Vice President Meredith Evans called the meeting to order at 9:04 a.m. on Thursday, August 1. Present were Treasurer Amy Fitch; Executive Committee Member Erin Lawrimore; Council members Steven Booth, Courtney Chartier, Melissa Gonzales, Brenda Gunn, Petrina Jackson, Bertram Lyons, Ricardo Punzalan, and Audra Eagle Yun; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

Guests included incoming Vice President Rachel Vagts and incoming Council members Eric Chin, Mario Ramirez, and Meg Tuomala; Jodi Allison-Bunnell, representative from the National Archival Finding Aid Network (NAFAN) Project; and Dennis Meissner, SAA past president and SAA Foundation Board member.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Evans introduced the agenda and Council members agreed to add to the Discussion Agenda an item regarding recent expressions of concern by members about the American Archivist Brown Bag Lunch scheduled on Sunday, August 4.

The Council further agreed to re-order several agenda items to accommodate guests and enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Punzalan moved adoption of the agenda as revised, Fitch seconded, and the agenda was adopted unanimously (MOTION 1).

B. Status of Council To Do List

The Council agreed to review and update the To Do List via online discussion following the meeting.
II. CONSENT AGENDA

The following items were adopted by consent (MOTION 2).

Move Consent Items: Lawrimore
Second Consent Items: Gunn
Vote: PASSED

A. Ratify Council Interim Actions

THAT the following interim actions taken by the Council between May 28, 2019, and July 9, 2019, be ratified:

- Reviewed a report from the SAA representative to the National Historical Publications and Records Commission, Dennis Meissner. (Appendix A) (May 28, 2019)
- Reviewed a report from the SAA representative to the International Council on Archives (ICA) Section of Professional Associations (SPA), Becky Haglund Tousey. (Appendix B) (May 29, 2019)
- Approved the SAA Strategic Plan 2020-2022 Dashboard. (Appendix C) (June 3, 2019)
- Approved a request from the American Archivist Editorial Board to increase the size and scope of the board. (Appendix D) (June 7, 2019)
- Approved the May 20-22, 2019, Council meeting minutes. (June 11, 2019)
- Prepared and approved one Council Exemplary Service Award and six Council Resolutions to be presented at the 2019 Annual Membership Meeting in Austin. (Text for these awards is included in the August 2019 Council meeting minutes.) (July 3, 2019)
- Approved the “SAA Statement on ICE Records and Government Transparency,” as drafted by the Committee on Public Policy. (Appendix E) (July 8, 2019)
- Approved revisions to the SAA Code of Conduct and the Equal Opportunity/Non-Discrimination Policy. (Appendix F) (July 11, 2019)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between June 3, 2019, and July 15, 2019, be ratified:

- Signed on to a statement drafted by the American Library Association: “Library Associations’ 2019 Statement on Equity, Diversity, and Inclusion.” (June 3, 2019)
• Met with the SAA Foundation Board Executive Committee to discuss a confidential bequest. (June 25, 2019)

• Approved a letter, drafted by the SAA Committee on Public Policy, to the editor of the *Atlanta Journal and Constitution* in reaction to this July 8 article. The letter has not been published. (Appendix) (July 10, 2019)

• Reviewed a request from Public Citizen Litigation Group to sign on to an *amicus* brief to support the principle that district courts have authority to order unsealing of grand jury material, specifically involving the grand jury testimony in the case of the “Moore’s Ford Lynching” in George in 1946. Awaiting information about which other groups have signed on to the brief. There is no fiscal impact for SAA if the organization were to sign on. (July 15, 2019)

C. **Proposed Revisions to Holding Counts Metrics**

**THAT Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries** be approved. (See Appendix.)

**Support Statement:** The *Guidelines* were developed with great attention to detail. SAA Co-Chair Emily Novak Gustainis was in regular contact with her Standards liaison and co-chairs at each step of the process. The Task Force developed the *Guidelines* with the Standards development process in mind, taking special care to document their activities along the way. The Task Force was responsive to feedback, overhauling their initial concept of tiered counts and measures to be more universally applicable. Apart from providing an important tool for individual repositories to accurately quantify their holdings and to effectively advocate for the resources to steward these materials, the resulting guidelines will have profession-wide benefits and could allow for inter-institutional aggregation and comparison of data for use in advocacy efforts at a local, regional, or national scale.

**Impact on Strategic Priorities:** Approval of this standard advances Goal 3 (Advancing the Field), given that this standard was developed in collaboration with allied professionals and has national reach, and Goal 1 (Advocating for Archives and Archivists), given that it will help to strengthen the ability of those who manage and use archival material to articulate the value of archives.

**Fiscal Impact:** None.

D. **Collection Management Tools Section: Standing Rules Revisions**

**THAT the following revisions to the Collection Management Tools Section Standing Rules be approved:**
Society of American Archivists  
Collection Management Tools-Section  
STANDING RULES  

I. NAME.  
The name of the section shall be the Archives Collection Management Tools (CMT) Section.  

II. MISSION AND GOALS.  
A. Mission  
The Society of American Archivists’ Collection Management Tools (CMT) Section of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to innovate collection management practices and the implementation, support, comparison, analyses, and integration of collection management tools and systems technology for managing analog and digital materials. Particular concerns of the section membership will Topics of interest include:  

• Recording archival descriptions in collection management tools;  
• Managing the life cycle of archival collections in a broad spectrum of archival functions;  
• Promoting efficient processing and description, minimizing backlogs, and;  
• Facilitating access to archival collections through EAD finding aids, collection-level MARC records, and Web publishing of descriptions and digital objects;  
• Comparing tools and systems;  
• Sharing user experiences and case studies, and;  
• Integrating collection management tools with other systems  
• Promoting efficient and innovative collection management techniques;  
• Comparing software and workflows;  
• Technology used to record description, manage the custody of archival collections, and provide access;  
• Monitoring and prioritizing backlogs;  
• Integrating collection management tools with other systems;  
• Transporting and tracking of collections for storage and research access; and  
• Sharing user experiences and case studies.  

B. Goals of the Collection Management Tools (CMT) Section  
• Organize and participate in activities that increase the utility of archival collection management tools to the archives profession;  
• Provide an unbiased and neutral forum for discussion of various products collection management practices and tools.  
• Share knowledge and expertise among its members to utilize the features and functions of tools to their full potentials  
• Facilitate communication between and among user communities and developers, if needed and service providers.
• Share knowledge and expertise in using collection management tools among its members to achieve the ability to utilize the features and functions of these tools to their full potential.
• Facilitate and provide a forum for communication among user communities of collection management tools.

III. MEMBERS.

Membership in the section shall be determined according to the guidelines established in Section IX. of the SAA Governance Manual.

IV. GOVERNANCE.

A. These standing rules of the Collection Management Tools Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to Section IX, Sections of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.

B. Officers and Duties

The Chair, Vice-chair, and Web Liaison serve as officers of the Section. Only individual members of SAA and the CMT Section may hold these positions.

