Annual Report 2008
ARLIS/NA Communications & Publications Committee

Submitted by: Roger Lawson, Chair
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Committee Members: Roger Lawson, Chair;
Jonathan Franklin (at-large)
Martha Ruddy (at-large)
Lee Viverette (at-large)

Editors:
Judy Dyki, Kathy Zimon (Art Documentation co-editors)
Eileen Markson (Art Documentation copy editor)
Judy Dyki (ARLIS-L Moderator)
Joan Stahl (ARLIS/NA Reviews editor)
Nedda Ahmed (Web site editor)
Carol Graney (News & Features editor)
Kraig Binkowski (Professional Resources editor)
Jennifer Hehman (Bibliographic Notes contributor)

Executive Board liaison: Barbara Rominski

Leadership update: No changes to committee roster.

Activities: (note: citation to SP = relevant goals and objectives in 2006-2009 Strategic Plan)

1. Art Documentation Editors:

* Two issues of Art Documentation -- Spring 2008 (27.1) and Fall 2008 (27.2) -- were published, and the PDFs were sent to EBSCO per the electronic publishing agreement. The Spring 2009 issue is scheduled for mailing to members in mid-May 2009.

* Contents co-editor Kathy Zimon stepped down from her position with the completion of the Fall 2008 issue. Kathy served as co-editor since 2001. The editorial team was restructured with Judy Dyki serving as the sole contents editor and Eileen Markson continuing in her position as copy editor. Judy and Eileen will henceforth share Kathy's responsibilities.

* Plans were made to change Art Documentation into a peer-reviewed journal beginning with the 2009 issues. A smaller scale peer review process was used for the Spring 2009 issue to work out the details; the full process will be used for the Fall 2009 issue.

* Abstracts will be added to articles in Art Documentation beginning with the 2009 issues.

* In an effort to broaden the pool of authors contributing articles to Art Documentation, the most recent call for papers was sent to seven related listservs in addition to ARLIS-
L. Several potential authors were also contacted and invited to submit articles on specific topics.

* Art Documentation issues were mailed from a U.S. rather than Canadian mailing house in 2008. There was a considerable cost savings since the majority of the copies are sent to U.S. addresses.

* Preliminary plans were made for a competition to redesign the Art Documentation cover. The new design would be used for issues beginning with Spring 2010.

\[SP = I.A, II.A, II.B, III.A, III.B\]

2. ARLIS-L Moderator:
   - The moderator continued to work with subscribers to assist them with subscribing, unsubscribing, updating their information in the listserv database, finding the best digest format for their e-mail service, and editing posts when there were errors or formatting issues.
   - At present there are approximately 1,860 ARLIS-L subscribers from 28 countries.
   - The fully moderated format of the listserv was continued this year. The moderator receives all postings for approval in order to block inappropriate or off-topic posts and to stop any job postings that have not first gone through the ARLIS/NA JobNet service.
   - The moderator and the University of Kentucky server administrator continue to research the problem with the [Spam] tag appearing on the subject line of some posts sent to the ARLIS-L list.

\[SP = I.A, II.A, II.B, III.A, III.B\]

3. Web Site Editor:
   - Worked closely with Q Ltd. and News and Events Editor to establish RSS feed capability on the AWS.
   - Created Web pages for the Development, Cataloging Advisory, and Public Policy Committees.
   - Added “Support the Society” feature per Development Committee request.
   - Created two subcommittee pages (Education; Mentoring) for the Professional Development Committee.
   - Maintained pages, posted updates as requested.

\[SP = II.A, III.A, III.B, IV.C\]

4. News and Features Editor:
   - Added news and events items to the news and events sections of the AWS. Content was solicited and received from ARLIS group contacts, and culled from ARLIS-L and other electronic and printed resources.
   - Added links to chapter newsletters in the “Chapter News” section.
   - Added travel award winner information to the News section for the first time.
   - Added relevant deadlines from the Management Calendar to the event calendar. See “Issues” below.
   - Worked closely with the AWS editor, professional resources editor, and chair of the Communications and Publications Committee who form the AWS sub-committee. Met with the sub-committee at the annual conference in Denver.
   - Worked with Q Ltd. staff and AWS Editor to establish RSS feed capability on AWS.
   - Provided temporary assistance for AWS editing while AWS editor changed places of employment.
Participated in Communications and Publications Committee conference meeting and e-mail discussions.

SP = I.A, II.A, III.B, IV.C

5. Professional Resources Editor:

- **Projects completed**

  *Artist Files Revealed: Documentation and Access*
  Online Publication
  Posted 25 April 2008

  *Cataloging Exhibition Publications*
  Online Publication
  My Contributions: Author contact, minor editing, publicity
  Posted 17 April 2008

- **Projects in progress**

  *Directory of Artist Files Collections*
  Online Publication
  My contributions: Guidance, editing, technical and funding support.
  Projected time frame: This portion of the Artist Files project is no longer being produced in conjunction with ARLIS/NA. The Artist Files Group felt that ARLIS/NA HQ could not offer the level of support needed to utilize Media Wiki and have selected an alternative Wiki which will be hosted elsewhere. I am working to link directly from the AWS to the directory when completed and will still perform some marketing tasks.

