

Online Archives of IAML



An update on documenting IAML information for the future

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<https://www.iaml.info/iaml-archives>

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IAML Archives

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Print Archives of IAML

The international IAML archives are housed at the [Music and Theatre Library of Sweden](#), Stockholm. The most recent inventory (as of March 2014) is [available as a PDF](#).

Recommendations to IAML officers and others producing electronic records and documents that shall go into the IAML archive

1. It is essential to send in records that can be read by the repository.
2. The repository only accepts so called flat files, so please transfer your documents that way before delivering them (ASCII).
3. Deliver your electronic records together with information about systems used and the content of each carrier.

Online Archives of IAML

Purpose

Archiving the official documents of IAML for the future.

IAML Website as the online archives

The IAML Website is being used as an online archival space, because it is the natural place we have been using to store the documents and information about IAML, and because it is fully secure and backed up. Our website is professionally managed by a service provider that ensures it is fully backed up and can be restored in case of any emergency situation that happens. This ensures that we have a safe and secure place to store what we need to preserve for the future.



Current state as of 2020

Currently these types of documents are being uploaded and stored on the website.

In cases where they aren't currently being done, we should encourage the persons or groups to add this information.

Where there are working spaces on the website, for example, for the Board, those are backed-up, like the rest of the website, so they are secure for storing information.



Guidelines

- Save documents where it is possible as PDF or another standard format (keep in mind you are saving information for the future).
- Save the official documents and information for the future. Do not save everything, like notes or emails, but just the official documents, reports, minutes of the groups, etc.
 - See the information below for examples of the types of documents that are saved.
 - Another source of information about what to save is reviewing what was kept in the IAML Print Archives, and that information is included in this document.
 - For further guidance or specific questions, please contact the IAML Secretary General.

Examples

What we keep online using the website:

CONSTITUTION AND MINUTES

- Constitution and Rules of Procedure
- General Assembly Minutes

DOCUMENTS OF THE BOARD AND DIFFERENT OFFICERS

- Board Minutes (including reports, like President's reports, Secretary General's reports, Treasurer's reports)
- Reports from the Board
- President's documents
- Secretary General's documents
- Treasurer's documents

Examples

DOCUMENTS OF THE VARIOUS PARTS OF IAML

- Each Institutional Section, Study Section, Committee, etc., following the structure of the website, should post information about:
 - Officers: keeping information about past officers there back to 1999
 - Activities: Reports submitted for annual Congresses, special reports, meeting minutes, etc.
 - Materials presented in the sessions: Congress presentations
 - Other information: Past projects, special reports, etc.
- National Branches, following the structure of the website, should post information about:
 - Annual Congresses hosted by the Branch
 - Branch annual reports

Examples

CONFERENCES

- Conference Websites (to be backed up 1 month after the conference is over)
- Conference Presentations
 - If there is one, in the appropriate section space on the website
 - On the page for the specific Congress
- Conference Reports
 - Reports from the various groups for IAML

Website as the host

Our website is hosted by an international professional website hosting company who is responsible to back it up and keep it secure. The documents we need to save are many times already born digital documents that are living on the website.

We have the ability to store Board documents behind a login, so that anything that is current and not historical yet is being saved to be opened at a later time.



Secretary General and Web Editors

The Secretary General, who is responsible for documents of the Board and General Assembly, ensures those documents and others are saved on the website in conjunction with the Web Editor. The Web Editor works with the Congress Planning teams to ensure documents related to the Congresses, including reports and presentations, are saved on the website.

Sections and Committees

Sections and Committees need to ensure the important documents of regarding their work– agendas, minutes, reports, lists of present and past officers, etc. – are stored on the website.

The Web Editor can assist in uploading documents, updating websites or adding headers that will help make it clear for what to include.

The Secretary General and Web Editor are reviewing the IAML website to see what common updates should be made across the Sections and Committees.

Also, if work is being done on sites outside of IAML's workspaces, for example: Pbworks, then final versions of documents should be moved to the IAML Website.

Keep in mind

Archiving does not mean saving everything. As with any archive, you save the meaningful and important documents/information that will be good for the future.

Weeding and discarding non-essential documents is a key activity when reviewing archives.

We are trying to have a framework that encourages us to save those important documents on the website.

Do not save every little thing, so emails between members wouldn't be something to keep.

Final approved documents should be the standard. Final versions of minutes, reports, presentations, etc.

Next steps

- Sharing this information
- Feedback from the draft document
- Review and update as needed
- Move forward with as guidelines

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Questions?



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Thanks / Merci!



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