The Chair directs and reports the activities of the section, organizes and conducts the annual meeting of the section, chairs the steering committee, acts as liaison for the section to other bodies, appoints roundtable committees as needed, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA.

The Chair may appoint ex-officio members to the Steering Committee, with approval of the Steering Committee.

The Vice-chair serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

A new Vice-chair shall be elected at each annual meeting of the section and shall serve for one year as Vice-chair, succeeding automatically to the office of Chair for the subsequent year.

If for any reason the Vice-Chair is unable to serve his/her term as Chair, a new Chair shall be elected in the annual election for a one-year term.

The Web Liaison manages the section's web presence, including the SAA microsite, by posting meeting minutes, community resources, election information, and any other communication on behalf of the Steering Committee for a two year term.

Per the SAA Governance Manual, Section IX.V.A., no person may serve as the senior leader of a Section for more than three successive years.

B. Steering Committee
The Steering Committee shall be composed of six core members, including the officers (Chair, Vice-chair, and Web Liaison). All Steering Committee members shall have demonstrated experience in utilizing a collection management tool.

The Steering Committee directs and coordinates activities of the section and approves appointments made by the Chair, including ex-officio appointments and when vacancies occur. Committee members help establish projects to work on through the year, and plan the annual section meeting. A member of the Steering Committee shall take minutes at the annual section meeting, and assist the Chair in editing the minutes to be posted on the CMT Collection Management Section website.

Steering Committee members make a commitment to serve for at least two years.

C. Nominations and Elections

The officers shall issue a call for nominations, including self-nominations, for open Steering Committee positions every June to all section members via the section’s official email discussion list and website. A slate of candidates shall be established by the officers and announced to section members no later than June 15.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with guidelines for section elections as specified in Section IX, Sections of the SAA Governance Manual. Availability of the online ballot and deadline for voting shall be announced by the Chair to all section members via the section’s official email discussion list and website.

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

If an annual ballot is absent of Chair, Vice-chair, or Web Liaison nominees, those positions shall be appointed by the six-member Steering Committee.

V. MEETINGS.

The section shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the officers. The time and agenda shall be communicated in advance via the section's official email discussion list and website.

VI. AMENDMENTS.

To ensure alignment with SAA’s governance documents, any amendments to the section’s standing rules should be reviewed by the executive director (or her/his designee) and the section’s Council liaison by May 1, before they are put forward in a referendum for vote by the section membership. Proposed amendments to the section’s standing rules will appear on the section’s annual election ballot for a final approval by a simple majority of the section’s membership. Any adopted amendments should be posted promptly to the section’s official microsite and be noted in the section’s next annual report to the Council. Any revisions to the section’s name or mission/description must be submitted to the Council for final approval. For more information on amendment procedures, see Section IX, Sections of the SAA Governance Manual.

Updated per the member affinity group transition approved by the Council, August 2016.
Support Statement: These changes to the Collection Management Tools Section Standing Rules broaden the opportunity for SAA members to connect and discuss topics related to collection management processes as well as tools.

Impact on Strategic Priorities: Supports Goals 2.4 (Foster communities for professional interaction), 4.1 (Facilitate effective communication with and among members), and 4.2 (Create opportunities for members to participate fully in the association) of SAA’s 2020-2022 Strategic Plan.

Fiscal Impact: None.

III. STRATEGIC PLANNING

A. Current Strategic Plan Dashboard

The current 2020-2022 Strategic Plan Dashboard, as adopted in May 2019, was provided for reference.

IV. ACTION ITEMS

A. Tragedy Response Initiative Task Force Documents, Templates, Resources

The Tragedy Response Initiative Task Force completed the first part of their charge by creating the proposed toolkit to assist archivists facing a sudden tragedy. The toolkit includes documentation templates and guidance to help archivists best manage their work at the time of a tragedy as well as in the months or years of work to follow. The Council approved the toolkit unanimously, agreeing that it is a strong and comprehensive resource. The SAA staff will work with the task force to publish the toolkit on the SAA website and determine a system for maintaining the documents. The Council looks forward to a report following the Think Tank scheduled at the 2019 Annual Meeting, as well as a final recommendation this winter on a possible volunteer team.

MOTION 3

THAT the Tragedy Response Initiative Task Force Toolkit be approved for hosting on the SAA website. (See the toolkit in Google Drive, here.)

Move: Chartier
Second: Gunn
Vote: PASSED

Support Statement: Publishing the Tragedy Response Initiative Toolkit will benefit SAA members and allied colleagues who have professional obligations to document and preserve collections related to tragic events in their communities and workplaces. Little work has been done that recognizes the immediacy and quantity of documentation happening within minutes of tragedies. Similarly, little work has been done on the place of cultural institutions in helping a
society heal, in promoting recognition of diverse viewpoints, and in understanding the resources needed to comprehensively collect the various types of documentation created in the aftermath of tragedies. The toolkit provides guidance regarding policies, procedures, and best practices for acquisition, deaccessioning, preservation, and access of memorial collections created as a result of a tragic event(s).

**Impact on Strategic Priorities:** In support of Goal 1 (Advocating for Archives and Archivists), the toolkit will be one step in ensuring that archivists’ professional expertise speaks for itself among a group of diverse stakeholders. In support of Goal 3 (Advancing the Field), the toolkit brings together best practices and templates in collaboration with allied colleagues, which expands archival thinking itself. And in support of Goal 4 (Meeting Members’ Needs), the toolkit addresses the immediate needs of both SAA members and the larger society in which we live.

**Fiscal Impact:** Long-term management and updating of the toolkit is desirable as needs and response strategies change with time. In addition, there will be a need to ensure that the files are compatible and continue to be accessible with new web platforms.

**B. Fellows Selection Committee: Request to Form Task Force**

As the 2018-2019 Committee on the Selection of SAA Fellows proceeded through its work, the group found that they had a number of questions and concerns about the selection process. Specifically, they would like to create more consistent and effective guidelines to better guide the committee in making final decisions. The committee proposed that a task force be created to review the selection process and develop said guidelines for the next Fellows Selection Committee. The Council agreed with these concerns and further considered the need for more specific guidelines for nominators, to ensure consistency among Fellows nominations. The Council approved the proposed charge, making a few minor revisions to allow for more perspectives beyond the Selection Committee. Evans and Vagts will determine and appoint individuals for the task force as soon as possible.

**MOTION 4**

THAT a task force be appointed, per the following description **as amended by the Council**, to examine various questions about the Fellows selection process posed by the 2019 Fellows Selection Committee, with a final report with recommendations to be submitted to the Council by December 31, 2019.

**Task Force to Review the Fellows Selection Process**

**I. Purpose**

The purpose of the task force is to review the process of selecting SAA Fellows and recommend any appropriate changes, clarifications, or guidelines that the task force thinks are warranted in administering this program in the future.

**II. Size, Composition, Selection, Length of Term**
The task force will comprise five seven individuals, each of whom is a Fellow of the Society of American Archivists, and will include the 2019 chair of the Committee on the Selection of SAA Fellows, three two current or past members of the Committee who have also served as SAA President, two former Council members, and one two Fellows who have have not served as SAA President.

