

ArchivesSpace FY 2016-17 Annual Report

July 2016 - June 2017

archivesspace.org



Photo courtesy of University of California, Irvine

Welcome to the first ArchivesSpace Annual Report.

It has been my honor to serve as the chair of the ArchivesSpace Governance Board since the inception of the ArchivesSpace organization. I have been deeply gratified to see the many ways in which ArchivesSpace has grown, both as a highly useful tool and as a program by and for those who manage archival resources. The software development is exciting and much needed. Even more impressive is the continued commitment and engagement of ArchivesSpace members. Your time, skills and passion for this program are the strongest reasons for the success of this community.

As the program and membership grow, we continue to seek the best ways to foster interaction among community members and keep everyone well informed. We have developed this annual report to update you about progress over the past year and to highlight opportunities for even wider participation. We welcome your comments and questions if you would like to learn more.

Respectfully,



Carol A. Mandel

A handwritten signature in black ink that reads "Carol A. Mandel".

Chair, ArchivesSpace Governance Board
Dean, Division of Libraries, New York University



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Sara Allain (Archivematica), Hannah Frost (Stanford) and Laney McGlohon presented at code4lib 2017 in Los Angeles.

Moving the Application Forward and Building a Strong Developer Community

This year has seen many advances in software functionality, technical infrastructure and growth of the developer community. As part of the strategy to move the ArchivesSpace code development forward more quickly we formed a development partnership with Hudson Molonglo (HM). Working with HM, we were able to prioritize high impact code development while the community continued to grow code contributions from within.

This year we issued 3 major releases and 5 minor releases. Releases and release notes available at: <https://github.com/archivesspace/archivesspace/releases>.

We added major new functionality including the highly anticipated revamped Public User Interface, enhanced Rights Management functionality, an OAI-PMH responder, and expanded container and location management features. Refactoring efforts aimed at improving the underlying code included upgrading to Rails 5, JRuby upgrades, improving indexing for better performance and reliability,

**4021 total downloads
and 349 Jira tickets
resolved this year**

improving the performance of resource trees with thousands of sibling components, removing unneeded older container management code, and rebuilding reports functionality.

Under the leadership of our Technical Lead Laney McGlohon, we made strong progress in creating and improving infrastructure to support community code contributions. We established a Core Committers group to review and facilitate code contributions and developed contribution guidelines and processes. We were pleased to re-establish the **Technology and Development Roadmap*** to help the community know what to expect in terms of future development work and aid in planning for upcoming releases and upgrades.

The software was also enriched by significant contributions by some of our institutional members.

The effort to develop the new Public User Interface was largely sponsored and managed by Yale University and Harvard University. New York University sponsored additional Location Management functionality included in 1.5.0, and Yale sponsored smaller enhancements such as a date calculator and additional advanced searching. Looking ahead to 2017 releases, we are grateful to Tufts University for sponsoring the development of a new assessment module and Duke University and North Carolina State University for collaborating on development for initial EAD3 support.

We also supported community and registered service provider projects providing integrations with other applications, including Archivematica (primary development by Artefactual Systems), Islandora (primary development by LYRASIS), and Aeon (primary development by Atlas Systems).

* **Technology and Development Roadmap:**

<https://archivesspace.atlassian.net/wiki/display/ADC/Road+Map>

Functionality Coming in 2017-2018

- Fuller EAC-CPF and MARC authority record support through a refactoring of the Agents module
- EAD3 support
- Assessment module
- Revamped LCNAF plugin and SNAC integration
- Revised data map for MARCXML imports and exports
- Making the application easier to install and maintain, including a Windows-specific Installer

Code Committers

We were especially pleased to see the community growth in terms of code contributors and institutions sponsoring development of specific tools and functionality. This year saw 1596 code commits from 16 different contributors.

2016-2017 Code committers are:

Michael Bond	Jason Loeffler
James Bullen	Dave Mayo
Mark Cooper	Laney McGlohon
Christine Di Bella	Clay Oster
Alexander Duryee	Brother Paul
Chris Fitzpatrick	Curtis Poston
Bobbi Fox	Byron Roosa
Payten Giles	Mark Triggs

Program Team

This was a rebuilding year for program staffing. We were delighted to have Laney McGlohon join the ArchivesSpace staff as Technical Lead and Christine Di Bella was promoted to Program Manager in January 2017. We are excited to have Christine Kim join us as Community Engagement Coordinator in July 2017. In addition, we partnered with LYRASIS Technology Services to offer technical support to members for a wide variety of issues, including installing and upgrading the application, data migrations, and more.



