Humanities Commons Implementation Task Force Report

ARLIS/NA Group: Humanities Commons Implementation Task Force
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0.0 Executive Summary

The work of the Humanities Commons Implementation Task Force grew out of its predecessor, the Humanities Commons Planning Task Force, which was established in the fall of 2018 and concluded its work in the spring of 2019. The planning group recommended adoption of the Humanities Commons platform in order to provide improvements to society-provided infrastructure for association management, membership engagement and retention, and presentation and preservation of society-authored content. The ARLIS/NA Commons launched in the summer of 2021, and as of fall 2023 has nearly 600 active users, 47 constituent groups, hosts 21 websites, and provides access to over 1,600 documents via the CORE repository.

In addition to these achievements, the task force has identified issues that require future action and support from the society. Recommendations include more fully integrating the ARLIS/NA Commons as a platform as well as the ARLIS/NA Manager position into society business. Actions to achieve this include editing communication to new society members to include a ARLIS/NA Commons registration link and establishing an editorial board content advisory subcommittee that facilitates discussion on the Commons, society-authored content, and records management. Additions to the ARLIS/NA Policy Manual that define expectations for accessibility and guidance on records retention for constituent groups would also benefit the society. More broadly, the task force's work has emphasized the importance of submitting society-authored content to a repository for effective preservation and discovery. By acting as a leader in information management, the society will educate and encourage its membership and others in the profession to follow its example.

0.1 Task Force Membership and Charge

Members of the Humanities Commons Implementation Task Force include:
- Meredith Hale, Metadata Librarian, University of Tennessee, Knoxville
  - ARLIS/NA Commons Manager
- Meredith Kahn (co-chair), Women's Studies Librarian, University of Michigan
  - ARLIS/NA Open Access Coordinator, 2018-
- Roger Lawson (co-chair), Executive Librarian, National Gallery of Art
  - ARLIS/NA Editorial Director, 2017-2023
  - ARLIS/NA Mid-Atlantic Chapter listserv moderator, 2011-present
- Alexandra Provo, Research Curation Librarian, New York University
  - *Multimedia & Technology Reviews* co-editor
- Cambria Happ, ARLIS/NA Executive Director (ex officio)

At the 2019 annual conference in Salt Lake City, the ARLIS/NA Executive Board approved the recommendation of the Humanities Commons Planning Task Force Report that the society join the Humanities Commons network. The planning task force made the following recommendations:

- Purchase and implement a modern association management or customer relationship management tool to handle our member database, conference registration, and other essential society business. While modernizing these functions will represent an additional cost, it is a project the executive board has already identified as a future need for the society.

- In the short term, cancel the society's subscription to BlueSky's PathLMS product, and use funds previously designated for the Learning Portal to cover most of the cost of Humanities Commons. Use discretionary funds to cover the balance required. In the longer term, establish a budget line item to support continued use of Humanities Commons long term.
- Create and charge a task force to do the work of implementing Humanities Commons, with special attention given to generating and sustaining member engagement during the launch period.
- Prepare content for migration out of the Learning Portal and into an eventual ARLIS/NA-branded Humanities Commons network.
- Identify and prepare content from the ARLIS/NA website and from other society groups for migration to Humanities Commons.
- Create additional editorial board administrative appointments to manage the society's Humanities Commons network and sustain member engagement over the long term.

A project and service charter was subsequently approved by the executive board to establish a task force charged with coordinating implementation and taking up the recommendations described above. Two society resources were explicitly determined as out of scope for the work of this task force: *Art Documentatio*n, published by the University of Chicago Press, and ARLIS-L, the society's main email listserv managed by AEG, the society's former association management firm. This report presents the results of that effort, and brings the formal work of the task force to a close.

1.0 Introduction

As of September 2023, the ARLIS/NA Commons has 577 active users, 47 constituent groups, hosts 21 websites, and provides access to over 1,600 documents via the CORE repository.

Membership of the society's editorial board has been modified to include a position for dedicated ARLIS/NA Commons manager, who serves as a liaison between the society and the Humanities Commons network, and is a member of the Participating Organization Council.

During our adoption of ARLIS/NA Commons, the Humanities Commons network found an institutional home at Michigan State University, where it is supported by a team of staff for technical infrastructure, member engagement, and community development. This team at MSU provides basic support for help documentation and user training.

