

**Society of American Archivists  
Council Meeting  
January 17, 2018**

**Extension Request: SAA-ACRL/RBMS Joint Task Force  
on the Development of Standardized Holdings Counts  
and Measures for Archival Repositories and  
Special Collections Libraries  
(Prepared by Emily R. Novak Gustainis, SAA Co-chair)**

**BACKGROUND**

The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (hereafter "JTF-HCM") is responsible for the development of guidelines (hereafter "Guidelines") that will provide metrics, definitions, and best practices for quantifying the holdings of archival repositories and special collections libraries. The Guidelines will consider and address both the wide range of types and formats of material typically held—including analog, digital, and audiovisual materials—and the different ways in which collection material is managed and described. The Guidelines might also accommodate a two-tiered approach involving basic/minimum metrics and advanced/optimum metrics and/or include recommendations for institutions that wish to engage in collections assessment.

**DISCUSSION**

The JTF-HCM is requesting a one-year extension to complete revisions to the draft Guidelines distributed in January 2017. This request was approved by ACRL/RBMS in June 2017 and approved by the SAA Standards at the SAA Annual Meeting in August 2017. Work conducted during the extension would be accomplished through a smaller Task Force membership (six individuals instead of ten). Please see the attached revised membership list (Appendix A) and timeline (Appendix B).

**RECOMMENDATION**

**THAT the term of the SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries be extended through August 31, 2018.**

**Support Statement:** Task Force members have continued to meet after the 2017 SAA Annual Meeting per the direction of the Standards Committee and ACRL/RBMS. The Guidelines have

been significantly revised based on feedback from the professional community. The extension will enable the Task Force to distribute the revised guidelines in advance of the 2018 Joint Annual Meeting, per the appended timeline.

**Impact on Strategic Priorities:** The Task Force's work supports Strategic Priorities 3.1 (identify the need for new standards, guidelines, and best practices and lead or participate in their development) and 3.3 (participate actively in relevant partnerships and collaborations to enhance professional knowledge).

**Fiscal Impact:** None.

## **Appendix A: Proposed Membership for Task Force Extension, 2017-2018**

### Officers

- Martha O'Hara Conway, Co-Chair, ACRL/RBMS, University of Michigan (*staying on*)
- Emily R. Novak Gustainis, Co-Chair, SAA, Harvard University (*staying on*)

### Membership

- Adriana Cuervo (SAA), Rutgers University (*rotating off 8/31/17*)
- Elizabeth Haven-Hawley (ACRL/RBMS), University of Florida (*staying on*)
- Rachel D'Agostino (ACRL/RBMS), Library Company of Philadelphia (*staying on*)
- Lara Friedman-Shedlov (ACRL/RBMS), University of Minnesota (*staying on as an SAA rep*)
- Angela Fritz (SAA), University of Notre Dame (*rotating off*)
- Lisa Miller (SAA rep), Hoover Institution Archives, Stanford University (*staying on*)
- Katy Rawdon (ACRL/RBMS), Temple University (*rotating off 8/31/17*)
- Cyndi Shein (SAA), University of Nevada, Las Vegas Libraries (*rotating off 8/31/17*)

## **Appendix B: Proposed Timeline, August 1, 2017 – August 31, 2018**

### **August 2017**

Review feedback received during the SAA Annual Meeting (Portland, Oregon);  
prepare Task Force extension requests.

### **September 2017**

Submit extension request (SAA, ACRL/RBMS).

September 2017 – January 2018

[September-December 2017 finalize all decisions re: rubric/count] November 2017.  
University of Michigan meeting.

### **January 31, 2018**

All writing assignments complete for full draft review by all in February.

### **February 2018**

Finalized draft.

### **March 1, 2018**

Post revised *Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries* to SAA microsite.

### **April-May, 2018**

Compile, categorize, review, and respond to community feedback; make revisions as necessary.

### **June 1, 2018**

Post final *Guidelines* to SAA microsite.

### **June-July 2018**

Present guidelines at RBMS conference meeting; prepare supporting documentation for submission of the *Guidelines* to the SAA Standards Committee.

### **July-August 2018**

Present Guidelines at 2018 Joint Annual Meeting; meet with Standards Committee; submit final annual report to Standards Committee, SAA Council, and RBMS.