

Minutes for July 28, 2016

1:00-2:00 EDT (via phone)

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

Note Taker: Angela Fritz

The group discussed progress on the development of draft guidelines and handouts for distribution during the open forum meeting at SAA's Annual Conference on Thursday, August 4th. The group agreed to distribute the "Level 1 Requirements Chart" and the "Categories/Types of Collection Material: Working Definitions." In addition, the group will provide two or three formatted examples culled from our format reference chart and bibliographic examples. Emily will work on these examples with the goal of distributing them to the group by Friday, July 29 for review. The group agreed on the importance of completing a FAQ section as a future task.

The next meeting is scheduled for Wednesday, August 3rd at SAA's Annual Conference in Atlanta, Georgia.