

***International Archives Council Section on University
and Research Institution Archives (ICA/SUV)***

**Committee on the
Archives of Science and Technology**

Guidelines / Terms of Reference

I. Purpose of the committee

As a component of the International Council on Archives Section on University and Research Institution Archives (ICA/SUV), the Committee on the Archives of Science and Technology (CAST) is an international committee that exists to encourage and foster better communication among archivists and the producers of archival material pertaining to contemporary science and technology in order to better capture, preserve and make available these materials. CAST was established by an August 2017 action of the SUV Section Bureau in response to a 22 May 2017 proposal detailing activities focused on organizing events and creating resources to enable international, inclusive, and proactive exchanges around the theme of scientific archives.

II. Composition and Structure of CAST

To accomplish its goals in a way that best represents the interests of archival professionals working with scientific and technological holdings, CAST will be composed of archivists working in different geographical locations and with archival material from different areas of science and technology. An odd number of members will always be preconized, and the committee shall be kept at a limited size of at least 5 and not more than 9 members.

Members of CAST will be appointed by the SUV Section Bureau and should represent as broad a diversity of physical, chemical, computing, data, information, biological, and health sciences as possible within its size. All persons who are appointed to CAST must establish and maintain membership in ICA and SUV.¹ In the future, continued involvement in the activities of CAST will be viewed as a pre-requisite to join the committee.

Whenever possible, at least one member of the CAST will volunteer to stand as a candidate for election when the Section holds nominations for the Section Bureau. If no CAST member is elected or if no CAST member is available to stand as a candidate, the SUV Chair shall appoint an existing Section Bureau member to serve as liaison to CAST.

CAST will seek to operate without any designated roles (such as chairperson or secretary) but will instead distribute tasks as and when needed. This operating procedure will be reviewed every year to ensure that it still best serves CAST's and the Section Bureau's needs. CAST will seek to make all decisions by consensus, but the odd number of members will enable voting to be effective if needed.

¹ The founding members of CAST in 2017 represent the fields of: physics, chemistry, engineering, and biology. Furthermore, the countries represented are the United States, Belgium, the UK and Germany. The first committee members met after attending the Workshop on Scientific Archives hosted in Heidelberg (DE) in November 2016.

III. Length of Terms and Selection

Terms will be 4 years in length, with terms running from 1 January to 31 December of odd-numbered years. To ensure some continuity, 2 or 3 members of the original C-CAST will have starting terms of 2 or 6 years.

Members will normally be allowed to serve no more than two consecutive terms. Members of CAST need to be re-approved by CAST and the ICA-SUV Section Bureau at the end of each term if they are seeking to stay on.

Potential new members can be suggested by any CAST member, the ICA-SUV Section Bureau or by self-nomination of interested individuals in advance of vacancies appearing.

When recommending new members to the Section Bureau, CAST needs to bear in mind the subject and geographical make-up of the committee. A majority vote by the Section Bureau is needed for a new member to be appointed.

IV. Objectives of CAST (recap from the proposal)

Following the Workshop on Scientific Archives that took place in Heidelberg (DE) in November 2016, the consensus was that more questions had been opened than answered, and that follow-up work and further exchanges would be beneficial. Hence the suggestion to create a special interest **Committee on the Contemporary Archives of Science and Technology (C-CAST)** that would develop and support future activities around the theme of contemporary scientific archival material (including manuscripts, records, material objects, and oral histories). These future activities will seek to be:

- International: representing and serving perspectives and needs from across the world;
- Inclusive: putting the focus on archives of science and technology from across many disciplines, regardless of where they are created or housed, as well as endeavoring to represent a diversity of repositories across the world;
- Proactive: working closely with producers of material to demonstrate the importance of archives and provide support where required.

The initial planned output of this committee is to organize workshops, approximately every two years, to continue exploring the theory and practice of capturing, preserving and sharing contemporary archives of science and technology. Several themes and other potential outputs have already been identified:

- Defining scientific archives. This would specifically consider different definitions of “science” internationally and discuss types of materials that may be considered to be part of scientific archives.
- Creating and maintaining communication between archivists and scientists regarding expectations, understandings and needs of archives. Only through continued dialogue and by responding to feedback can archivists and scientists develop ways of sharing responsibilities for preserving what is created as part of the scientific process.
- Developing frameworks and guidelines to support the preparation of finding aids and resources for scientific and non-scientific users of archives. This would evolve towards providing practical support to archivists processing scientific material.
- Working across different scientific disciplines (biology, physics, chemistry, mathematics...) as well as applications of science (engineering, industry). Different disciplines present different opportunities and challenges, creating a need to consider and apply archiving in different ways.

Approved version (March 2019)

- Demonstrating the value of archives and the archival process to scientists. This is about developing ways to highlight and even develop projects in which science benefits from archives.
- Other possible outputs of this committee could include the publication of practical guidelines, stock presentations to give to scientists, and case studies. Creating and maintaining a list of scientific archivists and/or a mailing list could also provide a way of facilitating exchanges.

This committee will provide support for the organization of future workshops and help develop a programme that is aligned with the principles outlined above and the chosen theme.

V. Events, Initiatives, and Projects and Use of SUV Name and Logo

As a component of the SUV, CAST must bear in mind the following:

1. Before planning any public events to which the SUV and/or logo are associated, CAST shall seek the authorization of the Section Bureau at least 12 months in advance.
2. Any requests for use of SUV funds must be submitted to the Section Bureau in advance of the SUV's annual budget process, which in recent years has been anywhere from mid-August to early January.
3. If CAST wishes to seek resources (whether cash or in kind) from any source outside of the SUV (e.g., ICA's PCOM or an external organization), the Section Bureau's approval must be obtained before approaching the source. Proposals should be routed through the Chair, with sufficient time for consideration by the Section Bureau which will respond within 6 weeks.

VI. Founding Members of CAST (2017)

Bethany G. Anderson, University of Illinois at Urbana-Champaign, USA

Anne-Flore Laloë, European Molecular Biology Laboratory, Germany

Melanie Mueller, American Institute of Physics, USA

Jonathan Pledge, British Library, UK

Brigitte Van Tiggelen, Chemical Heritage Foundation, Belgium