Christine Di Bella
Program Manager



Laney McGlohon
Technical Lead



Christine Kim
Community Engagement
Coordinator

Engaging and Helping Our Users

The program team works closely with the community to foster and implement development, user support, and user engagement activities. With a geographically dispersed community comprised of people with varying needs, open and regular communication is the key. In addition to our monthly updates and conducting surveys of the membership about development needs, this year we focused on improvements proposed by the Communication and Engagement plan adopted in 2015, including launching a new WordPress-based website in December. We continued to meet directly with users in conferences all around the United States, and celebrated another successful Member Forum, now a highly anticipated annual event across our community.

Training is an essential component in creating a robust community of knowledgeable ArchivesSpace users who can support each other. Building on the strong tradition of face-to-face training sessions led by our community-based trainers and program team, we were pleased to partner with other organizations to offer additional types of training this year. Responding to the need for lower cost training, we developed a new one-day Basics workshop that is particularly suitable for local and regional archives groups. We were very pleased to offer it for the first time in conjunction with the Society of North Carolina Archivists in March. Thanks to the webinar series originally subsidized by Registered Service Provider Keystone Library Network, we were also able to make available a series of recorded trainings in July 2016 for members who can't attend a face-to-face training or would like to brush up on aspects of our introductory training. In addition, we are also working with Registered Service Provider Atlas Systems on other online training opportunities. We look forward to more developments in this area in 2017-2018.

Events/Conference Participation

SAA (Society of American Archivists) 2016 Conference

- More than 300 SAA attendees visited the ArchivesSpace booth

Member Forum in Atlanta

- Hosted by Robert W Woodruff Library at Atlanta University Center Aug 2, 2016
- 115 attendees represented 73 member organizations
- Provided 3 half day workshops
- Conducted 6 concurrent presentations with 28 presenters

Conferences, Exhibits and Staff Presentations

- Association of Tribal Archives, Libraries and Museums (ATLAM) conference in Phoenix, Arizona, October
- Joint meeting of the Society of Georgia Archivists and Society of Florida Archivists in Savannah, Georgia, October
- Mid-Atlantic Regional Archives Conference (MARAC) fall meeting in Annapolis, Maryland, November
- New England Museums Association annual conference in Mystic, Connecticut, November - panel on open source software applications
- code4lib in Los Angeles, March - panel with representatives from Archivematica and Hydra-in-a-Box
- LDCX, an unconference held at Stanford University, March
- New England Archivists spring meeting in Hyannis, Massachusetts, March
- Mid-Atlantic Regional Archivists Conference in Newark, April

On-Site Training

- **July 2016** - Princeton, NJ - Princeton Theological Seminary and Princeton University
Instructor: [Christine Di Bella](#)
- **July 2016** - Santa Clara, CA - Santa Clara University
Instructor: [Nancy Enneking](#)
- **October 2016** - Northampton, MA - Five Colleges
Instructors: [Christine Di Bella](#), [Rachel Onuf](#), [Stacie Williams](#)
- **October 2016** - Medford, MA - Tufts University
Instructors: [Christine Di Bella](#), [Brad Westbrook](#), [Miloche Kottman](#)
- **October 2016** - Charlottesville, VA - University of Virginia
Instructors: [Mark Custer](#), [Noah Huffman](#)
- **November 2016** - Rochester, NY - George Eastman Museum
Instructor: [Brad Westbrook](#)
- **November 2016** - Hong Kong - University of Hong Kong
Instructors: [Nancy Enneking](#), [Brad Westbrook](#)
- **December 2016** - Dallas/Fort Worth, TX - University of North Texas/Southwestern Baptist Theological Seminary
Instructors: [Noah Huffman](#), [Miloche Kottman](#)
- **January 2017** - Evanston, IL - Northwestern University
Instructors: [Lisa Calahan](#), [Stacie Williams](#)
- **March 2017** - Williamsburg, VA - College of William and Mary
Instructors: [Mark Custer](#) and [Noah Huffman](#)
- **March 2017** - Asheville, NC - Society of North Carolina Archivists
Instructor: [Noah Huffman](#)

