

2018-2019 Book and Paper Group Publications Committee Conference Call Summary Notes

This internal document summarizes four conference calls held by members of the Book and Paper Group Publications Committee (PubComm) throughout the 2018-2019 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 Online Community. 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 Online Community.

Submitted to the BPG Membership by Henry Hebert, BPG Publications Chair on July 1, 2019.

2018-2019 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
Jodie Utter, BPG Chair (ex officio)
Sarah Reidell, Publications Committee Chair (emerita)
Whitney Baker, BPG Chair (emerita)

1) BPG PubComm Conference Call - Wednesday, August 22, 2018 at 11am (ET)

Present: Whitney Baker, Bruce Bumbarger, Gwenanne Edwards, Henry Hebert, Katherine Kelly, and Denise Stockman

- A. **Welcome and Administrative Overview:** Thanks everyone for joining us to kick off the new year of BPG Pubcomm! It's budget time, so please submit estimated expenses to the Chair in the next two weeks. The AIC Office has scheduled our transition from the Mailman powered listserv to Higher Logic online community on August 28th. OSG has already done their transition and assembled a helpful guide, which Henry adapted and just sent to the list. Bruce and Henry have updated the website with the same information. We are still learning about available controls for file management, since HL will take over file sharing from Memberfuse. In related news, Vanessa Haight Smith from Smithsonian Libraries and Sharon Fickeissen from the Hagley Museum & Library will be joining PubComm as the new moderators.

- B. **BPG Annual:** The 2018 update to the Guidelines led to submissions being easier to work with. Currently, articles are undergoing copyediting. The printer that BPG has used for many years (Edwards Brothers Malloy) has gone out of business. Fortunately, another Thomson Shore is another printer located nearby which offers the same services and has agreed to match production costs in the first year. If pricing is wildly different in later years, we may have to consider digital publishing only. Several nominations for the issue were received, but none really fit the precedents set with earlier dedications.
- C. **BPG Annual online & legacy file scanning project:** Volume 36 will be made available to members shortly through Higher Logic platform. Discussion of plan for migration of old portal to Annual back issues from CoOL to Sitefinity.
- D. **BPG Website:** Officer lists have been updated to reflect volunteer changes. BPG Chair columns from the newsletter have been posted. PubComm summary minutes have been added.
- E. **BPG Wiki:** New compilers have been identified for [Drying and Flattening](#) Chapter. LCCDG co-chairs reached out to see how content could be posted to the Wiki, we are discussing how they would like to contribute. A [YouTube channel](#) has been launched, but we are still figuring out the logistics and procedures for transition between volunteers. Tips and presentations from the Leather Symposium will be added to the wiki. The Paper Coordinator's term is ending this year, so a call for volunteers will go out soon.

2) BPG PubComm Conference Call - Tuesday, November 20, 2018 at 12pm (ET)

Present: Whitney Baker, Bruce Bumbarger, Gwenanne Edwards, Henry Hebert, Katherine Kelly, and Jodie Utter

- A. **Welcome and Administrative Overview:** BPG PubComm representatives participated in an AIC PubComm Conference call. Topics discussed included: BPG's Wiki contributor teams as model for other SG, reformatting print publications (similar issues across SGs), permissions/legal issues for publishing digitally, and AIC's preservation policy (currently in development). A "Digital Library Structure Task Force" has been formed to investigate file management on Higher Logic. Henry is on the task force and we are hoping to produce practical guidelines across SGs for file formats, migratability in the future, etc. A BPG PubComm Higher Logic Community has been launched to replace the committee listserv.
- B. **BPG Annual:** Final edits to the 2018 page proofs are being completed now. Authors have received page proofs for review, any edits will go back to Aptara, then to the printer. When proofs are finished, the Tips content will go to Wiki Coordinators (hopefully by early December). Discussion on *Conservation of Scrapbooks and Albums* (1999) and accessibility to the public along with other back issues of the Annual. More information about sales were needed, so further discussion was tabled.
- C. **BPG Annual online & legacy file scanning project:** Volume 36 (2017) was uploaded to Higher Logic. The link goes through paywall to the file download page. Volumes 1 - 16 are now broken down into PDFs by article with metadata. The next steps are getting them uploaded to CoOL and adding links to the portal. Research still on-going about our ability to share articles without explicit permission on file.
- D. **BPG Website:** A new BPG Online landing page was developed and launched. This makes the format consistent with other BPG content, and will be much easier to update in future years.

Some minor changes made to the display of news items to declutter them and make categories clear. Updated the BPG Program, image slider, and links to reflect the 2019 conference.