The task force members established a series of monthly planning meetings to track progress and discuss migration procedures. The task force participated in a virtual town hall on the ARLIS/NA publications program (August 12, 2021) and organized two additional virtual events (March 7, 2022 and September 28, 2022) to keep members apprised of migration and answer questions about the Commons as a new model of communication through member participation in discussion groups, procedures for contributing documents to the CORE repository, and establishing constituent group websites. Additionally, a web page on the ARLIS/NA website was established sharing information on how to join the Commons and submit content to the CORE repository and Kaltura.[1]

2.0 Infrastructure Considerations

In the course of joining the Humanities Commons network and launching the services of ARLIS/NA Commons to the membership, ARLIS/NA upgraded the infrastructure used to manage our society's website and membership database. While the society had previously used Joomla as our web content management system and an outdated homegrown database for membership information, these systems were no longer serving the society's needs. The executive board and headquarters elected to move forward with adoption of NoviAMS, an association management software that included tools for ecommerce, membership data, and a website CMS. The selection of a new membership database platform and its integration with authentication and authorization systems of the Humanities Commons network took some time to complete, and were necessary for participation in the Humanities Commons network. Use of Joomla for providing access to a range of society-authored materials had serious limitations, particularly for reviews publications (see section below). The need to address these infrastructure improvements (particularly the membership database) was a project dependency not known to the task force prior to moving forward with implementation, and did delay our work somewhat. However, with these improvements completed, we believe the infrastructure that powers the society's business operations is in much better shape.

3.0 Content Migration

The adoption of the Humanities Commons involved the migration of many existing services and content, including listservs, sites, online publications, conference proceedings, videos, and educational materials. The sections that follow will describe the successes and challenges faced for each of these. As a reminder, *Art Documentation* and ARLIS-L were deemed out of scope for migration and the work of this task force.

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[1] https://www.arlisna.org/ARLIS_NA_Commons

3.1 Listservs

On the Humanities Commons, the equivalent of a listserv is a discussion group. These groups support collaboration through a discussion forum, the ability to upload and edit docs, and associating CORE deposits with the membership of the group. For more information on groups, view the Humanities Commons documentation.[2]

Establishing a group is simple—with a few clicks a replacement for a listserv can be made. Unlike with the other content and services migrated to the Humanities Commons, in the case of listservs there was no migration of past content to manage. Conversations were had to see if archiving past listserv correspondence was feasible, but ultimately this was not pursued. While content did not need to be moved, the process of establishing ARLIS/NA Commons groups for existing listservs had the added benefit of culling inactive or duplicate listservs that the society had been paying for (e.g. div-sec-sig_leadership, ARLISNA_Chapters). A few listservs also opted to move to Google Workspace instead (e.g. Executive Board), while some constituent groups opted not to create a group in the Commons to replace their listserv. For a full accounting of which listservs existed prior to migration and which groups elected to create a group on the ARLIS/NA Commons, see [this sheet detailing the status of listservs](#).

As of September 2023, a total of 47 groups were established on the Humanities Commons. Groups were established for chapters, divisions, sections, special interest groups, committees, and publication editors. These groups vary in terms of their visibility and openness based on the needs of the group members. Groups can be public, private, or hidden. Public groups on the ARLIS/NA Commons can be joined by anyone with an ARLIS/NA membership and anyone, regardless of membership status, can see content posted within these groups. Membership in private groups can be requested by ARLIS/NA members and only those who are part of the group can view content. Hidden groups can be joined by ARLIS/NA members by invite only. The vast majority of groups on the Humanities Commons are public, but private and hidden groups are also needed in special cases. For instance, the Ohio Valley Chapter has opted for a private group, perhaps to require chapter dues to officially join the group on the Commons. Private groups are also useful for committees where the membership is restricted to appointed individuals. The three reviews publications available from ARLIS/NA have private groups only for their respective editors.

The openness of groups on the ARLIS/NA Commons was one area that the implementation task force received a considerable amount of feedback on from society members. Membership in ARLIS/NA is a requirement to join the ARLIS/NA Commons and its associated groups. Several

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[2] https://support.hcommons.org/guides/groups/

groups expressed the desire to allow non-members to join discussion groups on the ARLIS/NA Commons so that they could receive notifications of new posts and fully participate in discussions. While anyone can view content on a public group, participation is limited to members. Chapters particularly advocated for decoupling national ARLIS/NA membership from participation in their ARLIS/NA Commons group as some individuals do pay for membership in their regional ARLIS/NA Chapter, but not for national ARLIS/NA membership.

