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ALA Emerging Leaders 2016 Project G

Hosting Unit: Map and Geospatial Information Round Table (MAGIRT)

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Project Title: Development of an Archiving Program for the Map and Geospatial Information Round Table (MAGIRT)

Project Description: Design and develop guidelines and procedures for the Map and Geospatial Information Round Table (MAGIRT) to archive their documents in the ALA Institutional Repository (ALAIR).

Project Details: As a Round Table of ALA, MAGIRT produces many documents of enduring value to the organization and to the public. With turnover in leadership, there is a risk of losing important organizational memory. MAGIRT charged our team with developing recommendations for best practices in archiving Round Table documents in ALAIR.

We wrote a proposed archiving policy for MAGIRT Executive Board to review and adopt. The policy identifies types of content created by MAGIRT that have enduring value, such as meeting minutes, for deposit into ALAIR. In addition, the policy identifies types of content that are out of scope. The policy also recommends that the MAGIRT Executive Board assign one person responsibility for depositing the documents at the end of each fiscal year.

This policy is supplemented by several training and educational documents. A metadata best practices document describes the metadata elements that are possible in ALAIR and how to use them. A 'Cliffs Notes' document describing the submission process serves as a quick introduction and reference for future MAGIRT representatives charged with depositing MAGIRT documents into ALAIR. A short video demonstrates the deposit process and articulates the value of archiving materials in ALAIR.

ALAIR is new enough that many ALA members are not aware of the repository. In order to raise awareness and promote ALAIR, we submitted an article explaining its use and benefit for publication in *American Libraries* and created a poster to present the project at the 2016 ALA Annual Conference in Orlando.