Activities in the Coming Year

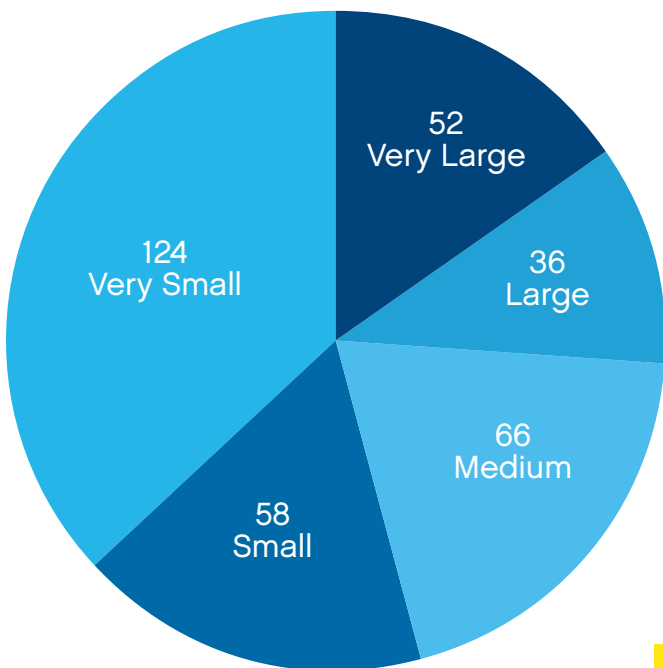
We are excited to continue existing traditions and develop new ways to engage with the community in the coming year. The third annual ArchivesSpace Member Forum will be held at Portland State University July 25 in conjunction with SAA 2017. Beginning this fall, we will launch several new engagement activities including regular release webinars, quarterly topical webinars demonstrating different aspects of ArchivesSpace, and a blog series highlighting ArchivesSpace projects in individual institutions. We will also initiate regional member forums to provide an opportunity for members to engage face to face outside of the annual Member Forum.

Members are the Key

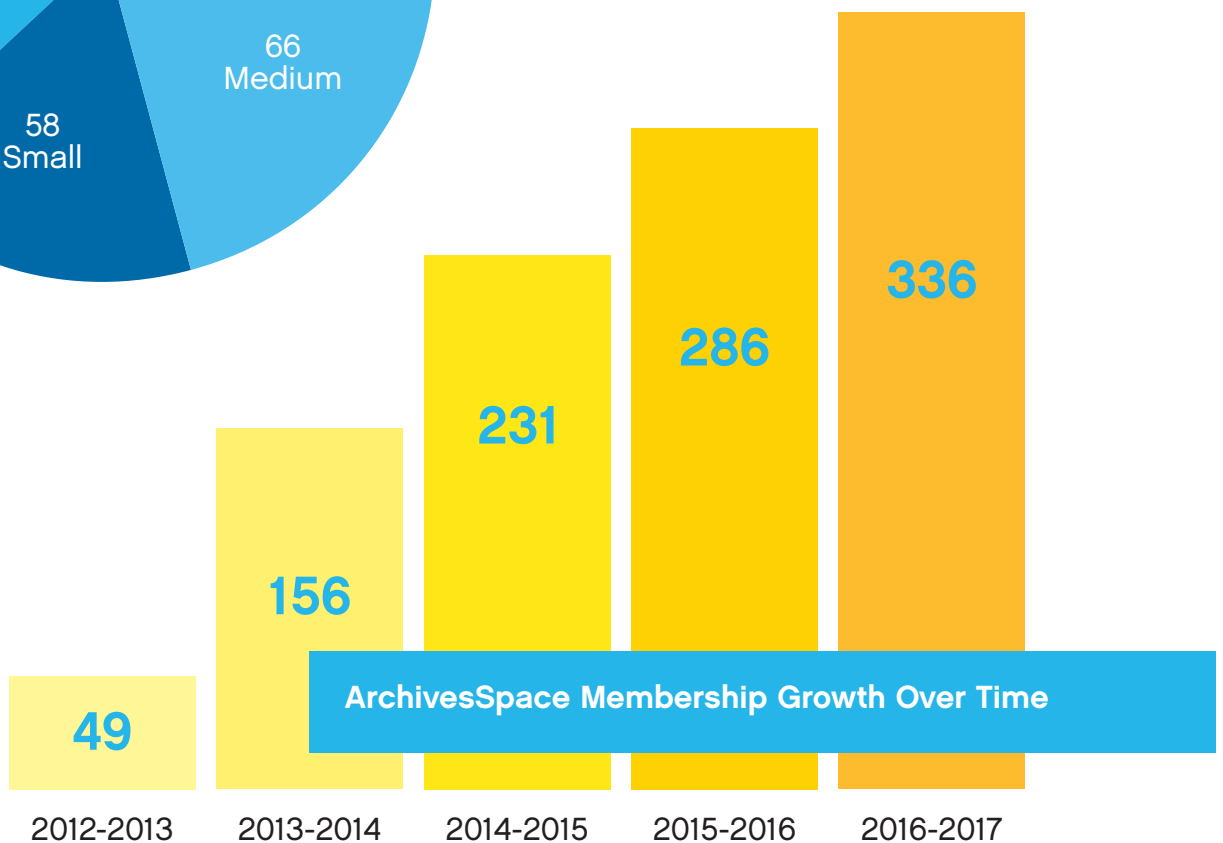
The ArchivesSpace governance model is built on the principles of maintaining a high level of community engagement and fostering an active and responsive development community. It is designed to provide opportunities for all levels of membership to participate in and provide guidance for the development of the ArchivesSpace application over time.

