

Arizona Archives Online (AAO) Annual Report

FY 2014 July 1-2015 June 30

Executive Summary

During the 2014-15 fiscal year, Arizona Archives Online continued operating as a standing, self-governing committee of the Arizona Archives Alliance (AzAA). The consortium retained all of its members and added one new partner, the Clarkdale Historical Society. AAO has continued its efforts to ensure that its members can participate effectively, including presenting its annual training, improving its stylesheets, maintaining its software, holding elections, and assisting individual members on an as-needed basis.

Database

AAO's database began the year with 1,723 finding aids and ended with 1,951, an increase of 228 guides. The most accessed guides for the year were:

- American Vaudeville Museum collection, 1850s-2007 (bulk 1910s-1940s) (University of Arizona, MS 421)
- Up with People Archive 1937-2012 (bulk 1970-1990) (University of Arizona, MS 491)
- Fred Harvey Company Collection 1900-1996 (Northern Arizona University, NAU.MS.280; NAU.PH.95.44; NAU.MI.95.44)
- Arizona Daily Sun Clippings Collection (Northern Arizona University, NAU.MS.367)
- Alianza Hispano Americana Records, 1894-1994 (Arizona State University, MSS-322)

Financial

The Arizona Archives Alliance continued to act as AAO's fiscal agent during the 2014-15 fiscal year. Invoices for AAO and AzAA membership dues were sent out to existing and incoming members at the end of May 2015.

Summary of Income and Outlay

- Total Surplus: \$2,159.23

| Item | Income | Expense |
|----------------------|------------|----------|
| Membership Dues | \$3,380.00 | |
| Hosting | | \$345.00 |
| Technical Consultant | | \$500.00 |
| Training | | \$375.77 |

Technical Infrastructure

Software Upgrades

In August of 2014, Arizona State University's Informatics and Cyberinfrastructure Services Department (ICS) upgraded AAO to Ubuntu 14.04.01 LTS. Todd Welch and Elizabeth Dunham

retained full access to the XTF system and were granted sufficient permissions to run AAO's indexer manually at that time.

Technical Consultant

AAO successfully transitioned its technical consultant's compensation away from a flat fee and identified a new technical consultant. Determination of an appropriate hourly rate and contract finalization is ongoing.

Stylesheets

All known major issues in AAO's stylesheets have been corrected; general maintenance is ongoing on an as-needed basis. In the last year, the stylesheet governing container lists was updated to allow use of the <dao> and <daogrp> tags (making it possible to embed images in guides) and to add nuance to the display of the <unitid> tag.

Outreach

Arizona State Library, Archives and Public Records (ASLAPR) Grant Proposal

At ASLAPR's request, the AAO Steering Committee crafted a budget, job description, and work plan for a contract archivist position intended to survey AAO's members in order to discover and document individual needs and direct future work. These materials were submitted as part of the ASLAPR's annual Arizona Historical Records Advisory Board (AHRAB) grant proposal, but the project was not funded.

AAO Website

General maintenance of AAO's website is ongoing on an as-needed basis. No major changes were made during the 2014-15 fiscal year.

Education

Training Session

The Steering Committee held a training session for its existing membership on June 15, 2015 at Arizona State University's Hayden Library. Based on feedback received after the 2014 training session, the workshop was designed to give participants an overview of *Describing Archives: A Content Standard* (DACS) and the use of the <dao> (Digital Archival Object) tag. It also briefly reviewed AAO's *Best Practices*, basic encoding, and proper use of the loader.

New Member Services

The Steering Committee coordinated with ASU's Informatics and Cyberinfrastructure Services Department to create logins for representatives of Embry-Riddle Aeronautical University and the Arizona Health Sciences Library. Google Analytics was configured to collect data on Embry-Riddle's guides and the stylesheet was updated to display Embry-Riddle's logo on their finding

aids. Because the Arizona Health Sciences Library falls under the University of Arizona's administrative umbrella, no changes were necessary in Google Analytics or on the stylesheet. Both organizations have uploaded several guides.

Governance

Meetings

AAO incorporated its annual meeting into the AzAA annual meeting held during the 2015 Arizona Archives Summit. The Steering Committee has continued to meet virtually 1-2 times per month.

Elections

AAO held elections for two Steering Committee positions in January of 2015 and elected Maurita Baldock (University of Arizona) and David Benjamin (Center for Creative Photography).

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

AAO Steering Committee

Maurita Baldock, University of Arizona Libraries

David Benjamin, Center for Creative Photography

Elizabeth Dunham, Arizona State University

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

Todd Welch, Northern Arizona University