Archival Management Systems User Group CKG

Official launch date: January 21, 2014

For a full, updated membership roster, meeting minutes, and working documents, please see the AMSUG wiki at Archival Management Systems User Group (AMSUG).

Summary & Background

The Archival Management Systems User Group (AMSUG) is a standing group of UC campus representatives, with an interest in cross-sharing expertise, developing cross-campus "best practices," and facilitating efficient use of archival management systems. Archival management systems can be defined as software that provides integrated support for archival workflows, ranging from surveying and appraisal, accessioning, collection processing, collection management, publication of finding aids, and preservation and conservation activities (Archival Management Software, CLIR 2009). An example of a system broadly used across the UC system is the Archivists' Toolkit (which has been superseded by ArchivesSpace). AMSUG communicates with and provides support to the UCL Advisory Structure, but it is not a decision-making body. To foster standardization in archival management, AMSUG openly communicates, meets regularly, and encourages broad participation from all levels of staff.

Listserv for AMSUG has been setup through UCSD (amsug-l@listserv.ucop.edu)

The Charter is available here: AMSUG Charter_revised 2018.docx

Scope of Work

AMSUG provides a forum for stakeholders to:

- Develop and explore guidelines, best practices, and standards for implementing archival management systems broadly utilized across UC campuses, such as ArchivesSpace
- Disseminate training material, promote training opportunities, and create a shared knowledge base for utilizing archival management systems
- Conduct ongoing assessment of the archival management systems in use at UC, centralizing survey information pertaining to this area
- Collaborate to develop and share third-party or UC-developed resources and tools supporting use of archival management systems
- Optimize workflow(s) at the campus/unit levels, sharing solutions and techniques for integrating systems into local workflows, and with other external systems (e.g., digital asset management systems, reference/request systems).
- Serve as an information conduit between archival management system development teams and UC stakeholders
- Identify collaborative opportunities throughout and beyond the UC system

Annual Reports

- 2013 - 2014