

JTF - Holdings Metrics: Meeting minutes for June 16, 2016

Present: Martha O'Hara Conway, Adriana P. Cuervo, Lara Friedman-Shedlov, Haven Hawley, Emily R. Novak Gustainis, Lisa Miller (note taker), Katy Rawdon

1. Card-sorting Exercise

For ALA we will use the descriptions as entered in the document "Examples (Intellectual Units)" in the folder "LEVEL 1 COUNT: Working Documents" --

https://drive.google.com/a/stanford.edu/folderview?id=0B5GgYa107wv1YmgxVVI3bXk1WnM&usp=sharing_eil&usp=sharing_eil&tid=0B5GgYa107wv1clZwOVZQSTB5b1U.

Lara generated an Excel version of this document and will send it to Martha, who will print the examples, cut them up, and use for the exercise.

After the ALA experience we will consider an online version of the exercise. Questions include:

- (a) Add a second exercise involving formats and categories?
- (b) What survey tool--Google Forms, Survey Monkey?
- (c) Should we add examples of digital manuscript materials to the exercise before SAA? These might include a digital text, a database, and/or a dataset.

2. Definitions Document

Document: "NEW Working Definitions: Categories/Types of Collection Material" in the folder "LEVEL 1 COUNT: Working Documents" --

https://drive.google.com/a/stanford.edu/folderview?id=0B5GgYa107wv1YmgxVVI3bXk1WnM&usp=sharing_eil&usp=sharing_eil&tid=0B5GgYa107wv1clZwOVZQSTB5b1U

Martha tightened up the definitions. During the meeting the group reviewed and finalized them for ALA. We agreed that the definitions need an overall context explaining that materials should be counted in one category only.

After ALA we will consider whether revisions are needed before sharing them for SAA. Martha also noted that we can always decide to add some format and genre examples back into this document if we think it would be helpful.

3. Distribution of Documents at SAA

We will share our materials in the same way as JTF Public Services is using: Online via our JTF Holdings Metrics page on the SAA website, and hard copy distribution at the SAA meeting.

What we are sharing at SAA is our package of draft guidelines for a Level One count, which contains four documents:

- (a) Categories
- (b) Chart constituting a Level One count
- (c) Extent calculator
- (d) List of common containers and their cubic footage

We need a narrative to accompany the package. Emily will create an outline of this narrative, which will include links to the four documents and a brief description of what each section should cover. She will share it next Monday, and committee members can then sign up for the section(s) they will write. (Martha wants to take Description of Level One count and terminology we are using, and Emily wants the Intro/Rationale section.) We will ensure a final editorial pass over the entire narrative is performed to smooth everything out.

There was some concern about whether organizations should indicate when their counts are based on estimates. We agreed that this should not be necessary, especially given that Level One counts are already high level. We might reconsider this for Level Two and Three counts.

We'll have a new folder titled "Guidelines" on our Google site for the materials in this package.

4. SAA Renewal Submission

This document will be similar to the JTF Public Services renewal request. It will stress completion of Level Two guidance, with hopes of also covering Level Three guidance.

Emily will finish the draft of our renewal request tomorrow morning and share it for comments. Comments are needed immediately. The report is due to Tim and Meg by tomorrow at 5 pm.

5. Annual report

Our annual report is officially due in October, but a draft should be ready for SAA. Emily will be working on this.

6. Next meetings

We only have two more meetings before SAA, on July 7 and July 28.