

## 2016-2017 Book and Paper Group Publications Committee Conference Call Summary Notes

This internal document summarizes two conference calls held by members of the Book and Paper Group Publications Committee (PubComm) throughout the 2016-2017 planning year using AIC's audio conferencing. 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. All volunteer PubComm appointments follow 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, 2017.

### 2016-2017 BPG Publications Committee Members

Sarah Reidell, Chair  
Eliza Gilligan\*, *Annual Compiler and Managing Editor*  
Amy Williams, *BPG Annual Online*  
Katherine Kelly, *Wiki Coordinator (Book)*  
Denise Stockman, *Wiki Coordinator (Paper)*  
Bruce Bumbarger\*, *BPG Website Administrator*  
Henry Hebert, *BPG Website*  
Whitney Baker, *BPG Chair (ex officio)*  
Olivia Primanis, *Publications Committee Chair (emerita)*  
Michelle Facini, *BPG Chair (emerita)*  
Shannon Zachary, *Annual Editor (emerita)*

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### 1) BPG PubComm Conference Call August 31, 2016 12pm-1pm (ET)

**Present:** Michelle Facini, Denise Stockman (recorder), Olivia Primanis, Eliza Gilligan, Sarah Reidell, Olivia Primanis

- A. Welcome and Administrative Overview:** New BPG PubComm year! Roster updates? Eliza, to search for assistant over winter (see below). This is Sarah's third year. We will need to post a call for replacement. First precedent for broader transition. Transition to happen over summer 2017. Mary Oey has requested 2017 Budget items, due 09/09. Sarah will be writing summary to go out to BPG members by email, pulling from past agendas. Aiming for October.
- B. BPG Annual:** The big difference in printing costs between 2014 and 2015 was the difference in page length 2014(112 pages) and 2015 (173 pages). We won't know the length of this year's annual until layouts are complete. Front matter names for 2016: Chair Michelle Facini; Program Chair: Angela Campbell; Asst. Program Chair: Victoria Binder; Treasurer: Mary Oey. Plus list of PubComm members. Both Evan and Katherine will be listed this year. They overlapped briefly. Future annual to be dedicated to Walter Henry. Contract for POD publication still on horizon. Matt Morgan hired as contractor for transition now that Walter is retiring. You always have

access to Annual if you have an internet connection. To offer color POD would incur hosting costs for the AIC. Eliza needs new assistant. Will put a call out on the BPG listserv, to start in May.

- C. **BPG Annual online & legacy file scanning project:** No updates
- D. **BPG Website:** Bruce and Eliza have been making updates to the [Guidelines for Authors](#), added a figure limit (25 images, tables, charts total) for papers and a word (1,000) and figure (10) for tips. Otherwise, holding for movement by developer on SG Templates/child sites. Henry will update Annual Meeting page/graphics on Demo2016 to include some details about Chicago
- E. **BPG Wiki:** Updating pages: adding categories, prioritizing, restructuring. Presentation at AIC meeting written up in latest AIC News. Resolved to stay in touch more regularly with BPG members, using smaller requests for content to make it more manageable. Denise is going through every chapter of PCC to assign categories and prioritize, similar to the way that Michelle, Scott Homolka, and Stephanie Lussier did some of the chapters. Most are getting low priority with few mediums and highs. Removing some numbering from chapters to restructure tables of contents (TOC) so easier to use, formatting issue since auto-generated TOC. Use BPG Dropbox account as permanent archive so it would be available to current and future BPG leadership (ex. committees and wiki)
- F. **Other/New Business:**

## 2) BPG PubComm Conference Call January 04, 2017 12pm-1pm (ET)

**Present:** Bruce Bumbarger, Michelle Facini, Katherine Kelly, Denise Stockman (recorder), Henry Hebert, Eliza Gilligan, Whitney Baker, Olivia Primanis, Amy Williams, Sarah Reidell

- A. **Welcome and Administrative Overview:** Sarah will have call with AIC next week and updates to follow. Rotations on/off coming up on the horizon. Winter 2017: Details needed for BPG Chair's announcement soliciting volunteers for new Annual ME -- as assistant through AIC 2017 Chicago or through AIC 2018 Houston and new PubComm chair.
- B. **BPG Annual:** Layouts are completed and proofed. The next step is sending the articles to the individual authors for proofing. Looking ahead, we will still need a layout designer, even if we go to all digital publication of the Annual. I am proposing that we consider a vendor such as Aptara with a rough draft of timeline, process and services required. Other SGs working with Aptara, only problem was they defaulted to British English; this problem has been resolved. Joining with the other groups strengthens bargaining power. Hopefully printed in February and mailed in March. We need approval of membership. Discussion of Print on Demand options for Annual issues. Costs for holding a digital copy for printing are prohibitive. With Aptara, you can choose a digital format output option, making future distribution easier.
- C. **BPG Annual online & legacy file scanning project:** With Walter's retirement, question of how we get BPGA 2014 up onto CoOL. Amy has a helper - a library volunteer & photographer. BPGA 17, 18, 19 have 165 color images that need to be inserted into the PDFs, and 12 blurry/unclear images. Estimating 13 hours of work. BPGA 1982-1996 has a total of 236 images (scanned by Aptara) that need to be inserted. Estimating 16 hours of work. In addition, 7 full pdfs need to be proofed, make sure pages aren't missing, etc. Estimate 2 hours to scroll through everything. Need to create a new 'front matter' page that explains "this version was created from a combination of page scans of the print original, html created by Walter for the website, Original materials submitted by authors, digitized in 2016.
- D. **BPG Website:** In a holding pattern until more decisions are made about SG templates/subdomains.

- E. BPG Wiki:** Denise and Katherine have initiated two successful calls for content (Adhesives, Written Documentation). The Bibliography team led a successful call for improvements to the bibliographies for Foxing, Surface Cleaning, Leaf Attachment/Sewing Repair, and Imaging and Digitization. Next content call: images of paper fibers for Fiber Identification. Three new volunteers recruited, but there is a delay in getting them registered as wiki editors. Reformatting continues for the Paper Conservation chapters. Denise is currently working on Fiber Identification. So far, 7 of the 25 chapters have been reformatted. Categories have been added to every page. Working on updating BPG Wiki pages to have consistent headers and footers. The aim here is to improve navigation and provide a consistent "look" to the pages. This work has been completed for the Book chapters, and is progressing through the Paper chapters. Katherine has been going through the many BPG wiki pages and identifying orphan and unnecessary pages to be deleted. Denise did an evaluation of the Paper Conservation Wiki pages and their priority. Denise and Katherine will present on progress in the BPG Wiki at the next Annual Meeting.
- F. Other/New Business:**