Minutes for 12 Nov 2015
12pm-1pm EDT (via phone)

Present: Martha O'Hara Conway (Co-Chair); Rachel D'Agostino; Lara Friedman-Shedlov; Emily R.
             Novak Gustainis (Co-Chair); Lisa Miller; Cyndi Shein; ??
Absent: Alvan Bregman; Katy Rawdon

Note Taker: Emily R. Novak Gustainis

Discussed
-      Who will and will not be able to make to the January 8th meeting and that Emily would send
out details closer to the date. **(Let's go over who is coming again next meeting.)** Cyndi and Lara
not attending for sure.
-      That for the examples spreadsheet, we decided to break out the examples for all categories
as both managed as collections and managed as items. This was determined based on questions
we had about specific items (such as a map with a single bibliographic record and a collection of
maps with a bibliographic record). We already had "Archives and Manuscripts Managed as
Collections" and "Manuscripts Managed as Items."
-      Martha introduced a chart she created that represented the ideas in the original
spreadsheet, but distillated, that was circulated the day before the meeting. (This is the one
Emily commented on in her 11/12/2015 email).

Not Discussed
-      We did not discuss how to approach processed/unprocessed. Both Martha and Emily felt
strongly that this should be part of the baseline/level 1 count. Both the original chart and
Martha's reflect the group's earlier conversation re: the defining point for processed being the
availability of a web-based point of access to the collection being available (whether textual, a
pdf, a catalog record, a finding aid, etc.). So this is something we should talk about after we work
through the examples. Both charts use discoverability as a term, however you define it. Given
the iterative nature of processing, the criteria needs to be very simple.

Action Items
-      We should each have examples in every category for the next meeting. If we don't hold
something of a particular format/counting category, we should put NA in the box
(https://drive.google.com/open?id=1p_5eyxVtnEQYYy-MR-6-aElf1h-v2pKFKAItvH2v2Pc)
-      Emily will update the spreadsheet per the discussion about collection vs. item level
management
-      We should look at Martha's chart
(https://docs.google.com/spreadsheets/d/1l4tRTM5Dmvbv6ILOVvWGVw-WFu3QJnGFK0bA51IY
KWY/edit?usp=sharing)
-      Martha will schedule the next meeting