The task force will be appointed by August 6 12, 2019, and its term will end with submission of a final report and recommendations on December 31 9, 2019.

III. Duties and Responsibilities

The task force will review the questions put forward by the 2019 Committee on the Selection of SAA Fellows as well as the composition of the committee as a whole, and make recommendations to the SAA Council about any changes or additional guidelines to be included in the Committee’s charge going forward.

IV. Reporting

The task force will prepare a final report with recommendations to the Council by December 31, 2019.

Move: Fitch
Second: Booth
Vote: PASSED

Support Statement: The 2019 Committee on the Selection of SAA Fellows encountered a number of issues and questions as it reviewed the Fellows nominations, and believes that a concerted effort by a task force to consider the issues that it raised will result in a more consistent and efficient process going forward.

Relevance to Strategic Priorities: Addresses Strategic Goal 2: Enhancing Professional Growth and Goal 4: Meeting Members’ Needs.

Fiscal Impact: No direct expense. Estimated 10 hours of staff time to research questions that arise and provide staff support to the task force.

C. Petition for New Section on Accessibility and Disability

Gunn and Punzalan provided feedback from the Diversity Committee and the Task Force to Revise Best Practices for Accessibility on the member petition, submitted in May 2019, to form a new Accessibility and Disability Section. At its May meeting, the Council had discussed whether a subcommittee or working group might be a more effective structure to address the issues of disability and accessibility. The Diversity Committee and the Task Force, however, agreed that a section would be the best format, as it would allow the group to collaborate easily with many other sections, related groups, and members. The Council unanimously approved formation of the new section.

MOTION 5
THAT a new Accessibility and Disability Section be approved.

**Move:** Gunn  
**Second:** Jackson  
**Vote:** PASSED

**Support Statement:** Formation of this section has been supported by the SAA membership (i.e., 300 signatories were gathered by the time of the petition submission and comments and feedback were very positive. The topic of disability—for archivists, users, historical documentation, and accessibility of services/resources—currently does not have a dedicated section. Although accessibility can touch aspects of other existing sections, the goal of creating a dedicated section is to ensure that accessibility has a robust and constant presence within the profession.

**Impact on Strategic Priorities:**

Goal 2: Enhancing Professional Growth: A dedicated section supports and fosters professional growth through educational and outreach opportunities, as well as provides opportunities for archivists with disabilities and allies to develop leadership skills by serving on the section leadership.

Goal 3: Advancing the Field: The section can serve a primary role of advancing the professional dialogue pertaining to disability.

Goal 4: Meeting Members’ Needs: Accessibility is protected by law and compliance is something with which all institutions grapple. This section can advocate for accessibility within SAA, inform archivists on best practices to promote accessibility within their individual organizations, and support archivists with disabilities to participate and contribute to the association and profession.

**Fiscal Impact:** Direct and indirect costs are equivalent to those associated with any new section: volunteer time to generate reports to members and the Council as well as the time of the Council liaison; staff time to establish and maintain communication channels and respond to member requests; and providing meeting space and audiovisual support at the Annual Meeting.

**D. SAA Reserves**

Carlson reported that the Finance Committee and staff are working together on an analysis of cash reserve policies and new auditing requirements. The staff will confer with legal counsel about renaming the “Tech Fund” to the “Reserve Fund,” with a goal of preparing a recommendation for consideration at the fall Council meeting.

**E. Other Action Items from Council Members**

No other action items were brought forward.
V. DISCUSSION ITEMS

A. Toward a National Finding Aid Network (NAFAN) Project

Jodi Allison-Bunnell attended the meeting briefly to inform the Council about a new initiative, the National Archival Finding Aid Network (NAFAN) Project, which seeks to develop a collective understanding of the current landscape of archival description (particularly finding aid aggregations) as a background for an exploration of how best to provide access to archival collections, ensuring the long-term sustainability of that access, and plan for future developments. Allison-Bunnell noted that NAFAN representatives would be meeting with a number of associated groups in the coming weeks and they plan to have next steps determined by September 30. Council members expressed their appreciation for this introduction and noted that they look forward to future updates.

B. Proposal to Rename Archival Innovator Award

The Council reviewed a proposal to rename the Archival Innovator Award in honor of Linda J. Henry, an influential archivist and SAA member whose generous bequest to SAA laid the foundation for the SAA Foundation. Upon reviewing the proposal, the Council noted that there may be alternative naming opportunities that would better align with Henry’s career and legacy, perhaps related to the Annual Meeting Travel Awards or a Foundation Circle of Giving. The Council will forward the proposal to the SAA Foundation Board to discuss further ideas for honoring Henry.

C. Early-Career Member Program

Owens provided an update on the newly renamed Early-Career Member Program, noting that 12 appointed groups had agreed to host and mentor an early-career member. All appointments were finalized in late July and the new appointees are set to join their respective groups formally at the close of the 2019 Joint Annual Meeting. Council liaisons agreed to help shepherd the program to ensure that strong mentorship is provided and will consider holding a group conference call to bring together everyone hosting early-career members.

D. 2019 Joint Annual Meeting Activities

The Council reviewed and discussed the following topics in preparation for the 2019 Joint Annual Meeting:

1. Welcoming Environment Activities
2. August 5 Council Meeting
3. Leadership Orientation and Forum
4. Council Forum on Archivists’ Salaries
5. Exhibit Hall Visits
6. Office Hours
7. Membership Meeting, Resolutions
8. Live-streaming
E. Fall Meeting Dates

Council members discussed availability in late fall and early winter for their next in-person meeting. Given many conflicting travel schedules, the Council agreed to look at dates in November and early December. Owens will query the group via email to confirm their availability and finalize a date as soon as possible.

F. Other Discussion Items from Council Members

1. American Archivist Brown Bag Lunch

The Council discussed member concern about the article selection for the American Archivist Brown Bag Lunch at the 2019 Joint Annual Meeting, “To Everything There Is a Season” by Frank Boles. After considering the contents of the article, the brown bag lunch format and facilitation, and the intentional emphasis on inclusion at the 2019 Joint Annual Meeting, the Council agreed to cancel the brown bag lunch and discuss next steps with the American Archivist Editor and Editorial Board.

The Council drafted a statement announcing the cancellation, which was published on the SAA website on August 2, 2019. See: https://www2.archivists.org/news/2019/american-archivist-brown-bag-lunch-cancelled.

**MOTION 6**

THAT the American Archivist Brown Bag Lunch at the 2019 Joint Annual Meeting be cancelled.

Move: Gonzales  
Second: Gunn  
Vote: PASSED

**Support Statement:** The Council agreed that the brown bag lunch may not be the best format for discussing this particular article, especially as it does not align with the purpose and objectives for the 2019 Joint Annual Meeting. The Council will discuss with the Editor and Editorial Board the review and selection process as well as how they might foster and promote responses to this article.

G. Executive Session

The Council agreed to convene an executive session to discuss a confidential matter with SAA Foundation Board member Dennis Meissner.

