

Arizona Archives Online (AAO) Annual Report

FY 2013 July 1-2014 June 30

Executive Summary

Arizona Archives Online has had a very busy and productive year making enhancements to the database and website; drafting its first strategic plan; and engaging with its membership

Consortium Highlights

During the 2013-14 fiscal year, the program solidified its relationship with the Arizona Archives Alliance and collected membership fees for the first time. The consortium retained most of its members, with the Arizona Historical Society Central and Southern divisions and the Arizona Postal History Museum opting out for this year. We gained two new members at the end of the fiscal year, Embry-Riddle Aeronautical University and the University of Arizona Health Sciences Library. The Arizona Health Sciences Library will officially fall under the University of Arizona Libraries' administrative umbrella and a new letter of intent is being drawn up to reflect that relationship.

In spring 2014, the Steering Committee engaged in strategic planning activities that will provide direction for the consortium for the near future. The Steering Committee produced two major deliverables, a strategic plan and a communications plan, that will aid in the development and expansion of the consortium. Both plans were drafted and enacted in late spring 2014.

Database

The database started the year off with 1,672 finding aids and ended the year with 1,723, an increase of 51 guides. The most accessed guides for the year were:

- Arizona Daily Sun Clippings Collection (Northern Arizona University, NAU.MS.367)
- American Vaudeville Museum Collection, 1850s-2007 (University of Arizona, MS 421)
- Stewart L. Udall Papers, 1950-2010 (University of Arizona, AZ 372)
- Fred Harvey Company Collection 1900-1996 (Northern Arizona University, NAU.MS.280; NAU.PH.95.44; NAU.MI.95.44)
- William Seward Burroughs Papers 1938-1997 (Arizona State University, MS SC BU)

Financial

Arizona State University transferred fiscal responsibility for maintaining AAO's domain name (<http://www.azarchivesonline.org>) to the Arizona Archives Alliance in September of 2013. Invoices for AAO and AzAA membership dues were sent out to existing and incoming members at the end of May 2014.

Summary of Income and Outlay

- Total Profit: \$139.89

Item	Income	Expense
Membership Dues	\$2,746.70	
Hosting		\$359.99
Technical Consultant		\$2,000.00
Training		\$246.82

Technical Infrastructure

Software Upgrades

Our technical consultant, Dave Botts, upgraded Arizona Archives Online's XTF framework from version 2.2 to version 3.1 over the weekend of March 8-9, 2014.

Technical Consultant

The Steering Committee decided to review and revise the contract for the technical consultant for 2014-2015. The committee sought feedback from a number of IT professionals who work in academic and consortia settings to help identify the skills, knowledge, and abilities required for a technical consultant to maintain the system. The Steering Committee will review potential technical consultants in September of 2014. Our current technical consultant will be paid according to the new contract or until a new consultant is selected.

Password System

Arizona State University Libraries' Informatics and Cyberinfrastructure Services department (ICS) implemented a new system for creating user accounts for AAO's loader allowing in-house creation and thus significantly shortening the time needed to create new accounts and allowing the Steering Committee considerably more control over the list of authorized users.

Stylesheet

Major changes were made to the AAO's finding aid stylesheets, including correction of spacing issues; elimination of inadvertent suppression of container identifiers in box and folder lists; changes to the code creating the topmost title and identifier text; addition of code creating default headers for commonly used tags in the front matter (which also corrects many issues in the left-hand "table of contents" menu); and addition of code allowing processing of such previously suppressed fields as <index>.

Outreach

Presentations

Todd Welch and Elizabeth Dunham completed two presentations including information about AAO during the 2013-14 fiscal year. One was made at the Arizona Archives Summit, the other at the Arizona Library Association (AzLA) 2013 Conference (Slides for the AzLA conference presentation are available at <http://azlaconference.wikispaces.com/file/view/Arizona%20Archives%20Online.pptx/479591482/Arizona%20Archives%20Online.pptx>).

Communications Plan

AAO developed a communications plan identifying our stakeholders, communication objectives, key messages, delivery method, timing, and communication owner(s). The plan was implemented in early 2014.

AAO Website

The text of the "About AAO" section of the website was updated to provide an accurate list of Steering Committee members and contributing institutions. Documents were also posted in the "About AAO" section, including AAO's bylaws, the standard Letter of Intent, AAO's Best Practices, the best practices readme document, and AAO's generic EAD template.

Education

The Steering Committee held a training session for AAO's existing membership on June 5, 2014 at Arizona State University Libraries. We had nine participants attend the training. During this session, participants created an EAD template for their individual institution and learned the basics of EAD encoding, AAO's best

practices, use of the uploader, and *Describing Archives: A Content Standard* (DACS). Ideas for future training include offering separate basic and advanced sessions and covering one topic in depth instead of providing an overview.

Governance

Meetings

AAO held its annual business meeting at the Old Capitol building in Phoenix on January 29, 2014 prior to the 2014 Arizona Archives Summit. The Steering Committee has continued to meet virtually 1-2 times per month.

Elections

The first Steering Committee elections will be held in FY 2014-2015. Two current members have volunteered to rotate off so that AAO will be in compliance with its bylaws. A call for nominations from member institutions will be sent out in mid-July with elections slated for August 2014. The new Steering Committee will begin its work in September 2014.

Respectfully submitted by Elizabeth Dunham on behalf of the AAO Steering Committee.

AAO Steering Committee

Erika Castaño, University of Arizona Libraries

Elizabeth Dunham, Arizona State Libraries

Marly Helm, Arizona State Museum

Laura Palma-Blandford, Arizona State Library Archives and Public Records

Todd Welch, Northern Arizona University