- E. **BPG Wiki:** We have a potential volunteer for the Paper Coordinator position. The AIC office gave the BPG Wiki gmail account management privileges for the AIC YouTube account. This allows us to add, delete, and modify videos hosted by that account; add, delete, and modify AIC-owned playlists of videos hosted across YouTube; and interact with the community on that platform. The BPG Wiki coordinators will use the AIC YouTube channel to host videos that they would like to use in the Wiki, and will also create playlists of interest to our users using that account. Katherine uploaded six videos [here](#) and created six playlists [here](#). Community updates on this topic with the new links to the AIC channel were sent out. We will be doing a [Wiki Session](#) at the AIC Meeting on Thursday at noon.

3) BPG PubComm Conference Call - Tuesday, February 12, 2019 at 11am (ET)

Present: Whitney Baker, Gwenanne Edwards, Henry Hebert, Justin Johnson, Katherine Kelly, Diane Knauf, and Denise Stockman

- A. **Welcome and Administrative Overview:** Henry had a call with the BPG Executive Board call to summarize the work PubComm is doing. There was another AIC PubComm conference call. The Digital Library Working Group shared a draft of recommendations for community managers of best practices for adding digital content to Higher Logic. Take a look at the document and share feedback. A member of our committee will need to be tasked with implementing these recommendations. All shared Dropbox files (apart from Annual stuff) have now been migrated to the BPG PubComm community in Higher Logic, so everyone should have access. This is a more centralized and secure location.
- B. **BPG Annual:** The call for a new Assistant Editor when out, with a few responses so far. 2018 PDFs have been finalized. Everything went well working with Aptara. There have been some issues with the new printer regarding mailing. We are now outsourcing the mailing to a second vendor and need to get a quote. There are some communication problems with the printer, so hopefully more information will be shared soon. 2019 presenters have been contacted, including General Session presenters who are speaking on BPG topics. Sales figures for *Conservation of Scrapbooks and Albums* (1999) were shared with the committee. Sales of this volume are significant and continue to grow year over year, so we will delay releasing publicly.
- C. **BPG Annual online & legacy file scanning project:** All articles from Volumes 1-17 are up on CoOL in PDF form. Volumes 18 and 19 being uploaded now. Links to those with permissions are updated [here](#). Working with a scholarly communications expert to determine if a good “fair use” case can be made for the missing articles. These were articles that did not have a publication agreement at the time of printing. Walter Henry created a form letter to contact authors to approve putting these up online. There has also been request for permissions for missing articles up online for 20 years now. Right now it appears 28 new articles can be shared, but two cannot.
- D. **BPG Website:** AIC Main site has been updated, so any changes to BPG pages were on hold. The update has broken a number of links, and some pages were moved or unpublished. Using the Way Back Machine, we were able to quickly identify and correct those changes.
- E. **BPG Wiki:** A new Paper Coordinator has been found! Welcome Diane! A new page: [The Use of Leather in Book Conservation](#) has been added. Significant Updates to [Written Documentation](#) by LCCDG. Significant updates to [Annual Meeting Tips Session](#). An [Outline](#) for update of Drying and Flattening has been shared. Rachel Arenstein hosted call with all Wiki Coordinators and highlighted the BPG Wiki as a good example for all specialty groups.

4) BPG PubComm Conference Call - Wednesday, April 10, 2019 at 12pm (ET)

Present: Whitney Baker, Bruce Bumbarger, Henry Hebert, Katherine Kelly, Diane Knauf, and Jodie Utter

- A. **Welcome and Administrative Overview:** The Business Meeting Slides were submitted. Recap of AIC PubComm conference call: we shared a redacted and abridged version of our handbook with other SG volunteers. OSG shared their postprints manual. We also reviewed the latest draft of the Preservation Policy.
- B. **BPG Annual:** Kimberly Kwan joining as the new A/E in May! The agreement with Thomson Shore was abandoned due to lack of communication on their part and a new printer, Cushing Malloy, has been contracted. We expect printing to be completed in mid-April. The volume is much longer than usual, so a different paper stock was chosen to control costs. We should consider some formatting changes to reduce white space, image size, etc to bring the total size down in the future.
- C. **BPG Annual online & legacy file scanning project:** This project is now complete! Results will be shared at the Annual Meeting.
- D. **BPG Website:** Problems discovered after shift to new website have largely been fixed; please speak up if you notice anything else. Bruce and Henry will be participating in the AIC Website Users Group convened by Bonnie Naugle.
- E. **BPG Wiki:** The AIC rebranding had an excellent spin-off effect: a contractor was hired to update the wiki's logo, and they also made a number of site-wide improvements, like how pdfs and external links appear, and many automatic formatting improvements. Tessa Gadowski joined as a new compiler for the [Boards](#) chapter. A last minute tips session was added to the Annual Meeting. We usually have been in contact with tips presenters ahead of time, but will try to get a list of presenters ASAP. Plan to solicit updates to the [Bleaching](#) page in real time at the Wiki Session. We will focus on moving historical treatments into the correct section and making sure everything is up to date