Job Description: Graduate Student Project Assistant (Part-time, Temporary, Remote)

Position Summary

The Society of American Archivists' (SAA) Technical Subcommittee on Describing Archives: A Content Standard (TS-DACS) seeks a self-driven, motivated individual to assist with a project to develop and implement a versioning system for Describing Archives: A Content Standard (DACS). This position is ideally suited for a student currently enrolled in an MLIS program, and offers an excellent learning opportunity for someone interested in the management and maintenance of archival standards.

About DACS and TS-DACS

Describing Archives: A Content Standard (DACS) was adopted as the official content standard of the U.S. archival community by the Society of American Archivists in 2004. DACS is an output-neutral set of rules for describing archives, personal papers, and manuscript collections, and can be applied to all material types. DACS is compatible with ISAD(G): General International Standard Archival Description, 2nd ed. (International Congress on Archives, 1999). It replaced *Archives, Personal Papers, and Manuscripts* which had served the U. S. archival community for more than two decades. DACS grew out of the joint U.S./Canadian project on archival description (CUSTARD).

The Technical Subcommittee for Describing Archives: A Content Standard (TS-DACS) of the SAA Standards Committee is responsible for overseeing the timely and ongoing intellectual and technical maintenance and development of Describing Archives: A Content Standard (DACS). TS-DACS maintains a [GitHub site](#) to facilitate an open and transparent revision process of DACS and to document a record of all changes made to the standard. The site includes the full text of the standard and a record of all proposed and accepted revisions since March 2016.

Project Description

Since 2013, DACS has been revised on a continuing basis, and changes to the standard have been documented on the TS-DACS Github site since 2016. Since the continuing revision process was implemented, members of the DACS user community have expressed concern that their repositories' descriptive records might fall out of DACS compliance during the period after DACS is updated and repositories complete the necessary work to update their records to reflect a revision. To help alleviate this concern, TS-DACS has decided to develop and implement a versioning system for DACS.

Under this system, each version of DACS will receive a unique identifying number and be documented as a release on Github, and each time a revision to DACS is made, a new version of the standard will be released with a new version number. A descriptive record could therefore be compliant with a previous version of DACS while a repository is updating its records to reflect

a revision, at which point the description would become compliant with the newly updated version of DACS.

Project Deliverables
- Briefly research best practices for software versioning and make recommendations to TS-DACS on a version numbering schema for the standard (2 hours).
- Add each version of DACS to the TS-DACS Github repository, encode the current version of DACS in Markdown, as well as each prior version (time permitting), and package each version as a numbered release (10-15 hours).
- Draft basic documentation for ongoing DACS versioning procedures (3 hours).

Position Qualifications
- Ability to be self-motivated, work independently, and iterate until work is complete and excellent.
- Ability to meet project specifications.
- Excellent oral and written communication skills.
- Basic knowledge of and interest in library or archival standards.
- Strong technology skills and comfort with learning and using new systems.
- Previous experience with Github and/or software versioning are a plus, but not required.

Position Details
- **Location:** Remote
- **Technology requirements:** Computer with internet connection.
- **Duration of position:** An estimated 15-20 hours of work to be completed in approximately four weeks.
- **Compensation:** $300.00 stipend

To Apply
- Please send a resume and a brief statement of interest to Matthew Gorham (matthew.gorham@yale.edu)
- Application deadline: **Monday, May 20**

TS-DACS welcomes a diverse pool of candidates for this position. Women, people of color, LGBTQ+ individuals, and individuals with disabilities are encouraged to apply