**MOTION 7**
THAT the SAA Council convene in executive session to discuss a confidential matter with SAA Foundation Board member Dennis Meissner.

Move: Fitch  
Second: Gunn  
Vote: PASSED (Abstain: Ricardo Punzalan)

VI. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see http://www2.archivists.org/governance/reports.

The Council reviewed, but did not discuss, the following reports:

A. Executive Committee  
C. Treasurer [FY19 Preliminary Close]  
D.2. Staff: Membership  
D.4. Staff: Publications  
D.5. Staff: Annual Meeting  
D.6. Staff: Technology  
E. American Archivist Editor  
F. Publications Editor  
G. Final Report: 2019 Nominating Committee  
H. Tragedy Response Initiative Task Force  
I. Final Report: FY19 Section Funding Pilot

B. Vice President / President-Elect

Evans provided a brief verbal report outlining the status of deliberations and actions by the A*CENSUS II Planning Task Force. The task force will be recommending that the Council consider pursuing several avenues to fund the project, with an understanding that SAA will likely be required to provide cost sharing. See the Appendix below for the complete President’s report.

D.1. Staff: Executive Director

Beaumont reported that she has not convened the Task Force on Vendor Guidelines because of other priorities and of the need to secure a vendor representative on the group. Lyons volunteered to fill the slot, as he will be rotating off the Council at the close of the 2019 Joint Annual Meeting. The Council discussed ideas and resources to help the task force begin its work.
D.3. **Staff: Education**

Hutchinson-Salzmann acknowledged member concern about the recent decision to no longer provide *a la carte* exams for online courses. She will be meeting with the Diversity Committee during the Annual Meeting to discuss the topic further.

**J. Other Reports from Council Members/What Are You Hearing from Members?**

Gonzales provided a brief update on the member-led survey on archival salaries and job board listings. They received more than 700 free-text responses. The group is working to analyze that information and plans to have a report to the Council for its fall meeting.

Booth brought forward a recent article on the Center for Black Music Research at Columbia College in Chicago, noting also the status of the *Ebony* and *Jet* magazine archives and other related concerns about access to important collections like these. The Council agreed to draft a statement to the dean of Columbia College to express SAA’s concern about firing their staff and the impact on access to their collection. Further, they would like to work with the Committee on Public Policy and the Committee on Public Awareness to prepare a standing statement on issues related to collection management and access.

**I. COUNCIL BUSINESS (continued)**

**A. Review of August 2019 To Do List / Talking Points**

Staff will prepare a list of talking points for Council members to share with their liaison groups throughout the Joint Annual Meeting.

**B. Adjournment**

Punzalan moved adjournment, Lawrimore seconded, and the Council meeting was adjourned by unanimous consent at 5:05 p.m. on Thursday, August 1.
President’s Report  
(Prepared by Meredith Evans, PhD)

- Working with the A*Census II Task Force to refine survey instrument prepare proposal to seek funding.
  - Conversed with different funding and research organizations including but not limited to ITHAKA and the Mellon Foundation.

- Accepted Vice President Michelle Light’s request to step down due to new job and thanked her for her service.

- Participated in weekly calls with Executive Director regarding policies and processes, periodic calls with Executive Committee, Foundation Board members, and incoming Vice President.

- Conducted annual appraisal of Executive Director Nancy Beaumont with the Council.

- Continuing to convene members to serve on the Task Force to Develop Guidelines for Exhibits, Sponsorships, and Advertising.

- Responded to member correspondence.


- Worked closely with Executive Director Nancy Beaumont to prepare for 2019 Joint Annual Meeting and August Council agenda.

- Discussed and agreed with recommendations for the 2019 SAA Council Exemplary Service Award and Resolutions.

- Conversed with Foundation Board regarding fundraising initiatives including planned giving program and opportunities.

- Wrote President’s column published in Archival Outlook.

- Identified guest writers for the Presidents blog, Off the Record, to include but not limited to:
- Terry Baxter, has 33 years in the archival profession, currently works at Multnomah County and the Oregon Country Fair;

- L’ael Hughes-Watkins, University Archivist, University of Maryland;

- Bergis Jules, Director of Equity Initiatives at Shift Design, Co-founder of Documenting the Now, actively working with community archiving;

- Melvin Collier, Strategic Communications at DoD, Worked as an archivist at the Robert W Woodruff Library, Atlanta University Center, author of 3 books about family history and genealogical research; and

- Harrison Inefuku, Scholarly Publishing Services Librarian, Iowa State University.
Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries

INTRODUCTION

The guidelines embodied in this document were developed to help archival repositories and special collections libraries quantify and communicate information about holdings. The guidelines are presented, and the document is organized, as follows. A Background section briefly describes the context within which the guidelines were called for and developed. Audience and Purpose serves to remind that the guidelines are intended to be used by repositories of all types and sizes and to account for all varieties of collection material typically held. In the section titled Overarching Approach, four fundamentals that are essential to understanding and using the guidelines are explained. Intellectual Units Held provides a rationale and guidance for conducting the first of the three counts and measures described in these guidelines; Physical Space Occupied and Digital Space Occupied provide the same for the second and third. Under the heading Conducting the Counts and Measures, basic considerations and general instructions are set out for conducting the recommended and optional counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied. Appendix A: Categories/Types of Collection Material provides a definition and a scope statement for each of the ten categories of collection material identified in these guidelines. Appendix B: Tables for Recording Counts and Measures consists of three tables, for recording the recommended and optional counts and measures. Finally, Appendix C: Glossary identifies and provides a definition for the key terms that are employed in the guidelines.

BACKGROUND

Archivists and special collections librarians are becoming increasingly mindful of the need to gather, analyze, and share evidence concerning the value of the collections we hold, the effectiveness of the operations we manage, and the impact of the services we provide. The absence of commonly accepted definitions, metrics, guidelines, and best practices, however, has impeded our ability to undertake meaningful assessment activities and to engage in productive, cross-repository conversations about our collections, operations, and services.

Recognition of these challenges has manifested itself in a number of ways in recent years, including the 2010 publication of Taking Our Pulse: The OCLC Research Survey of Special Collections and Archives; an assessment-themed issue of RBM: A Journal of Rare Books, Manuscripts, and Cultural Heritage (13:2, Fall 2012), published by the Association of College & Research Libraries (ACRL); assessment-related sessions at the meetings of allied professional associations, including the Society of American Archivists (SAA), American Library Association (ALA), and ACRL’s Rare Books and Manuscripts Section (RBMS); presentations centered on special collections at the biennial Library Assessment Conference sponsored by the Association of Research Libraries (ARL); and grant-supported initiatives led by ACRL, ARL, and...
other organizations aimed at building and fostering cultures of assessment and demonstrating the value that libraries and archives bring to their communities and to society at large.

Within this context, SAA and ACRL/RBMS constituted a joint task force in 2014 and charged it with developing guidelines that will provide definitions and best practices for quantifying the holdings of archival repositories and special collections libraries. The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries consisted initially of ten members, five appointed by SAA and five by ACRL/RBMS, including co-chairs representing each organization. Members were appointed for two-year terms, which were renewed in 2016 for an additional year. Six members agreed to serve for a fourth year.

