

2022 Committee Annual Reports and Updates

Bylaws Committee Annual Report

Submitted by: Maria Aghazarian & Christian Lear

Members

Stephen Sweeney, outgoing co-chair (St. John Vianney Theological Seminary) 19/22

Maria Aghazarian, co-chair (Swarthmore College) 21/23

Christian Lear, incoming co-chair (Kennesaw State University) 22/24

Emma Heet, member (Loyola University Chicago), 21/23

Elisa Nascimento, member (Yale University) 22/24

Kristy White, member (Duquesne University) 21/23

Sonali Sugrim, board liaison (Queens College)

Continuing Activities

- Onboarding incoming co-chair, Christian Lear
- Create a communications schedule + strategy reminding NASIG members that they can submit changes to the Bylaws by emailing us
- Work with [web@nasig](mailto:web@nasig.org) to create an internal style guide for NASIG documents, as none currently exist other than for the proceedings
- Working with Communications Committee to clarify updated balloting process for documentation in the Committee Manual
- Co-chairs are drafting blog post profile on Bylaws Committee (last done in 2004)

Completed Activities

- Reviewed committee charge; no revisions at this time
- Hosted open session April 1, 2022 for members to ask questions to committee members
- Thank you letter and certificate of appreciation sent to outgoing co-chair

- [Committee website page](#) updated with incoming co-chair; Elisa's term updated to 22/24 (as previously discussed in 2021 mid-year report) to re-introduce staggered member terms
- Co-chairs reviewed and revised Committee Manual and Working Calendar June 2022; these documents were sent to web@nasig.org so they could be updated on the committee website
- Contacted Communications Committee to give incoming co-chair website editing privileges
- Incoming committee members have been added to the committee Google Drive and outgoing ones have been removed.
- Committee emails from the past year have been reviewed to ensure that there are no loose ends to tie up.

Budget

No budget is requested at this time.

Action(s) Required by Board

- Revision to the Bylaws re: annual business meeting will take place with first meeting of the 23-24 committee (August 2022)
 - An annual business meeting shall be called by the Executive Board, to be held at the site of, or in conjunction with, the Annual Conference, whether in person, virtual, or hybrid.

submitted on: August 4, 2022

Digital Preservation Committee Annual Report

Submitted by: Michelle Polchow

Members

Co-Chair: Heather Staines (Delta Think)
Co-Chair: Michelle Polchow (University of California, Davis)
Narine Bournoutian (Columbia University)
Yael Fitzpatrick (PNAS)
Tessa Minchew (NC State University)
James Phillpotts (Oxford University Press)
Jessica Rigg (Georgia Southern University)
Wendy Robertson (University of Iowa), NASIG representative on the Keeper's Registry Advisory Council
Kelly Sheeran (Catholic University of America)
Frances Steele (Wisconsin Historical Society)
Abeni Wickham (SciFree)
Alicia Wise (CLOCKSS)
Katy Divittorio, board liaison

Continuing Activities, placing emphasis on any activities supporting the 2017-2021 [Strategic Plan](#)

- NASIG Webinar and Annual Meeting Sessions

The Committee produced one webinar and planned one annual conference session. This is intended to appeal to a wide audience, including early career and student audiences. (Strategic direction #2, #4 and #5)

- *Integrating Preservation into Librarian Workflows*
March 29, 2022
YouTube version here:
https://www.youtube.com/watch?v=q_CEUz9O7UA

Description: Electronic Resource Management workflow has many essential steps, whether the resources being managed are OA, subscription, or mixed. One of the lesser understood topics is the need to consider preservation. While there may still be more questions than answers, digital preservation is more and more a part of the conversation. Join our session for more information on how preservation might be considered as part of the TERMS project, as part

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of wider consortia or national strategies, and more.

Moderator: Michelle Polchow, University of California, Davis

Speakers:

Jill Emery is the Collection Development & Management Librarian at Portland State University Library and has over 20 years of academic library experience. She has held leadership positions in ALA ALCTS, ER&L, and NASIG. She serves on the Project COUNTER Executive Committee. Jill is a member of The Charleston Advisor editorial board, the Collaborative Librarianship editorial board, Insights: the UKSG journal editorial board, and is the columnist of "Heard on the Net," for The Charleston Advisor. Her co-authored book is: *Techniques of Electronic Resource Management: TERMS and the Transition to Open*.

