

RBMS/SAA Joint Task Force (Standardized Holdings Counts and Measures)
Meeting Minutes
December 1, 2016

Present: Martha O'Hara Conway, Emily Novak Gustainis, Co-chairs; Lara Friedman-Shedlov; Rachel Dagostino; Elizabeth Haven Hawley; Katy Rawdon

Absent: Adriana Cuervo; Angela Fritz; Lisa Miller; Cyndi Shein

Next meeting: 2017 January 19, 1:00 EST, via conference call

I. Distribution of Level 1 Guidelines

The group reviewed additions/changes proposed to the Level I Guidelines documents.

- For "04_Examples and Explanations," Martha let the group know that she indented all the explanations in the document per Lisa's comment and plugged in "Explication:" before explanatory content.
- The group reviewed Lisa and Haven's comments in "01_Guidelines (Level 1 Count)_Final:"
 - For the first paragraph of page 3 ("More About the Level I Count"), the group agreed to keep the parenthetical explanations
 - For the content under the sentence "Finally, we are proposing the following regarding surrogates, derivatives, and titles held in multiple copies" on page 3, it was decided that the text (which had been called out differently in the SAA copy) should stay where is it, as this section was intended to capture the different things you needed to know about the count
 - Regarding Haven's comments on providing a specific place to comment for certain pieces of the guidelines, it was decided that the proposed plan for providing general comments via email is still preferable.

The group determined that it would repurpose the listserv distribution list prepared for soliciting survey instruments from the professional community to track which lists we will send announcements to and who is responsible for sending them. Haven agreed to take on the lists that Alvan was responsible for contacting.

Additionally, the group was asked to brainstorm prospective online, print, and social media forums to announce that the guidelines had been released for comment. These additional venues will also be plugged into the spreadsheet.

Martha will draft the brief email that will point recipients to the draft guidelines; Emily will set up the SAA microsite.

II. Length of Comment Period

The group decided that the Guidelines would be distributed the first week of January to avoid the release getting lost/ignored during the holiday vacation/winter recess period. After determining the Public Services comment period was set at two months, the group decided to keep the comment period open until March 1, 2017.

III. ALA Mid-Winter

The group discussed who could be at ALA Mid-Winter in January. As only a small number of people could attend ALA in Atlanta this January (or preferred to save funding to attend a full-day in-person meeting), it was determined that the group would not have a full day or working meeting at ALA. Group members agreed to look at upcoming conferences and events to propose as a place to meet in-person after the comment period closes, most likely mid-March or sometime in April. One possibility is the MARAC meeting in Newark on April 20-22nd, as that is near a major (and this cheaper) airport.

IV. Planning for Level 2 Guidelines

Emily indicated that the group should consider what work we feel can reasonably be accomplished by mid-August 2017 (the end of our appointments, which corresponds with the annual SAA meeting). Emily and Martha will also discuss this separately. The group should be prepared to talk about prospective goals by the next call on January 19, 2017.

V. Cancellation of 12/22 Call

Due to holiday scheduling and expected absences, the 12/22 call was cancelled.

Action Items/Assignments

Martha:

1. Copy Survey Contacts spreadsheet to ProposedReleaseV2_201609 folder to serve as a spreadsheet to document communications re: guidelines distribution (DONE -- the name of the spreadsheet is "Invitation to Comment (Tracking): https://docs.google.com/a/umich.edu/spreadsheets/d/1rEM6_MO7HpbaygoSdL4EQiDJ0ElwoC8NR9d-ic4RDQg/edit?usp=sharing")
2. Draft email to go out with Guidelines release and sent out link when it is ready for review/commenting
3. Update call meeting invitation/call schedule for 2017 (DONE)

Emily:

1. Draft SAA Microsite section for public dissemination of Guidelines
2. Draft and share update to our new SAA rep; indicate timeline for duration of Task Force work will be prepared in Spring
3. Invite new SAA Rep to Google Drive collaboration (DONE)
4. Draft and share 12/1/16 meeting minutes (DONE)

All:

1. Review minutes and confirm that you have no corrections
2. Plug in additional PR venues on communications spreadsheet to share news of the Guidelines release and to invite feedback here:
https://docs.google.com/a/umich.edu/spreadsheets/d/1rEM6_MO7HpbaygoSdL4EQiDJ0ElwoC8NR9d-ic4RDQg/edit?usp=sharing
3. Consider opportunities for in-person meeting and be prepared to discuss options on 1/19/17 call
4. Consider what you feel are realistic expectations for the work the group can do from January 1- August 1, 2017
5. Distribute email and guidelines per email communications to follow in December for January launch

Prospective Agenda Items for 1/19/17 Conference Call

1. Discussion of locations/conferences where an in-person working meeting could be held in March
2. Discussion of goals/objectives re: Level 2 Guidelines and timeline for duration of Task Force's appointment