2015-2016 Book and Paper Group Publications Committee
Conference Call Summary Notes

This internal document summarizes three conference calls held by members of the Book and Paper Group Publications Committee (PubComm) throughout the 2015-2016 planning year using AIC's audio conferencing. These calls have replaced the midwinter meeting traditionally held in Washington DC. Each call had an agenda and notes were recorded by a volunteer during the conversation. Summaries of each call are provided below and are intended to offer an insight into the current and planned PubComm initiatives to promote communication and publication efforts. Interested BPG members are encouraged to volunteer for available committee appointments when open calls are next posted to the BPG listserv. All volunteer PubComm appointments follow rotating terms with optional renewal.

A separate brief summary of the activities and accomplishments of the committee was prepared and shared in person at the BPG business meeting and distributed over the BPG-listserv.

Submitted to the BPG Membership by Sarah Reidell BPG Publications Chair on July 20, 2016.

2015-2016 BPG Publications Committee Members

Sarah Reidell, Chair

Eliza Gilligan, *Annual Compiler and Managing Editor*

Amy Williams, *BPG Annual Online*

Evan Knight, *Wiki Coordinator (Book)*

Denise Stockman, *Wiki Coordinator (Paper)*

Bruce Bumbarger, *BPG Website Administrator*

Henry Hebert, *BPG Website*

Michelle Facini, *BPG Chair (ex officio)*

Olivia Primanis, *Publications Committee Chair (emerita)*

Priscilla Anderson, *BPG Chair (emerita)*

Shannon Zachary, *Annual Editor (emerita)*

Walter Henry, *CoOL Operator*

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1) BPG PubComm Conference Call   September 16, 2015 12pm-1pm (ET)

   Present: Sarah Reidell, Evan Knight, Amy Williams, Bruce Bumbarger, Henry Hebert, Denise Stockman (recorder), Olivia Primanis, Eliza Gilligan

   A. **Welcome and Administrative Overview**: Welcome back! New year. Wonderful feedback from our peers about committee. A revised "Summary of 2014-2015 PubComm" is ready to share with membership and archive. Budgets anticipated expenses/incomes are needed by September 17. Homework for next call is to compare cloud storage options (Box vs. Dropbox)
   B. **BPG Annual:** The upcoming volume will be dedicated to Kathy Ludwig. Text files from authors were sent to Amber. Emailing with AIC Office about Aptara taking up copy editing. Other SGs have had some problems due to British English, so another group in states might be better. Might be

better to have managing editor do copy editing. Leave proofreading to vendor. Discussion of adding assistant or co-editor to the committee. Need someone to assist then rotate in as lead. There is a lot to learn. Will work closely with Program Chair next year on pacing themselves for articles. Articles have more stringent requirements. Guidelines for authors should be more prominent on BPG website to give authors sense of timeline and formatting. OSG's model of a specific site for publications could be useful to follow.

C. **BPG Annual online & legacy file scanning project:** Cost projections of scanning back issues by vendor were delivered to the committee. Office has requested whole volume PDFs of 2011-2014. Still inventorying legacy images. Discussion of cloud storage options, either Box or Dropbox. Next on reformatting project list is Vol. 17-19.

D. **BPG website:** Proposals were shared with AIC office and Board at Miami meeting were posted to Basecamp. Several templates for the new site were populated with content and uploaded for review. All content from external site is now in Sitefinity. Going forward, AIC office is working on simple modifications to the underlying template, drawing on some of the ideas used on the BPG experimental page. Question of if/when the AIC site structure will move from a static to responsive model and how this may impact current designs. AIC in talks with vendor to redesign entire website. Vendor likes our ideas. Bonnie has created web group to talk about all of these things, like what we want from vendor. Will generate screenshots of each page, use Google Docs to collaborate and refine pages. Schedule additional calls with the web team about this in more detail

E. **BPG Wiki:** First phone meeting of [Filling of Losses](#) group will happen later this month. The [mold](#) page is making steady, slow progress. Two contributors are working off-line on a new "[What is Mold](#)" sub-page. [Scrapbooks](#)is going well. We're hoping to unveil a chart on scrapbook project planning soon (preview it [here](#)), and solicit new contributions on the Wiki list serve. Ongoing work on [Digitization](#)subpage. A few topics were selected by Denise ("Surface Cleaning" and "Foxing") and Evan ("Conservation in Support of Digitization" and "Leaf Attachment/Sewing Repair") for expansion of their bibliographies, to be completed by a small group led by Laura McCann. The project has been quiet so far though. The Wiki Hack-a-thon was successful and generated interest. Additional Questions up for discussion: Book Conservation Wiki restructuring to follow Pickwoad's controlled vocab? Is the Wiki a proper venue for "Tips" overflow?