Sunshine Carter is currently the director for Collection Strategy & eResource Management at the University of Minnesota Libraries on the Twin Cities campus. She has been an Electronic Resources Librarian since 2005 in various capacities at both the University of Minnesota Twin Cities, and Duluth campuses. She received her MLIS from the University of California, Los Angeles.

- *NASIG Annual Meeting: Launch of the NASIG Model of Digital Preservation Policy*
June 6, 2022

Digital preservation is a significant issue if scholarship is to remain available to future users. All organizations involved in scholarly production and dissemination have a role to play. Champions are needed to raise awareness and engage stakeholders. To help, the NASIG Digital Preservation Committee has developed a Model Digital Preservation Policy. This tool is designed to help you measure, grow, and publicize your organization's commitment to preserving its scholarship. It includes advice on identifying and taking first steps, more

advanced options and activities, and opportunities to share and refine professional experiences.

Moderator: Heather Staines
Director, Community Engagement and Senior Consultant, Delta Think (old information can't be overridden - use email: heather.staines@gmail.com)

Speakers:
Will Liburd Tavernier, Research Impact & Open Scholarship Librarian, Indiana University Bloomington

Abeni Wickham
Founder @ SciFree AB, Linköping University, Stockholm, Sweden

- Use of social media (Strategic direction #1):
 - The group tries to routinely use Twitter to share content regarding Annual Conference sessions, Keepers Registry, committee guides and news associated with the upcoming webinar.
- Recruitment of new members (Strategic direction #5):
 - We are hopeful there will be early career volunteers who want to join our committee, with the annual volunteer recruitment.
- Model Policy Group:
 - Based on comments from the community, improvements were incorporated into the finalized model policy. In May, the Executive Board will consider final approval. Plans following the approval include CLOCKSS offer to hire a copy editor and produce a professional document.
 - The committee plans to work with Steve Oberg, NASIG Communication Committee, on a promotional plan including a Blog to the NASIG community, social media campaign and apply to other conferences as an opportunity to promote the project. A committee member submitted a successful proposal to include the NASIG Model Digital Preservation Policy at NISO.

- NISO Plus Conference 2022
 - *Archiving and Digital Preservation*
This session will look at the challenges and opportunities of archiving and digital preservation, including some recent efforts to bring the community together to address them. The digital preservation process begins with policy, risk assessment, and planning; NARA will share their initiatives and available resources. You'll learn about the NASIG Model Digital Preservation Policy and the challenges that led to its development. You'll get the latest news about Project JASPER, an initiative to preserve open access journals (<https://doaj.org/preservation/>). You'll also hear about COPIM's Work Package 7 on the archiving and preservation of open access books, specifically complex digital research outputs, or monographs.

Speakers:
Alicia Wise, Executive Director of CLOCKSS. (NASIG Digital Preservation Committee member/Model Policy Co-Chair).
Leslie Johnston, Director of Digital Preservation for the National Archives and Records Administration (NARA).
Peter Murray is the Open Source Community Advocate at Index Data

Model License alignment with NASIG Strategic Plan:

Strategic direction #1: NASIG will revitalize its marketing approach to reflect its new mission and vision.

The collaborative nature of the Task Force has exposed the work of NASIG to professionals outside of NASIG who are therefore more familiar with what NASIG has to offer. With Task Force members from Canada and the UK, it expands NASIG outreach through international collaboration.

Strategic direction #4: NASIG will be involved in creating new content to add to the body of scholarly work.

The creation of the Model Policy fills a gap in this space, building on things such as the [LPC Template](#) to create a document with actual

clauses that can be used as-is, or adjusted for an institution's needs. This will be a sample policy that institutions can use as a guide in creating their own policy. It is intended to be a fleshed-out document that builds on the LPC template and existing policies. The goal is to create an easily accessible model that all industry stakeholders can use as a guide. The model policy can help institutions articulate their commitment, scope, and strategies, and point them to resources for digital preservation. It complements existing work such as [Sustaining Digital Curation and Preservation Training, library publishing curriculum](#) which focus on training.

