

**SAA-ACRL/RBMS Joint Task Force on the
Development of Standardized Holdings Counts and Measures
for Archival Repositories and Special Collections Libraries**

Meeting Notes

2016-09-29

Present: Martha O'Hara Conway, Emily R. Novak Gustainis, Angela Fritz, Haven Hawley, Lisa Miller, Katy Rawdon, Lara Friedman-Shedlov, Cyndi Shein (note taker)

Agenda: Review documents prior to releasing for public comment. Need to reach agreement on content and method of presentation. Need to harmonize efforts and determine what we want to distribute.

Discussed decisions regarding the following drafts:

- Guidelines
- Reporting (Level 1)
- Categories/Types of Collection Material
- Usage Scenarios
- Examples

Members voiced concern about extents included in examples we provide to support the guidelines. General feeling of group is to leave the extent statements in with the examples and explain at the top of the document how the examples illustrate types/formats/categories/ of materials and what should be counted as one unit/title; the extents are not models of what unit of measure (cubic vs. linear) to employ.

Use scenarios can be used to demonstrate how people express extents "locally" in their description and how, when using the guidelines, those extents would be reported. Emily began a Use Scenario document based on Haven's ideas.

Group discussed what gets counted in each category. Categories of specific materials are available to repositories to utilize at their discretion, so long as those materials are categorized consistently. For example, one repository might chose to count a significant collection of oral histories as "Sound Recordings (Described and Managed at the Collection Level" because the recording is the original material, even if the collection includes accompanying transcripts (derivatives) or contracts (supporting documents). Another repository might categorize that collection as it as "Archives and Manuscripts (Managed as Collections).

Action items:

- ❖ Emily and Martha to communicate with one another between task force conference calls to provide more focused direction for members. Provide agreed upon ways members can contribute to task force efforts.
- ❖ Each task force member should put in explanations of tricky/confusing examples of use scenarios from their own institutions or materials they have intimate knowledge of. For example:
 - We need an example of a collection of archived websites. a collection of archived websites for Archives and Manuscripts (Managed as Collections).
 - Born-digital collections should be categorized by content (visual materials, mixed materials, etc.) Examples to be provided by Emily and Cyndi.
 - Digital surrogates accessioned (originals destroyed or not held by repository) example to be provided by Lisa.
 - Haven and Cyndi to provide architectural examples.

Add examples and explanations to Use Scenario document:

https://docs.google.com/document/d/1-U85CUwLW5NZ_l2t2D2Xij3oEQ7rhjDFXBwXUqdWyXM