The executive board and the implementation task force responded to this feedback in several ways. First, communication stressed that the services made possible by the Humanities Commons network are a benefit of membership in ARLIS/NA.[3] Offering access to discussion groups is sustainable when supported by membership dues. Second, constituent groups were allowed to seek options outside of the Commons to meet their needs rather than requiring a presence on the new platform. For groups such as ArLiSNAP whose roster includes students and young professionals who may not have decided to invest annually in an ARLIS/NA membership, Google Groups was suggested as an alternative. Chapters were also allowed to continue to use non-society listservs if this would help them best meet their needs going forward. Third, the importance of retaining the openness of ARLIS-L was reasserted. ARLIS-L has and will continue to be an open moderated listserv managed by headquarters to facilitate communication on art librarianship by members and non-members alike.

3.2 WordPress Sites

In addition to the groups functionality of the Humanities Commons network, which provides tools for communication among members, the sites functionality of Humanities Commons allows for the easy creation and maintenance of WordPress sites. In exchange for using a defined set of themes and plugins, the Humanities Commons network takes responsibility for the necessary care and feeding a successful WordPress site requires (hosting, regular security updates, etc.).

Prior to joining the Humanities Commons network, ARLIS/NA was paying for the hosting and management of 29[4] WordPress websites by AEG, our former management firm. By migrating these sites to Commons-managed WordPress instances, the society is poised to save money and provide greater ability for members and constituent groups to take responsibility for the creation and maintenance of online content. Rather than paying for each WordPress site individually, the society and its members have access to the ability to create new WordPress sites at any time under the auspices of the ARLIS/NA Commons.

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[3] See email - http://lsv.arlisna.org/scripts/wa.exe?A2=ind2207&L=ARLIS-L&P=R53966
[4] Of these 29 sites, three were defunct or duplicate sites that were not in active use. These sites were not migrated.

The migration of AEG-managed WordPress sites to Commons-provisioned WordPress sites was a challenging undertaking that is still in progress. Individuals for each constituent group had to be identified to make necessary site updates prior to migration, including deleting unsupported plugins and applying supported themes. These individuals were tasked with exporting site content and with performing quality control checks after content and media were migrated. ARLIS/NA was the first member organization joining the Humanities Commons network that had significant content to migrate onto the platform in this way, and as a result it was something of a learning experience for all involved.

As of the writing of this report, fifteen sites have completed their migrations:
- [Artist Files SIG](#)
- [Illustrated Artist Book Terms](#)
- [Exhibitions SIG](#)
- [Decorative Arts, Craft and Design SIG](#)
- [Space Planning SIG](#)
- [Mid-Atlantic Chapter](#)
- [ARLIS/NA Canada Chapter](#)
- [Ohio Valley Chapter](#)
- [Southeast Chapter](#)
- [Central Plains Chapter](#)
- [New England Chapter](#)
- [Twin Cities Chapter](#)
- [Texas-Mexico Chapter](#)
- [Northwest Chapter](#)
- [Southern California Chapter](#)

Six remaining sites are either in the process of being migrated or need to start the process. Moderators or admins for each of these sites have been contacted and notified of the need to complete the migration process.
- Ontario Chapter
  - status: migration completed; waiting for site admins to publish site
- Teaching SIG
  - status: migration completed; waiting for site admins to publish site
- Midstates Chapter
  - status: migration not yet completed
- Architecture Section
  - status: migration not yet completed

- Intersectional Feminism & Art SIG
  - status: migration not yet completed
- ARLIS/NA Art Librarian Parents and Caregivers SIG
  - status: migration not yet completed

Five additional sites have not been migrated:
- Art and Design School Library Division
  - ADSL did not have moderators for a significant period of time, and the division has two WordPress sites (one managed by AEG, and an independent site) that need to be sorted out prior to migration. Now that moderators are in place, they have been contacted.
- National Digital Stewardship Residency (Art), partnership of ARLIS/NA and the Philadelphia Museum of Art
  - As this is not a constituent group, members of the task force have been attempting to get administrator access to the site from AEG. All attempts so far have been unsuccessful.
- ArLiSNAP
  - Moderators of ArLiSNAP have concerns about using an ARLIS/NA Commons-hosted site because the ability to author content on such a site would be limited to current members of the society. Given that moderators of ArLiSNAP are always members of the society, the task force does not see this as a significant hurdle.
- Manuscript, Archive, and Special Collections SIG
  - This site will not be migrated, as this SIG is defunct. The society's documentation committee agreed to crawl the site as part of their web archiving work.
- Stimulating Creativity in Practice SIG
  - This site will not be migrated, as the moderators decided not to migrate or preserve the site.