  *Facilities Standards for Art Libraries and Visual Resource Collections*
  Occasional Paper
  My contributions: General planning; solicitation of contributors (with Martha Ruddy, content editor); creation and administration of a needs survey; creation of a literature survey and comprehensive plan for creating the publication; have contacted publications committee of VRA for a possible co-publishing agreement with this title.
  Projected time frame: completion late 2009.

  *Copyright for Art Libraries and Visual Resource Collections*
  Occasional Paper
  My contributions: solicitation and initial meetings with authors (I will meet with Christine Sundt, editor of Visual Resources Journal, at the ARLIS conference in May, and have contacted the Publications Chair of ARLIS/UK for a possible co-publication and author recommendations).
  Projected time frame: 2010

- **Projects pending**

  *New Voices: Essays on the Changing Landscape of Art Librarianship*
  Occasional Paper
  My contributions: solicitation and consultation, proposal pending
  Projected time frame: On hold, other projects taking priority

  *Digitization for Art Libraries: A Primer*
  Occasional Paper
My contributions: solicitation, proposal pending
Projected time frame: On hold, other projects taking priority

**VRA Professional Status Survey** [Joint publication with VRA]
Online Publication
My contributions: preliminary talks, contact with Margaret Webster
Projected time frame: 2010

**Guidelines for the VR Profession, Volume II** [Joint publication with VRA]
Occasional Paper
My contributions: preliminary talks and help with publication proposal.
Projected time frame: This publication is now solely a VRA publication as the authors (Jenni Rodda and John Taormina) preferred to submit it as a VRA special Bulletin and not a joint VRA - ARLIS/NA publication.

- **Webcasting Investigation:** The investigation into the feasibility and financial obligations associated with offering ARLIS/NA workshops as webcasts is nearly complete. I have solicited information from several sources and identified the most important considerations. Time Frame: Complete April 2008

- **Bib Notes:** I have completed the first Bib Note under the new guidelines of treating them as a form of Online Publication. I worked with Jennifer Hehmann in the editing of the document and will market the new publication according to the marketing plan.

- **Submission process (Online Publications):** Procedural and website changes have been approved but not yet implemented on the AWS.

- **Resources section of the ARLIS/NA Website:** The headings, sections, and page changes have been approved but not yet implemented on the AWS.

- **Marketing plan:** The marketing plan has been approved and has been utilized for the latest Occasional Paper as well as Online Publications.


6. **ARLIS/NA Reviews Editor:**
- Posted four groups of reviews in 2008 (January, April, June, September). By 2010 we hope to be able to post reviews 6 times annually (every two months)
SP = I.A, II.A, III.A, IV.C

7. **At-large members:**
- Jonathan Franklin collaborated on the MemberClicks implementation advisory group at the request of former President Deborah Ultan Boudewyns. Received enquiries from the membership and officers concerning use of MemberClicks, and either provided advice or referred enquiries on as appropriate. Not enough enquiries were received to justify compiling the anticipated FAQ list, a sign of the intuitive nature of the MemberClicks interface and the versatility of members in using it. Lack of rights within the database precluded offering more than basic advice to officers seeking more complex capabilities from the software; these requests were referred to HQ.
- Martha Ruddy participated in committee email discussions; worked with the Professional Resources Editor as content editor for the forthcoming revision of *Facilities Standards for Art Libraries and Visual Resources Collections*; accepted special appointment as ARLIS/NA Technology Advisor; agreed to coordinate ad hoc MemberClicks advisory team (with Jonathan Franklin and Membership Committee chair Rachel Resnik).
- Lee Viverette participated in committee email discussions and investigated strategies for increasing advertising revenue.
9. Chair:

- Continued revision of Policy Manual sections concerning Communications & Publications Committee: G-17 (Committees), and R9 (Distribution of free copies), R17 (Reviews Editor position description) and R27 (Reviews).
- Monitored second printing (with corrections) of Art Museum Libraries and Librarianship (OP 16).
- Assisted HQ and Ion with content and production schedule for PDF version of the 2009 Handbook and List of Members.

SP = II.A, III.A, IV.A, IV.B

9. Issues for Executive Board consideration:

Hosting and distribution of online resources: The society’s Web site hosting service failed to provide timely communications about server and site changes, thereby causing basic Web site functional failures. We expect that the new management services provider will have greater control over this and HQ communications with the Web site editor will improve the situation considerably. The chief concerns remain:

- We seek clarification of policy for posting full text back issues of Art Documentation to the Members’ area (at this writing, only the Fall, 2005 and Spring, 2006 issues are available there). If feasible, we recommend posting the entire backfile in the members’ area and allowing unrestricted access to tables of contents through the main AWS.
- We seek to establish a sustainable means for archiving AWS resources.
- We need a reliable means of communicating leadership and management calendar changes effectively to both the AWS and news & features editors. We suggest that a master list from an Executive Board member be directed to us. Perhaps the secretary could compile this information from the board liaisons and distribute the list in a timely manner (Repeated from last year’s annual report).

Communications and publications program finances: As we explore ways to reduce production costs of our printed publications, we reiterate the need to increase financial resources available to improve existing communications channels and advance the publications program into new areas, and we are eager to learn the Executive Board’s priorities. Our objective is to increase advertising revenue and establish sponsorships that do not compete with other Society projects. Committee members are eager to work with HQ and with the appropriate Society groups (e.g., the Development and Membership Committees) on identifying new revenue sources and sponsorship incentives.