The three main groups are the Governance Board, Technical Advisory Council (TAC) and User Advisory Council (UAC). These groups provide essential community engagement and members commit to volunteering their time and expertise toward developing the ArchivesSpace community and software.

The ArchivesSpace member community continued to grow this year. As of June 30, 2017, there were:



- 336 General members, 64 new members this year
- 52 Very Large, 36 Large, 66 Medium, 58 Small, 124 Very Small
- 14 Educational Program members
- 3 Registered Service Providers



Governance Board

Governance activities this year included approving additional resources for development, shaping core staffing roles and services, outreach by elected Board members to members, and work to update foundational documents in light of our now well established program and governance, including the ArchivesSpace mission, bylaws and organizational home agreement.



Carol Mandel (Chair)
New York University



Thomas Adams
Cold Spring Harbor Laboratory



Christian DuPont
Boston College



Jay Gaidmore
College of William and Mary



Heather Heckman
Pennsylvania State Archives



Robert Miller
LYRISIS



Bill Mischo
University of Illinois
at Urbana-Champaign



Brian Schottlaender
University of California
San Diego



Gregor Trinkaus-Randall
Massachusetts Board of Library
Commissioners



Audra Eagle Yun
University of California
Irvine

Technical Advisory Council (TAC) and Users Advisory Council (UAC)

Council members participate in a wide range of activities that support the software and the community. Regular activities include:

- prioritizing bug fixes, enhancements and major functionality
- creating and maintaining wiki pages to promote and help with integrations
- updating technical and user documentation in conjunction with new releases
- participating in functional specification writing and review, including for reports
- providing migration support and consultations
- dedicated testing for each release
- developing user tutorials

Some of this year's highlights include:

- reorganizing the ArchivesSpace GitHub presence, including creating a "labs" area to support community sharing of tools and scripts
- establishing core code committers group and development contribution guidelines and processes
- conducting a development prioritization survey of members
- developing a specification for EAD3 export
- leading community conversations on integrations and technical issues at code4lib and SAA
- creating several new informational resources on application integration projects

TAC/UAC Sub teams include:

- Committers oversight
- User Documentation
- Development prioritization
- Integrations
- Migrations
- Reports
- Technical Documentation
- Testing

TAC Members

- Ed Busch, Michigan State University
- Terry Catapano, Columbia University
- Ann Cooper, College of William and Mary
- Mark Cooper, LYRASIS
- Esmé Cowles, Princeton University
- Max Eckard, University of Michigan
- Patrick Galligan, Rockefeller Archives Center
- Scott Hanrath, University of Kansas
- Noah Huffman, Duke University
- Rachel Maderik, Virginia Military Institute
- Cory Nimer, Brigham Young University
- Chris Prom, University of Illinois Urbana Champaign
- Terry Reese, The Ohio State University
- Kari Smith, Massachusetts Institute of Technology
- Dustin Stokes, Atlas Systems
- Phillip Suda, Boeing Corp.
- Michael Vandermillen, Harvard University
- Sally Vermaaten, Chair, Gates Archive

UAC Members

- Brenda Burk, Clemson University
- Chad Conrady, Military Historical Society of Minnesota
- Gordon Daines, Chair, Brigham Young University
- Nancy Enneking, Getty Research Institute
- Linda Hocking, Litchfield Historical Society
- Jasmine Jones, Smith College
- Miloche Kottman, University of Kansas
- Robert Lay, University of North Texas
- Jason Loeffler, American Academy in Rome
- Sue Luftschein, University of Southern California
- Carolyn Runyon, University of Tennessee at Chattanooga
- Suzanne Stasiulatis, Pennsylvania Historical and Museum Commission
- Lydia Tang, Michigan State University
- Nikki Lynn, Thomas University of North Carolina, Charlotte
- Jamie Weeks, Weber State University
- John Zarrillo, New York University

My colleagues on the **Technical Advisory Council** are a great group of individuals who generously contribute their time and technical expertise to try to **help improve the application** and **support the community**. The work of the TAC is varied and targeted to help in specific areas where group members feel they can have the greatest impact. In the two years I have been part of the Council, work products have included **feature specifications, documentation, code reviews, guidelines** and **policy, communications**, as well as a **direct support** to individual implementers.