Work to wrap up all remaining migrations continues, and members of the task force hope to complete it this fall.

3.3 Online Publications

Several types of online publications were flagged for migration to the Commons in 2019 by the Content Migration subgroup of the Humanities Commons Planning Task Force. Ultimately, the Implementation Task Force decided to move forward with situating *ARLIS/NA Reviews*,

Multimedia & Technology Reviews, *Notable Graphic Novels Review*, and ARLIS/NA Research & Reports content in ARLIS/NA Commons.

Both the use of WordPress sites for publications and the deposit of PDFs into the CORE repository were discussed. The fask force decided to deposit *Research & Reports* only in CORE. Requirements and wishlists for reviews publications (*ARLIS/NA Reviews*, *Multimedia & Technology Reviews*, *Notable Graphic Novels Review*) were gathered in several meetings with editors convened by Alexandra Provo in 2019 and 2020. In response to the limitations of the Joomla platform (used for the previous version of the ARLIS/NA website), editors expressed interest in a structured, fielded search across reviews and the ability to control how each issue is presented. The relationship between the WordPress sites and CORE was discussed. A Joomla to Wordpress migration was explored, but ultimately it was decided that legacy content would be deposited to CORE only (see section below). Each publication developed workflows to deposit review PDFs in CORE and present issues on publication WordPress sites. *Multimedia & Technology Reviews* experimented with posting review content on both WordPress and CORE to incorporate multimedia content like videos and GIFs into reviews, but the group quickly ran into media storage limitations on Humanities Commons-hosted WordPress sites. Provo provided support regarding Commons-compliant WordPress themes and accessible PDF creation.

In addition to developing workflows for new content produced by ARLIS/NA's online publications, the legacy reviews and Research & Reports from the ARLIS/NA website needed to be migrated. Research & Reports content was migrated from the ARLIS/NA website to Humanities Commons by Meredith Kahn and Alexandra Provo. Thirty reports were deemed in scope, dating from 1996 to 2021. In consultation with Humanities Commons staff, the CORE metadata template was adapted to create a bulk metadata upload spreadsheet. Subjects "Information science," "Library science," "Art libraries," and "Art" were added to all Research & Reports deposits to ensure discoverability within the wider CORE repository. Each document was also associated with a Research & Reports Group on ARLIS/NA Commons, in order to link the deposits together. Research & Reports migration began in December 2022 and concluded in mid-May 2023.

A total of 1,275 reviews across the three ARLIS/NA online reviews publications (*ARLIS/NA Reviews*, *Multimedia & Technology Reviews*, and *Notable Graphic Novels Review*) dating between 2006 and 2021 were deemed in scope. 845 reviews existed in the form of Joomla posts and 430 reviews existed as PDFs. A project and service charter was approved in summer 2021 for the conversion of the reviews, the creation of metadata, and deposit to CORE. However, before work on the project could commence, the ARLIS/NA website was redeveloped by McKenna Management in 2021 and a new website was launched in September 2021. Luckily, a

zip archive of the Joomla website content was available, which provided original PDFs for certain content. For Joomla article text, prior investigation by former website editor Nick Currotto into Joomla export software (vData, a Joomla extension) could be leveraged on a mirror of the prior website. In 2022, *ARLIS/NA Reviews* co-editor Megan Macken agreed to manage the project outlined in the legacy reviews project service charter. Damith Mahapatabendiga, a developer affiliated with Oklahoma State University, was contracted to write scripts to convert Joomla exports and images to PDF and generate metadata for upload to CORE. The executive board approved a statement of work and task and time estimates document based on the project service charter (ASC42). An MOU was signed on November 11, 2022 and the migration of reviews originally published between 2014 and 2021 was completed on March 31, 2023. The migration of reviews originally published as PDFs on Joomla between 2006 and 2013 was completed on August 17, 2023.

