

2017-2018 Book and Paper Group Publications Committee Conference Call Summary Notes

This internal document summarizes five conference calls held by members of the Book and Paper Group Publications Committee (PubComm) throughout the 2017-2018 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 Henry Hebert BPG Publications Chair on August 13, 2018.

2017-2018 BPG Publications Committee Members

Henry Hebert, *Chair*
Gwenanne Edwards, *Annual Managing Editor*
Justin Johnson, *Annual Assistant Editor*
Amy Williams, *BPG Annual Online*
Katherine Kelly, *Wiki Coordinator (Book)*
Denise Stockman, *Wiki Coordinator (Paper)*
Bruce Bumbarger, *BPG Website Administrator*
Whitney Baker, *BPG Chair (ex officio)*
Sarah Reidell, *Publications Committee Chair (emerita)*
Michelle Facini, *BPG Chair (emerita)*
Eliza Gilligan, *Annual Editor (emerita)*

1) BPG PubComm Conference Call Friday, July 28, 2017 at 11am (ET)

Present: Katherine Kelly, Henry Hebert, Whitney Baker, Eliza Gilligan, Denise Stockman (recorder), Sarah Reidell, Gwennane Edwards, Justin Johnson, Bruce Bumbarger

- A. **Welcome and Administrative Overview:** Welcome to a new year of PubComm and thanks to Sarah for overseeing a smooth transition of leadership. Henry had one on one phone calls or meetings with the committee over the summer to see what the status of everyone's project was. Of primary concern is file sharing platforms: We've had some problems with Dropbox lately. The problem likely originated from many people using the same username and syncing the app. New accounts and procedures in coordination with the Secretary/Treasurer will be put in place; await instructions. Also working on a new workflow for getting digital back issues of the BPGA onto CoOL. Since Walter has retired, we are now working with Matt Morgan to manage our files on the server. In the meantime, the latest issues were added to Memberfuse for access.
- B. **BPG Annual:** 2017 submissions are all in: 10 papers, 2 independent, 2 papers presented at general session, and RATS joint session. Some chose to just submit abstracts because their project was not ready for publication. We have a contract with Aptara. Updates to *Author Guidelines* are in process and will be uploaded to the website. Discussion of the *Annual*

dedication, procedure and discussing nominations. Deadline is September 7. We will begin codifying position descriptions in the Handbook for editor and assistant editor as the roles become more defined.

- C. **BPG Annual online & legacy file scanning project:** No Updates
- D. **BPG Website:** Link shared to view progress of new build. Initially had problems with the list ordering on new site, so used our own custom dropdown lists to populate new subsite. Developers have since loaded new Sitefinity software with better list functionality and we're in process of rebuilding. In the process of In-filling gaps in content from the last few transition years (committee pages, annual meeting notes, etc)
- E. **BPG Wiki:** Wiki Session in Chicago was well attended. [Blog post](#) is available. Call for re-formatting volunteers went out and fantastic response. We hope they can turn into editing/revision teams down the road. Won't focus on the next topic until reformatting is farther along.

2) BPG PubComm Conference Call September 28, 2017 at 1pm (ET)

Present: Henry Hebert, Denise Stockman (recorder), Katherine Kelly, Michelle Facini, Whitney Baker, Amy Williams, Gwenanne Edwards

- A. **Welcome and Administrative Overview:** The Secretary/Treasurer has locked down the Dropbox account and the PubComm folder was re-shared individually. Annual staff will transition to another account once the first round of submissions have been reviewed. File sharing workflow problems are resolved for now.
- B. **BPG Annual:** All copy edits were received from Aptara in August. Reviewed copy edits sent to Aptara in beginning of September and paged PDFs expected at the beginning of October. Division of labor between Editor and Assistant appears to be working well. Total costs for copy editing look to come in under initial estimates. Dedication of the next issue will be to Olivia Primanis.
- C. **BPG Annual online & legacy file scanning project:** BPGA 34 & 35 were uploaded to Memberfuse. Discussion of backup and storage of files on CoOL. Reformatting work on BPGA Vol. 18 & 19 continuing. Standardizing content note on all reformatted volumes so the reader understands how it is different from the original publication. Some authors never gave permission to share in updated formats, so we will just insert an explanation at that part of the volume.
- D. **BPG Website:** Updates to subsite were shared with the committee. Thanks for input after the last call! Changes: Added some additional links our dropdown menu at the top of each page, which should help to make clearer what visitors will find under each link; new slider images that link directly to important content; Links to Business Documents that go across pay wall to Memberfuse. Anyone can suggest new or updated content for the site. Just contact Henry or Bruce and we can make changes. Discussion about including institutional affiliation of past officers and committee chairs. Many have changed jobs since that time so the information is out of date. Decision was made to retain institution listed with the individual as a record, but remove any contact information.
- E. **BPG Wiki:** Reformatting is continuing at a good pace. There are challenges of coordinating and keeping track of ~11 volunteers. [Endbands](#) call for content receiving excellent response. That page was just a bibliography, but lots of new content coming in. Katherine is putting that content up now. An increasing number of people contacting us expressing an interest in revising and contributing content. Periodic calls for content at meeting has built a lot of momentum and are now seeing more response. [Boxes](#) in book conservation side has a fair amount of overlap

with Wiki and STASH content, but there are links that go back and forth. So users should be able to find the content they need, no matter which side they go to first. The October Call for Content will be identifying outdated techniques and materials.

- F. **New/Other:** Please take the survey about meeting receptions!

