Will email BPG-list soon to announce it and ask for those who haven't received it to contact editor directly. Received publisher (Edwards Bros.) invoice via designer Amber Hares. Eliza to review contract specifications and explore price points with Bonnie in light of larger AIC Publications Committee interests. Independent submissions are beginning to come in. Will wait until July 1st deadline to determine inclusion. Tabled until July: clarification of PubComm voting policy since discrepancy between archived and recent policies and want flexibility into future.
- C. **BPG Annual online/retrospective scanning:** BPGA Vol 32 PDFs uploaded to Basecamp for online publishing by Walter. 1998 done (color). Plan to complete 1999, 2000 before AIC-Miami. Ongoing: inventory of early annuals to prep for quote from vendor. Big costs are proofs. Discussion, print-on-demand (POD) system on AIC store: early estimates in for set-up/hosting from AIC office but need revision per SG; need to define terms for POD; determine possible cost savings if all SGs use same publisher. Discussion, archival storage of PDFs: According to Bonnie, other SGs put files on independent SG Dropbox accounts. Basecamp is current best place for storage. AIC office indicate that Digital Landscape Project and AIC PubComm should have recommendations in future. In meantime: flash drives, local hard drive, and Basecamp. Future: generate map of BPG digital content locations for all (executive council and committees) via general audit led by BPG Secretary-Treasurer.
- D. **BPG website:** Bruce has access to Sitefinity "sandbox", will share with Henry for test implementation of redesign elements within template structure. Henry and Sarah are generating wireframe models. Future: BPG logo, find master, create style and usage guide.

- E. **BPG Wiki:** New projects include bibliography team to update citations on wiki. Small groups more productive and collegial environment. AIC is moving to Chicago Style v16. Discussion: approaches for incorporating external events/symposium content into Wiki; efforts to streamline new editor process; future recruitment at AIC meeting. BPG Hack-a-thon scheduled for Thursday of meeting. Next: new work to update PCC, Consolidation/Fixing/Facing, Filling of Losses, Drying and Flattening, Mending, and Backing Removal. Future: explore adaptation of vestigial PCC chapter numbering system to aid Wiki architecture.
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6) BPG PubComm Conference Call Friday 05/01/15, 12-1pm (ET)

Present: Sarah Reidell, Michelle Facini, Denise Stockman (recorder), Shannon Zachary, Evan Knight, Bruce Bumbarger, Amy Williams

- A. **PubComm Admin:** Welcome to Henry, has been working behind the scenes with Bruce; now on listserve and officially a member. All thanks for sharing info for Sarah's overview of PubComm during BPG business meeting, contributing to PubComm entry in BPG Handbook, and sharing portraits for BPG background slides during Miami meeting. PubComm lunch meeting in Miami: Thursday May 14, main purpose as a chance to meet and celebrate hard work over last year. Eliza pursued BPG logo topic, Bonnie shared on Basecamp and offered to help with an update of the logo to reduce noise. Future work: develop logo style and usage guidelines.
- B. **BPG website:** Rough version of test site up for PubComm review, largely unstyled but it gives sense of functionality. Reorganized content under four main templated areas that can be used by other SGs. Great timing, can share proposed redesign with AIC PubComm, E-editor, and Board before AIC meeting. Discussion: strength of member and public interfaces, Google Analytics of global audience. Future: standardize information architecture and design for news items and legacy files like meeting minutes, officer rosters, mailings, handouts, etc. All expressed their enthusiastic gratitude to Bruce and Henry for their extraordinary work on this. Sarah and Michelle to draft a formal proposal to share with AIC leadership.
- C. **BPG Wiki:** Ongoing momentum for small groups on Bibliography, Filling of Losses, and Preservation and Conservation of Scrapbooks. Doubled visitors since updates in early April. Continued to streamline navigation and language on BPG landing page. BPG Hack Session listed on AIC online schedule. Good alignment with larger AIC Wiki event.
- D. **BPG Annual:** Color PDFs of final Vol.33 (2014) articles have been sent to the authors. Freelance designer paid out of PCC Reserve Fund, will be depleted after 2017. Critical need to discuss alternatives. Several early independent submissions already before July 1st deadline. Discussion: level of editorial intervention determined by managing editor, foreign speakers opting to submit as independent article because deadline for AIC abstracts does not align with Kress travel application and they cannot ensure funding.
- E. **BPG Annual online:** Discussion of storage future, need for asset management. Overlaps AIC PubComm subcommittee for digital preservation policy and AIC Digital Landscape report (to be shared soon). Close to reading B&W content from earliest volumes for vendor to scan. Get more details on POD set-up/pricing/timeline for BPG to make informed decision on appropriating funds/timeline for POD prep work. In the interim, BPG continues to offer individual articles as HTML (1982-2000) or PDF (2001-2013) via CoOL until POD are available in the AIC store. Important to plant seeds about caring for digital assets and web presence, mention to others where you can at AIC meeting..