By depositing the society's gray literature and publications in CORE, we achieve several important benefits. Each item receives a unique and persistent identifier (a DOI), which allows for consistent citation as well as the possibility of bibliometric data. As deposits in a trusted digital repository, all of this content has both better discoverability online and secure long-term preservation. This was not the case when content was merely hosted on the ARLIS/NA website.

3.4 Conference Proceedings

Prior to joining the Humanities Commons network, the society had a long-running practice of uploading conference content to the ARLIS/NA website.[5] This content was organized by year, and typically included a non-comprehensive selection of presentation materials from the annual conference. When the society's website was redesigned and migrated to a new CMS in September 2021, this content was no longer hosted on the newly launched ARLIS/NA website. However, copies of the files were preserved in a .zip file distributed to members of the task force.

Given the volume of content (roughly 2500 files of varying types) with no descriptive metadata, members of the task force determined that it was beyond the scope of our work to create metadata for these materials and upload them to CORE. Task force members will be meeting with society leadership (including the Documentation Committee) to discuss possible next steps for preserving and providing access to these materias.

3.5 Learning Portal and Educational Materials

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[5] https://www.arlisna.org/conferences

The move to the Commons helps the society save money and streamline maintenance of content. This is particularly true for the video resources previously hosted on BlueSky's PathLMS (Learning Management System). This service was officially discontinued on January 31, 2021. All video content on PathLMS was successfully migrated to Michigan State University's Kaltura Channel[6] by April 13, 2021. A total of 126 videos were migrated by Meredith Hale. In 2018, BlueSky LMS hosting cost $2,340.[7] The membership fee for the Commons was $2,950 in 2023. As this cost also encompasses WordPress hosting and group discussion boards, the move to the Commons has been effective in limiting ongoing expenses and thus the sustainability of society benefits.

Some complications were faced when planning for the migration of video content. During the initial adoption of the Commons, the implementation task force learned of file size restrictions (100MB) for the CORE repository that made it impossible to use it for video content. While CORE is built on Fedora that has the technical capability to host large file sizes, the Commons did not desire videos to be uploaded to the repository. The Commons respected the society's need for video hosting and offered Kaltura as a substitute. This arrangement has some drawbacks, such as possible confusion for ARLIS/NA members given the MSU branding. The two biggest limitations are not being able to retrieve society content using a single search, and restrictions on customizing the Kaltura site to meet the society's use case. Humanities Commons staff have to work through MSU staff that manage Kaltura to suggest changes. Having a separate metadata field for licensing has been requested previously, but was not accepted. Despite these drawbacks, the Kaltura Channel does successfully preserve and make available to the public valuable society content. A WordPress site was established in the Commons to help mitigate discoverability challenges given the use of multiple platforms.[8] The Kaltura Channel also succeeds in enhancing educational content in ways not previously possible on PathLMS.

A significant added benefit of using MSU's Kaltura platform over BlueSky's PathLMS is its ability to generate caption files automatically that are reasonably accurate (approximately 80%). When the society used PathLMS, content was submitted without any caption files, likely because there was no built-in method to create these files. Currently all published content on the ARLIS/NA Kaltura Channel has a caption file.[9] An additional improvement is the ability to add tags to help retrieve content on a particular subject.

Since completing the migration in 2021, content has continued to be added to the channel and submission standards have been documented. A total of 41 videos have been added in the past

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[6] https://mediaspace.msu.edu/channel/Art+Libraries+Society+of+North+America/208298113
[7] Humanities Commons Planning Task Force Final Report, March 1, 2019.
[8] https://recordings.arlisna.hcommons.org/
[9] Captions for legacy content need to be edited.

two years, which include submissions by constituent groups as well as conference sessions. Submission standards outlining metadata, permissions, and accessibility requirements are published on the ARLIS/NA website.[10]

4.0 Governance

In September of 2020, ARLIS/NA took steps to assure successful adoption of the Commons by its membership through the establishment of a new position on the editorial board—the ARLIS/NA Commons Manager. This position acts as a liaison by sharing information about the Commons and guiding constituent groups and members in establishing best practices for their use of the platform. While this position is a keystone for the society's use of the Humanities Commons, it relies on relationships both within the society and external to it. Further recommendations will be made in the next section on ways to ensure that the ARLIS/NA Commons Manager is internally connected with stakeholders who influence the society's creation, preservation, and sharing of resources.