Representing SAA:

- Angela Fritz (University of Notre Dame) (2014 - 2017)
- Cyndi Shein (University of Nevada Las Vegas) (2014 - 2017)

Representing ACRL/RBMS:

- Alvan Bregman (Queen’s University) (2014 - 2016)
- Lara Friedman-Shedlov (University of Minnesota) (2014 - 2018)
- Elizabeth Haven Hawley (University of Florida) (2016 - 2018)

AUDIENCE AND PURPOSE

These guidelines were developed to provide archivists and special collections librarians with a set of practical, well-defined counts and measures that can be used to quantify and communicate holdings information. The counts and measures were also formulated to support the aggregation of holdings information from multiple repositories. It was beyond the charge of the task force that developed these guidelines, however, to create either a survey instrument or a data repository.

Careful attention was given to formulating the counts and measures so that any type of repository that manages and provides access to archival and special collections material -- including academic, corporate, and government archives; public and independent research libraries; and historical societies -- can use the counts and measures to quantify holdings in a manner that is consistent with their
application by other repositories. The counts and measures were also designed so that repositories of any size and with any level of financial, human, and/or technological resources can implement them.

Careful attention was also given to developing guidelines that consider and address both the wide range of types and formats of collection material typically held and the different ways collection material is managed and described. The guidelines also recognize the value of an approach to quantifying holdings information that accommodates both recommended and optional counts and measures.

The guidelines do not suggest or recommend any particular methods or even best practices regarding the “hows” of counting or measuring. One of the goals of the guidelines is to encourage the use of a common language for sharing information about holdings, rather than to prescribe a methodology for obtaining that information. Another is to enable their use by a wide variety of repositories, and to account for the many differences that exist among those repositories, especially those having to do with local practices (for accessioning, describing, and managing collection material); available resources (for counting, measuring, generating reports, etc.); and existing systems and sources of information (including integrated library systems, content management systems, databases, and archival collection management systems).

Finally, it is hoped that the existence of these guidelines will encourage the emergence of communities of practice through which groups of archivists and special collections librarians who are using the guidelines to quantify and communicate holdings information document their experience and interact regularly with the goal of developing and sharing best practices.

OVERARCHING APPROACH

Described below are four “fundamental principles” or “overarching themes” that are essential to understanding and using the guidelines.

Types of Counts and Measures

There are four counts and measures that are appropriate for and relevant to the quantification of holdings information.

- Intellectual Units Held
- Physical Units Held
- Physical Space Occupied
- Digital Space Occupied

These guidelines provide a rationale and guidance for recommended and optional counts and measures for three of the four above: Intellectual Units Held, Physical Space Occupied, and Digital
Space Occupied. Physical units (volumes, sheets, audio cassettes, film reels, etc.) held are not counted, nor are the containers (boxes, cases, drawers, etc.) in which collection material is housed. Although a container count may be useful (and used) for purposes of calculating Physical Space Occupied, it is not a meaningful point of comparison among repositories. Similarly, while a count of a particular type of physical unit held, such as a volume count, may have purpose or value for an individual repository in a given situation, the considerable variation among repositories in terms of how collection material is bound, housed, and stored makes meaningful comparisons of physical units held problematic.

Each of the three counts and measures described in these guidelines is distinct from and independent of the other. Conducting a count of Intellectual Units Held, getting a measurement of Physical Space Occupied, and determining Digital Space Occupied are three separate activities. Some repositories, in some cases, might be able to get two or all three of the counts and measures by, for example, generating a report from an archival collection management system. Most repositories, however, will do one thing to get a count of Intellectual Units Held, something else to get a measure of Physical Space Occupied, and an entirely different activity to determine Digital Space Occupied.

Categories of Collection Material

The guidelines encourage repositories to categorize collection material, including all physical and digital manifestations, as one of the following:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material
- Computer Programs
- Graphic/Visual Material
- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings

The category definitions and scope statements presented in these guidelines (as Appendix A) are intended to be suggestive as opposed to prescriptive. They have been informed and inspired by a variety of standards governing the description of collection material typically held in archival repositories and special collections libraries, including Describing Archives: A Content Standard (DACS), Descriptive Cataloging of Rare Materials (DCRM), Resource Description and Access (RDA), and others. The actual categorization of collection material for the purposes called for in these guidelines will vary, in some ways significantly, from one repository to another. Each repository will have to determine, based upon a variety of factors including the nature and scope of its collections and the granularity of available information, how collection material is to be categorized for purposes of preparing a count of
Intellectual Units Held, a measurement of Physical Space Occupied, and a determination of Digital Space Occupied.

Regardless of how a repository chooses to categorize its collection material, internal consistency in understanding and applying the category definitions, coupled with a well-documented approach to undertaking the work, is critical to making the preparation of the counts and measures called for in these guidelines both meaningful for the repository itself and comparable with other repositories.

**Discoverability**

For all three of the counts and measures called for in these guidelines, repositories are strongly encouraged to distinguish, whenever possible, collection material that is described online (and is therefore discoverable) from collection material that is not yet described online (and is therefore not discoverable). While explicitly acknowledging the increasingly widely-held perception that “if it isn’t online it doesn’t exist,” the guidelines also propose a definition of “described online and therefore discoverable” that encompasses any description of collection material that can be discovered by way of the web. As such, “described online and therefore discoverable” should be understood to extend well beyond online catalog records and finding aids to include a wide range of web content (blog posts, online exhibits, databases, lists of collections, etc.) as well as web-accessible content (documents, spreadsheets, etc.).

Here it must be stressed that discoverability should not be conflated with availability or deliverability. Collection material that cannot be made available because of physical, access, use, or other restrictions is not the same as collection material that cannot be discovered. Repositories are encouraged to include collection material that is discoverable but cannot be made available.

**Recommended and Optional Counts**

The guidelines describe “recommended” and “optional” counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied. The recommended counts and measures are intended to serve as a baseline for the preparation and sharing of holdings information. The goal for the recommended counts and measures is to identify counts and measures that archival repositories and special collections libraries of any type and size would find useful and practical to obtain and, ideally, to share. All repositories are encouraged to assemble at least the recommended counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied.

The guidelines also describe a variety of optional counts and measures, which repositories may choose to obtain as needs, interest, and/or resources allow. While many repositories will determine that they can conduct only the recommended counts and measures, others may find value in also conducting a few or many of the optional counts and measures. A repository may find it useful to obtain selected optional counts and measures on a regular basis and to conduct other optional counts and measures.
on an as-needed basis or not at all. In this respect, the optional counts and measures outlined in these
guidelines should be regarded as starting points rather than an exhaustive list.

**INTELLECTUAL UNITS HELD**

An accurate, up-to-date count of Intellectual Units Held is as fundamental to a description of the
repository as the collections are to the repository itself. A count of intellectual units is essentially a title
count, which, for all practical purposes, requires the categorization and counting of existing
descriptions of collection material. For most repositories, a systematic, well-documented effort to
prepare and share a title count is essential to a variety of purposes including outreach, collection
development, and resource allocation.