F. **Other/New Business:**

2) BPG PubComm Conference Call   December 2, 2015 1pm-2pm (ET)
   Present: Sarah Reidell, Eliza Gilligan (recorder), Denise Stockman, Michelle Facini, Henry Hebert, Amy Williams, Bruce Bumbarger, Olivia Primanis, Evan Knight

A. **Welcome and Administrative Overview:** IAG meeting recap: Board of AIC and Specialty Group Chairs, Sarah is incoming AIC Pub Com chair, and participated in that context. Sarah joined the big board to continue her advocacy of BPG publication needs. Desire for increase in communication and community building is echoed by all specialty groups and the AIC office. Feedback regarding updating of BPG website was met with great enthusiasm.

B. **BPG Annual:** Proofs from authors back from Amber, to go out to authors for review, on track for BPGA 2015. Writing up a pitch for assistant editor and revising "Guidelines for authors" for new website. Links to AIC website. Some other SGs just have authors load to Dropbox -should BPG do this? Might help maintain level of control and consistency between editors. Would need to

accommodate 200+ images. Discussion about contracting Aptara for layout and copy-editing continues.

C. **BPG Annual online & legacy file scanning project:** Inventory images sent to Aptara for scanning. 197 Legacy images, sorted in envelopes by BPGA Volume, 1000+ pages of Annuals. Output received as 8 PDFs (Print on Demand quality) for BPGA 1985, 1991-97 and 197 electronic image files in uncompressed TIFF format, sorted by BPGA Volume. BPG is moving towards using PDF as a file format standard for BPGA. BPGA 1998 has a lot of charts/graphs that are illegible. The html versions of the 1998 articles on CoOL have clear, legible charts (created by Walter).

D. **BPG Website:** Henry and Bruce have designed an initial wireframe of the site and loaded in content. Add-ons include: drop-down accordion, sliders, non-standard coding semantics, in the future these would need adaptation. Need to talk with developers/AIC office for more formal implementation and integration. Need to consider implications with regard to functionality for mobile devices. We need to come up with a wish list, keep communicating with Bonnie at the AIC office. Other groups who want to implement templates early: OSG, ECPN. Had been talk of convening group of interested parties to discuss specialty group site development.

E. **BPG Wiki:** Meet-up at AIC meeting in the works. Might be informal, depending on Program Schedule. [Reference and Bibliography Protocols](). Continuing challenge of inspiring volunteers, especially this time of year. About 4 people (coordinators included) are actively working on sections, usually as a part of a small editing group.

F. **Other/New Business**

3) BPG PubComm Conference Call   March 25, 2016 11:00am-12:00pm (ET)

Present: Sarah Reidell, Eliza Gilligan, Denise Stockman (recorder), Bruce Bumbarger, Henry Hebert, Olivia Primanis

A. **Welcome and Administrative Overview**: AIC Publications Committee updates, gathering list of digital/analog assets for long-term preservation archiving initiative. We need BPG volunteers to fill in form. Planning for celebratory BPG PubComm meetup at AIC meeting

B. **BPG Annual:** Need to solicit for Assistant editor. Still working on updated author guidelines. Recent issue (BPG 34 2015) just came out. Eliza will check to make sure all members received it. Color PDF files uploaded to Dropbox; will go live on member-walled AIC website in 1 year. Walter posts them to CoOL. Plans for next issue on track and emails sent out to authors. Different guidelines for Tips Session, to be discussed with Eliza, Angela, and Denise.

C. **BPG Annual online & legacy file scanning project (Amy)**: Decision needed: embargo will be 2 or 3 Years? (Refers to when items go online at CoOL and available to public). Decision by the group for shorter embargo to share with overseas conservators. Vol. 33 PDFs uploaded to CoOL. Continuing to work on BPGA 1998, 1999, 2000 to insert color images & clearer graphs/charts from html.

D. **BPG Website:** Demo site up for review. Bruce, Henry, Michelle, and Sarah had a web-specific call in mid-December. Congealed notes into one document and working to clean up the code. More responsive to iphones and other mobile devices. Text-based content will use AIC Newsletter as the backbone, the different components of the Chair's quarterly reports can serve as the seed for more informal and/or detailed web content.

E. **BPG Wiki:** Katherine Kelly will be the new Book Coordinator. She has long been involved developing content. Evan will step back and become worker bee. On AIC schedule, finer details TBD about the program. Will drum up interest and highlight new initiatives. New and updated pages: [Materials, Equipment and Tools](). [Tips Sessions]() - making tips (starting 2015) more readily

available for those not at meeting. Looking into previous tips, want Wiki tip to be more like a version of the AIC blog post rather than the formal Annual version. Working with Angela Campbell, BPG Program Chair, to split tips among several bloggers and will post to wiki at same time. Written Documentation - example of page without vestigial PCC numbering. Intention is to look more organized, pull up glossary to separate page, add links to similar glossaries. Glossary (long-term project: reformat like Lexicon entries). Book Conservation Wiki Home - rigid organization may be limiting, thinking of making it more dynamic. Adding credit to contributions. Removing catalog from title because more freeform. Structure portals still exist at bottom.

F. **Other/New Business**