Externally, the ARLIS/NA Commons Manager serves as a member of the Humanities Commons Participating Organization Council in order to represent society interests. The Participating Organization Council presently includes representatives from other professional organizations, such as the Association of University Presses and the Modern Language Association. The Council is one of three bodies charged with guiding the development of the Humanities Commons.[11] The additional two bodies are the Technical Advisory Group and the User Advisory Group, which serve to provide feedback on the development and use of the platform. Participating Organization Council meetings typically share financial reports, staffing updates, and planned technical developments for the Commons. Awareness of the information shared would benefit those on the ARLIS/NA executive board and other leaders within the society. During the implementation phase of the ARLIS/NA Commons, this information has been shared with those on the task force, with the Editorial Director making note of anything essential to bring to the executive board. Establishing communication channels past the implementation phase will help the ARLIS/NA Commons continue to align itself with the goals of the society.

Outside of formal Council meetings, problems that ARLIS/NA faces in effectively using the Commons can be shared with the HC Product Manager or the Community Development Manager. Throughout the implementation phase, members of the task force have worked closely with these staff to support adoption and content migration. Going forward relationships

[10]https://assets.noviams.com/novi-file-uploads/arlisna/pdfs-and-documents/Commons_Kaltura_Channel/VideoSubmissionStandardsKaltura.pdf

[11] https://sustaining.hcommons.org/governance/

with these staff will continue to help with basic troubleshooting, but also act as avenues for future developments.

5.0 Conclusion and Further Recommendations

Working from 2020 to 2023, the Humanities Commons implementation task force achieved the recommendations set by the Humanities Commons planning task force. This work has identified clear takeaways while highlighting areas that still need additional support.

For the Humanities Commons to best serve the ARLIS/NA membership, the platform as well as the ARLIS/NA Commons Manager position needs to be more tightly integrated into society business. The task force has several recommendations to improve this integration. First, including information about joining the ARLIS/NA Commons in communication to new ARLIS/NA members would emphasize its services as a benefit of membership from the onset. Text and a link could be added to new member emails by the ARLIS/NA membership committee with input from the ARLIS/NA Commons Manager.

Second, incorporating basic training on the Commons into standing sessions that ARLIS/NA already hosts annually would help to ensure that the membership is educated on using the platform. In particular, having the ARLIS/NA Commons Manager present during the annual Leadership Onboarding session would equip those who lead constituent groups with the necessary knowledge to setup and manage groups and Wordpress sites on the Commons.

Third, creating a content advisory subcommittee within the editorial board will facilitate continued progress on use of the Commons, and establish clear delineations for what is beyond the scope of the platform and the ARLIS/NA Commons Manager position. The task force proposes that this editorial board content advisory subcommittee meet quarterly and consist of the editorial director, Open Access coordinator, ARLIS/NA Commons Manager, and the documentation committee chair or member. Throughout the process of migrating content and launching the ARLIS/NA Commons, the task force found many instances where its work exceeded the initial scope of the task force or was too labor intensive to pursue without additional assistance or funding. When working with a platform that serves all constituent groups and the majority of society-created content, scope creep is inevitable. Including more guidance in future project charters about managing and delegating work that exceeds a project's scope would be beneficial. The *ARLIS/NA Reviews* migration was one example of work that exceeded the scope of the task force that was successfully separated out as a distinct project charter and outsourced with society funds. Some tasks, such as the migration of legacy conference proceedings, remain unresolved because of both the amount of labor required to

deal with this content and lack of clarity on which constituent groups should take responsibility for this content.

The content advisory subcommittee will help the society reach decisions on how to address such problems more rapidly. In addition, discussions in quarterly meetings will aid immensely in information sharing and make the Commons more integrated into society business. The ARLIS/NA Commons Manager has found conversations with others in the implementation task force to be invaluable and would be most effective in the future if avenues are established for raising and resolving ongoing issues. The group would also serve to bring matters for discussion at Participating Organization Council meetings to the attention of the ARLIS/NA Commons Manager. The content advisory subcommittee, through continuing to support an open forum for managing issues that arise related to society-authored content and communications, would serve this purpose.