The following three directives are embedded in, and fundamental to, the Intellectual Units Held count
that is called for in these guidelines.

1. Descriptions of collection material should be categorized as one of the following: Archival and
Manuscript Material, Published Language Material, Cartographic Material, Computer Programs,
Graphic/Visual Material, Moving Image Material, Notated Movement, Notated Music,
Objects/Artifacts, Sound Recordings.

2. Collection material that is described online and therefore discoverable should be distinguished
from collection material that is not yet described online and is therefore not discoverable.

3. Collection material that is described and managed at the collection level should be
distinguished from collection material that is described and managed at the item level.

Keeping in mind that what is being counted are descriptions of collection material, and that some of
these will not lend themselves to easy categorization, repositories are encouraged to document, as
thoroughly as possible, their decisions about how descriptions of particular types of collection material
-- scrapbooks, for example, or collections of advertising ephemera -- are categorized for purposes of
preparing a count of Intellectual Units Held.

For all three of the counts and measures called for in these guidelines, collection material that is
described online and therefore discoverable is to be distinguished from collection material that is not
yet described online and is therefore not discoverable. With the exception of accessioned but not yet
processed collections of archival and manuscript material, it will be difficult to obtain a title count for
collection material that has not yet been cataloged or otherwise described. For this reason, conducting
a count of Intellectual Units Held for collection material that has not yet been described online is
considered optional.
The rationale for distinguishing, in the preparation of a count of Intellectual Units Held, collection material that is described and managed at the collection level from collection material that is described and managed at the item level is based on an assertion that a title count that includes distinctions between “collections” and “items” is significantly more meaningful than one that does not. “Described and managed at the collection level” suggests that the collection material is represented by a catalog record, finding aid, or other description that represents the material in the aggregate. The aggregate is either an organic or an artificial collection, and the description of it is the product of archival description, bibliographic description, or some other process that results in a collection-level representation of the material that can be used for purposes including discovery and identification.

Similarly, “described and managed at the item level” suggests that the collection material is represented by a catalog record, finding aid, or other description that represents the material as a single exemplar or instance of a manifestation. The exemplar or instance -- the item described -- is either unique or one of multiple copies produced, and may be comprised of more than one physical unit. The description of it is the product of archival description, bibliographic description, or some other process that results in an item-level representation of the material that can be used for purposes including discovery and identification.

More so than for either of the other counts and measures described in these guidelines, conducting a count of Intellectual Units Held will require that the repository identify and account for idiosyncrasies and variations in its practices for accessioning, describing, and managing collection material. Examples of areas where current and past cataloging practices may need to be considered and accounted for include serials, which may be represented by successive-entry records, latest-entry records, or a combination of both; analytics (when a record is created for something that is a part of something for which a record is also made); and “issued withs” and “bound withs” (when more than one bibliographic work is contained in a single physical item).

Finally, decisions regarding titles held in multiple copies are to be made at the discretion of the repository. If it is preferable (because each copy held is considered unique or important for some reason) and/or practical or convenient (because of how the copies are described), the repository can report each copy held as a separate title.

**PHYSICAL SPACE OCCUPIED**

An accurate measure of Physical Space Occupied by collection material is key to successfully managing and clearly communicating information about holdings and can critically inform collection management, space and facilities planning, and other efforts. Knowing how much space various categories of collection material occupy can be especially helpful for making projections about collection growth and when advocating for additional resources, especially those related to providing ongoing stewardship of collection material over time.
Physical Space Occupied is reported in measures of linear feet or cubic feet at the discretion of the repository. Also at the discretion of the repository is the decision to report Physical Space Occupied by collection material that is on deposit at, as opposed to formally held by, the repository. A consistent and well-documented approach to these and other decisions, and to the work associated with conducting a measure of Physical Space Occupied, will help to ensure that the measure is meaningful for the repository itself and comparable with other repositories.

The following points provide guidance when measuring Physical Space Occupied.

1. Measure space occupied by physical manifestations of all collection material for which the repository provides sustained stewardship. Include all locations at which collection material is shelved, including those that the repository does not itself manage, such as off-site storage facilities. The decision to report Physical Space Occupied by collection material that is on deposit at another repository is at the discretion of the repository, as is the decision to report Physical Space Occupied by collection material that is on loan to another repository, for display or other purposes.

2. Categorize collection material, whenever possible, as one of the following: Archival and Manuscript Material, Published Language Material, Cartographic Material, Computer Programs, Graphic/Visual Material, Moving Image Material, Notated Movement, Notated Music, Objects/Artifacts, or Sound Recordings. When it is not possible or practical to assign holdings to one of these categories, report the Physical Space Occupied as "Other Collection Material (Not Categorized)." The purpose of "Other Collection Material (Not Categorized)" is to account for and accommodate, for example, multiple types of collection material and/or difficult to categorize collection material in the same physical space (such as a map case containing both maps and posters).

3. For purposes of conducting the recommended measures, there is no need to distinguish collection material that is described online and therefore discoverable from collection material that is not yet described online and is therefore not discoverable. This distinction is explicitly called for in the Optional measures, which are intended to encourage repositories to make this distinction whenever possible. When it is not possible or practical to discern discoverability, report the Physical Space Occupied as “Discoverability Mixed/Unknown.”

4. A count of shelving units and storage cases, by capacity and/or size, can be used for purposes of obtaining a calculated measure of Physical Space Occupied. Similarly a count of containers, again by type or size, can be used for the same.

The following resources may be helpful for calculating a measure of Physical Space Occupied:
DIGITAL SPACE OCCUPIED

While some collection material in digital formats may occupy physical space because of the media on which it is stored, the management of such material, including projecting future storage and preservation requirements, requires an understanding of the space it occupies in multiples of bytes.

Because the acquisition, description, management, and delivery of born-digital collection material differs, often significantly, from the same for collection material that has been digitized for purposes of online exhibition, service as a surrogate, or for generating derivatives, the guidelines encourage repositories to distinguish, whenever possible, “Born Digital” from “Digitized” collection material when conducting a measure of Digital Space Occupied. A third characterization -- “Digital of Mixed or Unknown Origin” -- is intended to acknowledge and account for the fact that some repositories, in some cases, may find it difficult to accurately and/or confidently distinguish files representing born-digital collection material from files representing digitized or reformatted collection material.

In the context of these guidelines, born digital refers to collection material that was created and is managed in a digital form. As such, all of the following should be categorized as Born Digital collection material:

- Content such as email, spreadsheets, documents, websites, and other files of any format created, maintained, and acquired from within a computing environment, obtained via server-to-server transfer, forensic imaging, or other process.

- Audio, video, and other file formats imaged, extracted, or otherwise copied from floppy disks, zip disks, external drives, digital cassettes, computer hard drives, or other storage media, in association with the migration of files to new external media, a server, or a cloud storage environment.