3) BPG PubComm Conference Call Monday December 11, 2017 11:00 am (Eastern)

Present: Katherine Kelly, Henry Hebert (recorder), Eliza Gilligan, Whitney Baker, Sarah Reidell, Michelle Facini, Denise Stockman, Justin Johnson, Bruce Bumbarger

- A. **Welcome and Administrative Overview:** Communications update from AIC Internal Advisory Group meeting. Next meeting locations: 2018 Houston, 2019 New England, 2020 TBD. CoOL listservs and other communication parts (Memberfuse) to be consolidated on a new platform called Higher Logic. Still in negotiation, but many other nonprofits use this platform already and have positive reviews. Listserv archives will be maintained and digital preservation policy upcoming. Call to promote cross-publication with JAIC.
- B. **BPG Annual:** Aptara has finished page articles and front matter. Recommended using Level II editing, based on what was received this year. Not a significant cost difference. Printing cost estimate is in line with last year. Tips session and pre-session symposium at the 2018 meeting will be included in the next volume, so it will be a little longer.
- C. **BPG Annual online & legacy file scanning project:** No updates.
- D. **BPG Website:** The new site has been launched! We immediately started getting spam in news story comments section, so went back to close those. We will add contact info for web-related comments instead. Work continuing updating links, adding more information about 2018 meeting. If you see other errors or needed changes, let us know.
- E. **BPG Wiki:** Excellent progress on reformatting PCC chapters. Parchment, Mold, Alkalization and Neutralization, Humidification, and Backing Removal are all done. It has been helpful for adding new editors. After reformatting, some teams are interested in adding to the chapter. Katherine and Denise have come up with a step-by-step guide for this work: Working on the Discussion tab first, then submitting that for review before becoming the main page. Currently in progress: Visual Examination, Surface Cleaning, Mending. New compiler groups formed: Endbands (Emily Farek and Lyudmyla Bua) and Humidification (Jill Iacchei and Michelle Hamill). Parchment is looking for additional team members.

4) BPG PubComm Conference Call February 12, 2018 at 11:00am (ET)

Present: Sarah Reidell, Michelle Facini, Denise Stockman (recorder), Justin Johnson, Henry Hebert

- A. **Welcome and Administrative Overview:** The business meeting slides were shared with everyone. Please review and send back any additional updates or announcements. Some changes to our representatives on the AIC Publications Committee.
- B. **BPG Annual:** Printer's proof for 2017 Annual approved. Should be printed and shipped in coming weeks. Tip submissions in the next issue will be limited to 1000 words based on Eliza's experience. Tips will also be placed on Wiki Nov 2018 after copy editing, with additional pictures and video if authors want. This keeps work for all to a minimum. Decision about format for symposium forthcoming.
- C. **BPG Annual online & legacy file scanning project:** Vol. 17 is complete, it just needs added publication statement added. Vol. 19 has at least 62 images, of which 20 images are done. BPGA 2015 will be up on CoOL by June 1, 2018. BPGA 2016 will be up on CoOL by June 1, 2019. Latest

issues go up on Memberfuse when they are done. Hoping to just start publishing to Higher Logic when that launches. Currently available formats:

- BPGA 1982 to 2000 – available as individual articles in html on CoOL
- BPGA 2001 to 2014 – available as individual articles in pdf on CoOL
- BPGA 2012 to 2016 – available on Memberfuse as full PDF
- BPGA 2015 and 2016 – available as print volumes in AIC store

BPGA archives and working files storage:

- BPGA 1982 to 2016 – physical volumes at AIC office
- BPGA 1982 to 2016 – digital files backed up in multiple locations
- BPGA 1982 to 2000 – stored on CoOL and backed up to tape.

- D. BPG Website:** Lots of review and corrections to text have been coming in. New *Guidelines for Authors* posted. There was a short outage of Annual issues on CoOL due to some URL redirecting rules. We are hoping to duplicate some content on Higher Logic to reduce the total reliance on CoOL. Some preliminary information about HL can be found at [here](#). Not timeline for launch yet.
- E. BPG Wiki:** Both Katherine and Denise have agreed to extend their terms for one additional year! The latest call for content yielded many photos- we are now looking for the best place to fit them in. Reformatting continues with volunteer effort. New compiler groups: Humidification, Endbands, Possibly Parchment. Compiler team process discussed in detail.

5) BPG PubComm Conference Call Thursday, April 26th at 11:00am (ET)

Present: Katherine Kelly, Sarah Reidell, Henry Hebert, Denise Stockman, Justin Johnson, Gwenanne Edwards

- A. Welcome and Administrative Overview:** The Higher Logic beta has begun with 75 or so members participating. We are testing all the features and giving feedback to the Office. AIC PubComm updates: Digital preservation policy group has begun meeting. Collaborative note-taking at the Annual Meeting was brought up as a potential project for PubComm. This would be notes written by multiple people as the talk was happening. More immediate information sharing than the blog or article, and sharing the work across the audience. There are a lot of logistical issues to discuss (what software, how to access, etc.) and creating other mechanisms from recording information presents a number of problems for long term stewardship.
- B. BPG Annual:** 2017 Annuals mailed out received Mid-Feb into March, so everyone should have them by now. Aptara and Edwards Brothers invoices received. Aptara's costs were less than expected, printing and shipping costs similar to previous years. Currently in contact with presenters, so calm before the storm. The look and quality of the publication was very consistent with previous years, but labor was significantly reduced. Might be easier to recruit editors later on.
- C. BPG Annual online & legacy file scanning project:** Volume 34 publicly available on CoOL.
- D. BPG Website:** New page on responsibilities of discussion group co-chairs [here](#). Should help with recruiting new volunteers.
- E. BPG Wiki:** April Call for Content: [Watermarks](#). Compiler groups on endbands, parchment, and humidification continuing their work. Partner for the groups are a good model. In each group there are editors who paired up with someone who has more info about the topic. Push to get volunteers to reformat pages has created more interest from emerging conservator set. Reaching out to graduate programs, see if more emerging conservators involved. They are a busy group.