Yale ArchivesSpace Committee Year 1 Goals

1. The Committee will determine ongoing costs pertaining to maintenance and development and subsequently recommend how to prioritize and fund the application. Of foremost importance is determining a budget for 2014/2015 by end of December 2013.

2. The Committee will evaluate whether existing staff resources are sufficient for migration of data from the AT and other collections management systems or if additional resources, such as consultants, are needed and to make recommendations accordingly.

3. In consultation with members of the Yale Special Collections community, the Committee will develop use and administrative policies, including security settings and username/password management. The Committee will need to look at the diverse practices in place in special collections units at Yale and create recommendations for best practices in the use of ArchivesSpace, including practices that pertain to description, collections management, controlled vocabularies, and the management of digital archival objects.

4. The Committee is responsible for providing Yale-specific ArchivesSpace documentation and training and for promoting the archives management system to special collections units throughout the University. The Committee will advise any unit interested in implementing ArchivesSpace. The Committee should be fully committed to establishing and supporting a dynamic community of Yale users to grow the application.

5. The Committee will serve as first line of ArchivesSpace technical support. The Committee will need to coordinate its work with YUL IT (liaison to LYRASIS) and the IT professionals in independent units who might also be providing technical support.