Fourth, creating a more direct relationship between the Conference Planning Advisory Committee (CPAC) and the ARLIS/NA Commons Manager would help streamline processes associated with the annual conference that rely on the Commons. During the last two years, the ARLIS/NA Commons Manager has proactively scheduled meetings with the CPAC to discuss the submission of selected recordings to the ARLIS/NA Kaltura Channel and conference proceedings to the CORE repository, but these workflows still require refinement. Especially given the restructuring of the CPAC for the 2024 Pittsburgh conference, there is an opportunity to more effectively integrate the platform and ARLIS/NA Commons Manager role into updated documentation and planning activities.

Thinking specifically on conference content, the task force would also recommend that the executive board evaluate the benefit of recording conference sessions against the monetary cost for capturing and the volunteer labor needed to edit captions. In 2022 and 2023, a new workflow for editing captions for recorded conference sessions was implemented in which moderators of the recorded session were to be responsible for editing the session's captions. In both years, only half of the moderators performed this added duty. While it's understandable that moderators do not have time to take on more volunteer labor, it is important that a sustainable workflow for editing these captions is established if this content is going to continue to be offered. A request for funds for editing captions for these sessions has been brought to the attention of the CPAC and the management company in the past. The society should consider if sharing this content in an accessible manner is a priority given the return on investment. Looking at statistics from both the legacy Learning Portal and the ARLIS/NA Kaltura Channel, there is significant use of these videos. The second most popular video in the Learning Portal was "E-mania! - the present and future of electronic art book publishing" from the 2016

conference in Seattle. This entry was viewed 145 times and actually played 112 times on the legacy platform. Since its migration to the ARLIS/NA Kaltura Channel, it has been played four times. Videos published on the channel from the 2022 conference have been played an average of 37 times.

Because the ARLIS/NA Commons deals with a wide variety of society-published content, ensuring the accessibility of this content was a topic frequently discussed by the task force. Documentation created throughout the implementation phase included instructions on best practices for making accessible content, but work still remains to formalize expectations for accessibility in ARLIS/NA's Policy Manual. While individuals within the society advocate for accessibility by requiring adherence to Web Content Accessibility Guidelines (WCAG), having an official society-wide statement would make the most impact.

While the adoption of the Humanities Commons has provided satisfactory solutions for many of the problems the society identified, it should be noted that it is not a complete digital publishing platform, as often used by online journals. Interest in developing the capabilities of the Commons to meet formal publication needs has been expressed to HC staff, but it is not reasonable for the society to expect the Commons to fulfill these needs in the near future. The Humanities Commons network is exploring partnerships with university press-provided platforms (Manifold and Fulcrum) for monographic publishing, but no final deliverables from this project have been shared yet. Notably, these platforms are not typically used for article-length content. If a digital journal publishing platform is desired, the executive board should investigate options for facilitating Open Access publishing of society work outside of the Commons.[12]

Finally, the ARLIS/NA Policy Manual should be updated with guidance for how constituent groups should make decisions about preserving records of their activity, thereby formalizing records retention and management policies. One of the most significant takeaways from the task force's work is the importance of using a trusted digital repository for the preservation and discovery of society resources when it is desired that those resources be preserved and accessible for the long term. Historically, the ARLIS/NA website has been used inappropriately to store and manage assets such as gray literature and conference proceedings. When a web page is used as the place of record for a resource, there is often no structured metadata to make these resources discoverable and facilitate migration across platforms. There is also often a lack of persistent identifiers, which enable long-term retrieval and citation. A repository like

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[12] It should be noted that adopting a digital publishing platform to manage the editorial and production workflows of the society's reviews publications and other content would require investment of financial resources beyond what is currently being spent on Humanities Commons. If such an investment is not practicable, this should be communicated directly and clearly to members of the editorial board.

CORE in the Humanities Commons allows society-authored content to be readily accessible and preserved long term. This commitment to supporting access to content is apparent through the assignment of DOIs to all deposits and the use of appropriate underlying digital asset management infrastructure.

Going forward, the society should continue to be committed to using best practices in stewarding its content, and act as a model of these practices for its membership. This is realized through depositing society-authored content in CORE (with the exception of *Art Documentation*) and encouraging constituent groups to use their WordPress sites responsibly through linking to persistent resources rather than hosting videos or pdfs locally. Additionally, members should be discouraged from using personal accounts for the creation of official society publications. The Humanities Commons provides many tools for supporting content creation and thus diminishes the need to rely on external tools linked to personal accounts, which often create unsustainable resources. By acting as a leader in information management, the society will educate and encourage others to follow its example.