- Online exhibitions in which born digital or reformatted digital collection material has been contextualized by additional content (curatorial interpretation, narration, annotations, etc.) such that it constitutes a new resource that will be retained and preserved in perpetuity as collection material.
Similarly, in the context of these guidelines, Digitized refers to collection material that has been converted to and is managed in a digital form. As such, all of the following should be categorized as Digitized collection material:

- Analog audio and video that has been converted to a digital format
- Books, manuscripts, maps, photographs, posters, etc. that have been digitized for preservation, publication, online exhibition, or another purpose and retained and preserved in perpetuity as collection material.

When it cannot be determined if the files represent Born Digital or Digitized collection material, they should be categorized as Digital of Mixed or Unknown Origin.

A fundamental assumption to the measure of Digital Space Occupied that is called for in these guidelines is that only files that are actively managed as collection material for which the repository provides sustained stewardship are included. Digital files that are produced during the course of service provision, such as scans created in response to patron requests, are not included, nor are digital files created or received by the repository as part of routine operations (correspondence, administrative files, etc.) unless they have been formally accessioned and are being managed as inactive institutional records.

“Actively managed” implies that the files are in a preservation repository or other regularly backed-up storage environment -- that is, any configuration of hard drives, networked servers, and/or cloud-based storage for which measures to extend or ensure the viability of its contents are undertaken. Also implicit in this characterization of “actively managed” is the expectation that files that exist only on external media as acquired or received by the repository, and that have not yet been imaged or extracted to a managed preservation environment, are not to be included in a count of Digital Space Occupied.

The following points provide guidance when measuring Digital Space Occupied.

1. Digital Space Occupied is reported in multiples of bytes -- bytes, megabytes, gigabytes, and/or terabytes -- at the discretion of the repository.

2. All collection material in digital formats should be categorized as one of the following: Born Digital, Digitized, or Digital of Mixed or Unknown Origin.

3. Digital files that are described online and therefore discoverable should be distinguished from digital files that have not yet been described online and are therefore not discoverable. Digital files do not need to be described at the file level to be considered “Discoverable.” When it is
not possible or practical to discern discoverability, report the Digital Space Occupied as “Discoverability Mixed/Unknown.”

4. The recommended counts for Digital Space Occupied do not require the categorization of digital files by types of collection material; this categorization is explicitly called for in the optional counts. The types include an “Other Collection Material” category for measuring Digital Space Occupied by files for which one cannot accurately and/or confidently discern the type of collection material represented by the files.

The following resources may be helpful for calculating a measure of Digital Space Occupied:

- GbMb.org -- Data Storage Unit Conversion Calculators
  https://www.gbmb.org/
- MBtoGB.com -- Megabytes to Gigabytes and Vice Versa
  https://www.mbtogb.com/
- ConvertUnits.com -- Measurement Unit Converter
  https://www.convertunits.com/from/MB/to/GB

CONDUCTING THE COUNTS AND MEASURES

Below are listed basic considerations and general instructions for conducting the recommended and optional counts and measures for Intellectual Units Held, Physical Space Occupied, and Digital Space Occupied. A corresponding table for each of the three counts and measures is provided in Appendix B.

Intellectual Units Held (Table 1)

Conducting a count of Intellectual Units Held requires taking into consideration the following three characteristics of the collection material: Type, Discoverability, and How Managed.

For the Recommended Counts: Consider only collection material that is Discoverable. Then consider Type and How Managed.

1. Categorize “online descriptions” as representing one of the following types of collection material:

   - Archival and Manuscript Material
   - Published Language Material
   - Cartographic Material
   - Computer Programs
   - Graphic/Visual Material
2. Further characterize “online descriptions” according to how the collection material they represent is managed:

- As Items
- As Collections

**For the Optional Counts:** Consider only collection material that is not yet Discoverable. Then consider Type.

1. Categorize “not yet online” descriptions as representing one of the following types of collection material:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material
- Computer Programs
- Graphic/Visual Material
- Moving Image Material
- Notated Movement
- Notated Music
- Objects/Artifacts
- Sound Recordings

**Physical Space Occupied (Table 2)**

Conducting a measure of Physical Space Occupied requires taking into consideration the following two characteristics of the collection material: Type and Discoverability.

**For the Recommended Measures:** Consider Type only.

1. Categorize all collection material occupying physical space as one of the following:

- Archival and Manuscript Material
- Published Language Material
- Cartographic Material
For the Optional Measures: Consider Type and Discoverability.

1. Categorize collection material occupying physical space as one of the following:
   - Archival and Manuscript Material
   - Published Language Material
   - Cartographic Material
   - Computer Programs
   - Graphic/Visual Material
   - Moving Image Material
   - Notated Movement
   - Notated Music
   - Objects/Artifacts
   - Sound Recordings
   - Other Collection Material

2. Additionally, characterize collection material occupying physical space as one of the following:
   - Discoverable
   - Not Yet Discoverable
   - Discoverability Mixed/Unknown

Digital Space Occupied (Table 3)

Conducting a measure of Digital Space Occupied requires taking into consideration the following three characteristics of the collection material: Type, Origination, and Discoverability.

For the Recommended Counts: Consider Origination and Discoverability only.

1. Categorize all files to be counted as one of the following:
   - Born Digital
• Digitized
• Digital of Mixed or Unknown Origin

2. Additionally, characterize all files to be counted as one of the following:

• Discoverable
• Not Yet Discoverable
• Discoverability Mixed/Unknown

For the Optional Counts: Consider Type, Origination, and Discoverability.

1. Categorize all files to be counted as representing one of the following types of collection material:

• Archival and Manuscript Material
• Published Language Material
• Cartographic Material
• Computer Programs
• Graphic/Visual Material
• Moving Image Material
• Notated Movement
• Notated Music
• Objects/Artifacts
• Sound Recordings
• Other Collection Material

2. Additionally, categorize all files to be counted as one of the following:

• Born Digital
• Digitized
• Digital of Mixed or Unknown Origin

3. Further, characterize all files to be counted as one of the following:

• Discoverable
• Not Yet Discoverable
• Discoverability Mixed/Unknown
APPENDIX A: CATEGORIES/TYPES OF COLLECTION MATERIAL

Archival and Manuscript Material

Definition: Documents, or aggregations of documents, in any form or medium, created or received by a person, family, or organization, public or private, in the conduct of its affairs and preserved because of their continuing value.

Scope: Includes organic collections, artificial collections (including vertical files), records, and manuscripts. Manuscripts may take the form of fragments, scrolls, codices, or single or multiple sheets. Also includes data, email, and archived web content.

Published Language Material

Definition: Collection material consisting of content expressed through a form of notation for language and intended for distribution.

Scope: Includes books, e-books, pamphlets, single-sheet publications, and other formats of textual material, as well as formats that present non-textual content in book form, including artists’ books and graphic novels.

Cartographic Material

Definition: Collection material consisting of content that represents the whole or a part of the Earth, any celestial body, or an imaginary place.

Scope: Includes cartographic datasets, images, moving images, and three-dimensional forms. Also includes atlases, diagrams, globes, maps, models, profiles, remote-sensing images, sections, and views.