Sally Vermaaten
Technical Advisory Council Chair

It has been a **pleasure to work with the UAC**. We really have a **dedicated group** who want **ArchivesSpace** to meet the needs of the **community**.



Gordon Daines
User Advisory Council Chair

Collaborating to Open Up Possibilities

ArchivesSpace is eager to partner with organizations and programs to broaden the functionality and reach of the archival community. Some of the highlights from this year include:

- **Social Networks and Archival Context (SNAC)** is demonstrating the feasibility of separating the description of persons, families, and organizations from the description of the historical resources that are the primary evidence of their lives and work. A key objective is to provide researchers with convenient, integrated access to historical collections held by multiple private and public archives and libraries around the world while also setting the stage for a cooperative program for maintaining information about the people documented in the collections. Because ArchivesSpace is the application in which many potential SNAC users create archival description, there is substantial interest in providing capability to create records that can be contributed to or drawn from SNAC in ArchivesSpace. We continue to work with the cooperative on this possibility.
- **The Smithsonian National Museum of American History** and the **ONE Archives Foundation** have partnered to bring together a group of experts to explore the creation of an International LGBTQ Digitization Project. The goal of the project is to develop a collaborative technology infrastructure so LGBTQ archives around the world have the ability to make their collections available to researchers, the media, and the general public in a digital format.
- **IMLS** Funded **“It Takes a Village: Open Source Software Models of Collaboration and Sustainability.”** The grant will allow for a convening of stakeholders from open source software initiatives that serve cultural heritage organizations to elucidate characteristics and forms of sustainability models as well as factors affecting sustainability.
- **IMLS** Funded **“OSSArcFlows.”** **The Educopia Institute**, with **University of North Carolina Chapel Hill**, will work to investigate, model, and test workflows for born-digital content curation in libraries and archives. The project focuses on integration and interoperability of three open source digital library tools (**BitCurator**, **Archivematica**, and **ArchivesSpace**) and to support partner institutions in integrating these tools into their workflows.



Organizational Home

LYRASIS is proud to serve as the Organizational Home for ArchivesSpace. As the Organizational Home, LYRASIS provides many resources and services to help grow, support and amplify the community contributions. These include staff, technology, financial services and logistics support. An Organizational Home allows the community to stay nimble, participative and collaborative, yet also remain responsive. This partnership allows the ArchivesSpace communities to focus on program priorities, free from the burden of building organizational infrastructure which is critical to long term success and sustainability. Together with the community, LYRASIS has been able to increase membership, improve community participation in governance, improve the software's usability, and create partnerships with key organizations and members. Our new co-branding mark for ArchivesSpace and LYRASIS helps underscore the connection between LYRASIS and ArchivesSpace.



ArchivesSpace

a community served by  LYRASIS

Investing in Our Future

The following summary provides financial information about how funds are allocated to address member priorities and the overall sustainability of the ArchivesSpace application. The fiscal health of the organization is sound, and has enabled strong support of the application and the community.

Each year the Governance Board approves a budget. The Fiscal Year 2016-17 approved budget made a commitment to increasing ArchivesSpace software development, recognizing that this is a high priority for members. The Board allocated net asset funds for consultants and projects aimed at additional software development. We will continue to manage funds to enable development momentum and ensure solid progress to strengthen the application.

As part of ensuring a sustainable, stable fiscal foundation, the Board is also in the process of adopting a financial reserve policy, putting into reserve sufficient funds as a contingency in case of unplanned fiscal requirements.

A summary for the last three fiscal years is included below. Major categories include:

- Program staff support (salaries, fringe benefits)
- Technology development and engineering (development by outside consultants, equipment, tools, technology licenses and server maintenance) *
- Outreach and community engagement (meeting coordination, training, staff travel, board meetings, conference exhibition and the annual Member Forum) *

* The program staff provide extensive support for these areas; the listed amount is for expenditures in these areas beyond program staff salaries and benefits.

	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017
REVENUES	648,205	801,179	846,576
EXPENSES			
• Program Staff Support	365,752	419,681	419,775
• Technology Development & Engineering	81,451	143,947	215,748
• Outreach & Community Engagement	72,566	113,172	123,220
TOTAL EXPENSES	519,770	676,800	758,743
SURPLUS of REVENUE OVER EXPENSES	128,435	124,379	87,833

Appreciation

Thanks for your continuing support of ArchivesSpace. The community is only as good as the members and your contributions. ArchivesSpace is thriving because of the commitment and dedication of our members.

Contact Information

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Visit **archivesspace.org** for more information.

 [ArchivesSpace](https://twitter.com/ArchivesSpace)



ArchivesSpace

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