Minutes for May 5, 2016
1:00-2:30 EDT (via phone)

Present: Martha O'Hara Conway, Rachel D'Agostino, Lara Friedman-Shedlov, Cyndi Shein, Katy Rawdon, Angela Fritz, Haven Hawley
Absent: Emily R. Novak Gustainis, Adriana Cuervo

Note Taker: Katy Rawdon

Updates

Cyndi has entered university archives examples into the examples spreadsheet. Martha will put her examples in shortly.

Discussion of Definitions, Formats, and Examples spreadsheet

Discussion of work ongoing on the "Definitions, Formats, and Examples" document. Rachel and Lara compiled this spreadsheet from our work to date. They took exact wording of category definitions/scope/examples we established previously and put them into the first tab of spreadsheet. Category definitions will be reviewed so that they include only definition and scope. All examples will be moved to the "examples" document, which is still a work in progress. Second tab lists formats alphabetically with the category they go under. "Examples – Level 1" tab is directly from our examples spreadsheet with no further work.

Lara and Rachel's questions from this task were: Purpose and use of the level examples (and how might the examples differ for levels 2 and 3?); and decision making about what formats are going to be listed.

Martha said the level 1 examples serve to provide examples of "what counts as one" in each of the categories. We might reformat it, but it still seems useful. There is agreement that examples for common formats would be useful, but not _all_ formats listed. Possibly finalization of examples might happen further down the line, and possibly they might not appear with the categories and formats but separately. There is also a possibility that the examples will not be tied to a specific level. There was a question about whether or not the space occupied needed to be included with the examples or might be addressed elsewhere.

Lara drafted a Qualtrix survey (available in pdf form) to gather information about how people would sort our format examples into our existing categories. Possible tweaks include trying to let people put formats into more than one category, if the software allows; and adding more

formats to the left-hand list. Also discussed was the need to be more specific and provide examples (or just use the more specific format term) when we would use the term "ephemera," because the category will depend on the specific type of ephemeral item.

Discussion about vertical files included, because some people manage them at the collection level, and some at the folder level. Should we then be telling people to manage vertical files as manuscripts managed as collections, when some people manage them as items? Same with pamphlets: some are managed as collections, and should be considered printed materials managed as collections (not manuscripts).

A question came up about why there are two categories, one for single manuscript, and one for manuscripts/archives as collections – but printed materials are one category with an option for single or managed as collections. There is a distinction between a single manuscript which <u>must</u> be a manuscript, versus archives and manuscript collections which might be a collection of manuscripts OR a collection of mixed materials.

Action items

Cyndi volunteered to review graphic/visual materials category to add specific terms to the "Category Overview" tab.

Rachel will import existing formats from the original landscape reviews and other old spreadsheets into the Definitions, Formats, and Examples spreadsheet. We can then add them to the [list of format example items to be used in the card sorting survey](#), if needed, and also review which we want to keep.

Martha will investigate the SAA Glossary definition and other stuff around the fact that archives as collections and manuscripts as single items are currently two separate categories. She is also compiling a list of problematic things that we know we will need to explain.

Next meeting

Our next meeting is scheduled for May 26, 2016.