Computer Programs

Definition: Collection material consisting of content expressed through digitally encoded instructions intended to be processed and performed by a computer.

Scope: Includes operating systems and applications software.

Graphic/Visual Material

Definition: Collection material consisting of content expressed through line, shape, shading, pigment, etc., intended to be perceived primarily in two dimensions.

Scope: Includes material in opaque and transparent formats, including those intended to be projected. Includes conventional still images as well as still images that give the illusion of depth or motion. Includes charts, collages, drawings, paintings, photographs (positives and negatives), postcards, posters, and prints. Includes interactive and/or dynamic materials such as advent calendars, anatomical flap books, paper dolls, volvelles, and computer aided design (CAD) and building information modeling (BIM) files.
Moving Image Material

**Definition:** Collection material consisting of recorded content expressed through images intended to be perceived as moving, and in two or three dimensions.

**Scope:** Includes motion pictures using live action and/or animation; film and video recordings, including digitally streamed content; and video games.

Notated Movement

**Definition:** Collection material consisting of content expressed through a form of notation for movement.

**Scope:** Includes forms of notated movement for dance and game play.

Notated Music

**Definition:** Collection material consisting of content expressed through a form of musical notation.

**Scope:** Includes choir books; table books; sheet music; vocal, instrumental, and conductor parts; and complete scores.

Objects/Artifacts

**Definition:** Collection material consisting of content expressed through a form or forms intended to be perceived in three dimensions

**Scope:** Includes artifacts (objects intentionally made or produced for a certain purpose) and naturally-occurring objects.

Sound Recordings

**Definition:** Collection material consisting of recorded content expressed through language or music in an audible form, or recorded content other than language or music expressed in an audible form.

**Scope:** Includes recordings of readings, recitations, speeches, interviews, oral histories, performed music, and natural and artificially-produced sounds, as well as computer-generated speech and music.
<table>
<thead>
<tr>
<th>Intellectual Units</th>
<th>Archival and Manuscript Material</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Published Language Material</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Cartographic Material</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Computer Programs</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Graphic/Visual Material</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Moving Image Material</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Notated Movement</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Notated Music</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Objects/Artifacts</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td></td>
<td>Sound Recordings</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Items (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Discoverable, Managed as Collections (Recommended)</td>
</tr>
<tr>
<td></td>
<td>Not Yet Discoverable (Optional)</td>
</tr>
<tr>
<td>RECOMMENDED MEASURES</td>
<td>In Linear Feet</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>All, regardless of discoverability:</td>
<td></td>
</tr>
<tr>
<td>Archival and Manuscript Material</td>
<td></td>
</tr>
<tr>
<td>Published Language Material</td>
<td></td>
</tr>
<tr>
<td>Cartographic Material</td>
<td></td>
</tr>
<tr>
<td>Computer Programs</td>
<td></td>
</tr>
<tr>
<td>Graphic/Visual Material</td>
<td></td>
</tr>
<tr>
<td>Moving Image Material</td>
<td></td>
</tr>
<tr>
<td>Notated Movement</td>
<td></td>
</tr>
<tr>
<td>Notated Music</td>
<td></td>
</tr>
<tr>
<td>Objects/Artifacts</td>
<td></td>
</tr>
<tr>
<td>Sound Recordings</td>
<td></td>
</tr>
<tr>
<td>Other Collection Material (Not Categorized)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPTIONAL MEASURES</th>
<th>In Linear Feet</th>
<th>In Cubic Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archival and Manuscript Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Published Language Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartographic Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic/Visual Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving Image Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notated Movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notated Music</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects/Artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Recordings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Collection Material (Not Categorized)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category</td>
<td>Born Digital</td>
<td>Digitized</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>RECOMMENDED COUNTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTIONAL COUNTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archival and Manuscript Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Published Language Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cartographic Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graphic/Visual Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moving Image Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notated Movement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notated Music</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Objects/Artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Recordings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Collection Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Yet Discoverable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discoverability Mixed/Unknown</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX C: GLOSSARY

This glossary identifies and provides a definition for the key terms that are employed in these guidelines. Although most of the definitions are adopted or adapted from existing, commonly-used standards and resources, in some cases the formulation of an original definition was necessary for the purposes of these guidelines. The standards and resources from which the definitions have been drawn include the following:

National and International Standards

- ISAD(G): General International Standard Archival Description -- Second edition
- ISO 2789:2013 Information and Documentation -- International library statistics
- ISO 5127:2017 Information and Documentation -- Foundation and vocabulary

Glossaries, Guidelines, Surveys, and Other Resources

- ACRL Academic Library Trends and Statistics Survey
- Describing Archives: A Content Standard (DACS)
- Descriptive Cataloging of Rare Materials (DCRM)
- Resource Description and Access (RDA)
- SAA Glossary
- SAA Word of the Week

Born Digital Created and managed in a digital form.

Byte A group of binary digits or bits (usually eight) operated on as a unit. Typically expressed in the following multiples:

- 1 kilobyte (KB) = 1000 bytes, commonly calculated as $2^{10}$ or 1024 bytes
- 1 megabyte (MB) = 1 million bytes, commonly calculated as $2^{20}$ bytes or 1,048,576 bytes
- 1 gigabyte (GB) = $10^9$ or 1 billion bytes, commonly calculated as $2^{30}$ bytes
- 1 terabyte (TB) = $10^{12}$ or 1,000,000,000,000 bytes, commonly calculated as $2^{40}$ bytes

Container An enclosure for holding and protecting collection material and from which collection material is typically separated for use. Examples of containers include boxes, drawers, envelopes, folders, portfolios, and slipcases.

Copy A single exemplar or instance of a manifestation.

Derivative A digital file created from another digital file, intended for a purpose different than that of the original file.

Digital Expressed through a sequence of discrete units, especially binary code (i.e. the digits 0 and 1).
Digitized Converted to and managed in a digital form.

Discoverable Refers to any description of collection material that can be discovered by way of the web. Extends well beyond catalog records and finding aids to include a wide range of web content (blog posts, online exhibits, databases, lists of collections, etc.) as well as web-accessible content (documents, spreadsheets, etc.).

Holdings Collection material for which the repository provides sustained stewardship. Holdings consist primarily of collection material that has been formally accessioned by the repository. At the discretion of the repository, holdings may also include collection material that is on deposit at the repository and/or remote resources for which access rights have been acquired, at least for a certain period of time.

Intellectual Unit A coherent set of content, in any form, that can be understood and described as a unit.

Physical Unit A coherent document unit, inclusive of any protective devices, freely movable against other document units. Coherence may be achieved by, for example, binding, encasement, or digital containment. Examples of physical units include audio cassettes, computer discs, microfilm reels, rolls, sheets, video cartridges, and volumes.

Published Offered for sale or issued publicly by a creator or issuing body.

Surrogate A digital or physical copy created for the purpose of minimizing handling of the original and, once created, is what is delivered to users unless their research needs cannot be met by the surrogate.

Title A word or phrase by which the material being described is known or can be identified.