

JTF - Holdings Metrics: Meeting minutes for November 10, 2016

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

1. Emily and Martha reviewed and resolved the comments on the minutes of our 9/23/16 meeting. Lara can post those minutes, as well as the minutes from our last meeting.
2. Discussion of Martha's 10/23/16 email regarding (a) multi-part monographs and (b) titles for which a repository has multiple copies. Everyone was comfortable with Martha's handling of item a. There was some discussion of item b. Ultimately we agreed that counts of these materials should be determined by the repository's policies on multiple copies. To express this in the Examples document, Martha will use her example of the Philadelphia directory and register.
3. Clarification was provided that for a Level 1 count, we are distinguishing between items and collections for title counts, but not for space occupied.
4. Discussion of the inconsistency of having two separate categories for "Archives and Manuscripts (Managed as Collections)" and "Manuscripts (Managed as Items)" when all the other categories combine materials managed as collections and items. Conceptually the two categories make sense, despite the structural inconsistency. We agreed to proceed with the categories as they stand.
5. Review of document "03_Examples and Explanations." We agreed that the holding institution name should be removed for public release. We reviewed the entire document during the meeting and finalized the content for public release.
6. Next steps:
 - Members should read the Guidelines document and ensure it corresponds to what we have decided by end of day on **Wed. 11/16/16**.
 - Emily and Martha will determine the intellectual units terminology to use in the documentation we will publicly release.
 - Emily and Martha will work on an email message to announce the public release. We discussed the release plan again, and agreed that the documentation would be posted on the SAA website (but possibly not the RBMS site), we would send emails to various listservs, and public comments would be sent to Martha and/or Emily at their email addresses. All comments will be compiled as part of our standards documentation.