Strategic direction #5: NASIG will work to enhance benefits to all members, with a particular emphasis on members from the commercial sector.

We intend for the Model Policy to include resources specific to publishers as well as libraries (and their sub-units or related units e.g. library publishers, university presses, repositories). It is being created with a view to having alternate clauses where this makes sense, for different types of institutions - libraries, repositories, and commercial publishers. The Model Policy may identify barriers and best practices specific to different types of institutions.

- ISSN-IC's Keeper's Registry Technical Advisory Committee –
 - Wendy Robertson has assumed this role and reports back at our monthly meetings continues to provide representation on the Technical Advisory Committee.
- Committee Manual and Calendar
 - This year the committee's first manual and calendar were created. Given it's evolution from task force to committee, documenting this journey for new members was important given that founding members had completed their service. The documents can be found here: https://docs.google.com/document/d/1yV-x0IVB_QFwWeoPdHneomy6PP0b64ebU5Muy4TbT98/edit?usp=sharing

Action(s) Required by Board

- Please recruit 2-3 new committee members, we are also interested in early career or student members.
- Please update roster to remove:
 - Kelly Sheeran (Catholic University of America), 20/22; and
 - Yael Fitzpatrick (PNAS), 20/22.
- Note the following members with expiring terms have agreed to recommit for another two years:
 - James Phillpotts (Oxford University Press), 20/22 (22/24);
 - Wendy Robertson (University of Iowa), NASIG representative on the Keeper's Registry Advisory Council, 20/22 (22/24); and
 - Heather Staines (Delta Think), 20/22 (22/24).
- Request for Executive Board to send thank yous to Digital Preservation Model Policy subcommittee, volunteered for two years of extensive work in creating the NASIG Model Policy for Digital Preservation. Collaborators included members from the Library Publishing Association and Society for Scholarly Publishing.
 - Co-Chair: Alicia Wise, CLOCKSS (email: awise@clockss.org)
Co-Chair: James Phillpotts, Oxford University Press (james.phillpotts@oup.com)
Former chair: Willa Liburd Tavernier, Research Impact & Open Scholarship Librarian, Indiana University Bloomington
 - Volunteers
 - Jeremy Morse, Director of Publishing Technology, Michigan Publishing (email: jgmorse@umich.edu)
 - Melina Zavala (LPC), Digital Scholarship Faculty Fellow, Grand Valley State University Libraries (email: zavalame@gvsu.edu)
 - Corinne Guimont (LPC), Digital Scholarship Coordinator, Virginia Tech Libraries (email: gcorinne@vt.edu)
 - Corey Davis (LPC), Digital Preservation Librarian | University of Victoria Libraries, Visiting Program Officer | Canadian Association of Research Libraries (email: coreyd@uvic.ca)
 - Grant Hurley (LPC), Digital Preservation Librarian, Scholars Portal, Ontario Council of

University Libraries (email:
grant.hurley@utoronto.ca)

- Jennifer A. Regala (SSP), Director of Publications and Executive Editor, The American Urological Association (email:
jregala@auanet.org)

submitted on: May 8, 2022

Membership Committee Annual Report

Submitted by: Suzy Kozaitis

Members

Suzy Kozaitis, Chair, Florida Institute of Technology
Fiona Greve, Member, Computercraft
Audrey Koke, Member, Saint Leo University
David Macaulay, Member, University of Nebraska - Lincoln
Elizabeth McDonald, Member, University of Memphis
Jordan Pedersen, Member, University of Toronto
Jessica Rigg, New Member, Georgia Southern University
Cris Ferguson, Board Liaison, Murry State University

Continuing Activities

- Responded to member login, renewal, and invoicing questions.
- Updated member organizational affiliations when requested.
- Sent monthly reports to Communications committee, Newsletter editor, and NISO contact.

Completed Activities

- Requested update to the welcome message.
- Onboarded a new member of the committee.
- Scheduled committee meeting for upcoming conference.

Statistical Information

Member numbers as of April 30, 2020

Total – 553

Canada - 16

Complimentary – 10

Library School Student- 123

Lifetime- 11

Mexico – 1

Organizational- 19

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Regular Tier 1- 88

Regular Tier 2- 273

Retiree- 12

Question for the Board

What is the official process for updating the Membership Services Committee Manual? Is there one, or are we at liberty to make changes as we see fit?

submitted on: May 3, 2022

Membership Committee Annual Report

Submitted by: Sara Dennis

Members

Sarah Dennis, Co-Chair (Texas A&M University)
Jenn Zuccaro, Co-Chair (Syracuse University)
Maria Aghazarian (Swarthmore College)
Annette Day, (University of Nevada, Las Vegas)
Jennifer Leffler, (University of Northern Colorado)
Kathie Mason (Eastern Michigan University)
Maria Stanton (American Theological Library Association)
Mandy Hurt (Duke University)
Michelle Turvey-Welch (Kansas State University)
Todd Enoch, (University of North Texas)
Heidy Berthoud (Smithsonian Libraries)
Dana Sinclair, Board Liaison (SUNY Old Westbury)

Continuing Activities, placing emphasis on any activities supporting the 2022-2027 Strategic Plan

The committee is transitioning to begin planning for the 2023 conference. Co-chairs are engaged in documentation review and updates to reflect hybrid changes.

The committee is reflecting on what went well, what processes might need closer attention, and how we can adjust our normal operations to make the program expectations clear and create a more inclusive environment.

Completed Activities, placing emphasis on any activities supporting the 2022-2027 Strategic Plan

- We completed our first year as a hybrid conference which entailed pre-recorded versions of conference content being made available and managing a live, in-person conference as well. Also part of the hybrid conference were select live-streamed content. The work to bring all of this together includes:
 - confirming presentation details with all speakers
 - setting a schedule, in consultation with the Conference Planning Committee
 - coordinating with speakers and the Communications Committee to receive and make available pre-recorded sessions
 - communicating this and information about live presentations to each speaker
 - generating and distributing MOU's for all speakers, then gathering signed MOUs
 - updating speaker resources for prerecorded and live sessions
 - letting proceedings editors know which sessions required recorders
 - pivoting when the effects of COVID influenced the workings of the conference
- Created the Sched conference platform for the 2022 conference, which included updates, speaker line-ups on individual sessions, and uploading slides and adding YouTube links.
- PPC worked closely with CPC, primarily Jacqueline Brellenthin and Maria Aghazarian, to plan and run the hybrid conference.
- Members of PPC liaised closely with speakers to share information and answer questions. Members of PPC were instrumental in getting slides that could be uploaded to Sched. They also collected the pre-recorded sessions and sent them, with appropriate metadata, to the Communications Committee so that they could then be added to YouTube.
- Jennifer Zuccaro coordinated the Snapshot Sessions, which included the Student Snapshot sessions. This session has six speakers and Jenn

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created the Call, contacted the speakers, and introduced the session.

- Jennifer Zuccaro worked closely with those conducting Informal Sessions. This included putting out the Call for those willing to lead an Informal Session, communicating scheduling and expectations.
- Jennifer Zuccaro added the slides documents to Sched so that they would be available before, during, and after the conference.
- Sarah Dennis and Jennifer Zuccaro worked closely with the Equity and Inclusion Committee to create a Vision Panel and share information regarding how to offer this in a hybrid manner.
- Sarah Dennis worked closely with the Student Outreach and Mentoring Committee to integrate Student Spotlight and Snapshot Sessions into one larger session due to lack of proposals.
- Members of PPC helped with moderating responsibilities for the live sessions and on Discord. Working to help the live sessions run on-time and answering questions on Discord.
- Google Docs was used exclusively to organize all information. These documents were used to organize everything from the proposals to the schedule for the conference. We also shared access with a variety of stakeholders who were able to find the information needed for their part of the conference.

Questions for Board

- Would the board like next year to follow a hybrid format?
 - If so, would we like to do the hybrid conference in a similar fashion to the 2022 conference?
 - What platforms are being considered?

Recommendations to Board

- We would like to add pages to the website about expectations and guidance for submitting proposals for and being a speaker at the conference. We believe this may draw more proposals and add clarity to our expectations.

- We would also like approval for a rubric to be used in reviewing the proposals created by Sarah Dennis.
- We would recommend working more closely with the Equity and Inclusion Committee to suggest names for the panel or speaker. This would ease communication strains and ensure that all speakers are receiving the same information and understand expectations.

[editor's note no submission date]