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.

Officers

• Martha O’Hara Conway, Co-Chair, ACRL/RBMS, University of Michigan
• Emily R. Novak Gustainis, Co-Chair, SAA, Harvard University

Membership

• Adriana Cuervo (SAA), Rutgers University
• Elizabeth Haven-Hawley (ACRL/RBMS), University of Florida
• Rachel D’Agostino (ACRL/RBMS), Library Company of Philadelphia
• Lara Friedman-Shedlov (ACRL/RBMS), University of Minnesota
• Angela Fritz (SAA), University of Arkansas Libraries
• Lisa Miller (SAA rep), Hoover Institution Archives, Stanford University
• Katy Rawdon (ACRL/RBMS), Temple University
• Cyndi Shein (SAA), University of Nevada, Las Vegas Libraries

During this reporting period, ACRL/RBMS representative Alvan Bregman (Queen’s University, Canada) stepped down from the Task Force. He was replaced by Elizabeth Haven-Hawley,
SUMMARY OF MEETING ACTIVITIES
The Joint Task Force met 17 times between October 2, 2015, and August 31, 2016. This includes:

- Twelve conference calls.
- Two full-day working meetings scheduled during ALA Midwinter Meeting (January 8, 2016) and SAA/CoSA Joint Annual Meeting (August 3, 2016).
- Three open meetings for ALA (January 10, 2016 and June 25, 2016) and SAA membership (August 4, 2016).

Minutes are available on the SAA microsite: http://www2.archivists.org/groups/saa-acrlrbms-joint-task-force-on-holdings-metrics/jtf-hcm-meetings.

ONGOING ACTIVITIES
The Joint Task Force is currently engaged in:

1. Creating documentation to support the upcoming September 2016 public release of the Task Force’s draft Reporting Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries. Although the “core” guidelines were distributed in handout form at the Task Force’s open forum at SAA in Atlanta on August 5, 2016 (see Appendix), representative bibliographic examples for categories of material, enhanced front matter, and a brief review of available data sources useful to conducting the work are necessary to create a user-friendly presentation of the guidelines for distribution.

2. Planning for publicizing and soliciting feedback for the Reporting Guidelines once they are published on the SAA microsite. The Task Force has compiled a list of venues to promote the draft guidelines and solicit feedback from members of different professional and regional organizations.

3. Preparing to solicit members of the SAA and ACRL/RBMS communities to test the draft reporting guidelines and provide feedback.

4. Developing and articulating Level 2 (and possibly Level 3) reporting guides.

COMPLETED ACTIVITIES
During the reporting period, the Task Force:

- Identified eight categories or types of collection material to guide reporting, regardless of whether those materials are physical or electronic (see Appendix, as distributed at Joint Annual Meeting in August 2016).
• Articulated three types of counts or measures that are appropriate for and relevant to the quantification of holdings information:
  o Intellectual Units Held (titles or title-equivalents)
  o Physical Units Held (volumes, sheets, audiocassettes, film reels, etc.)
  o Space Occupied (linear feet, cubic feet, or gigabytes)

• Considered the need to distinguish the following:
  o Material described and managed at the collection level from material described and managed at the item level.
  o Material that is described online and therefore discoverable from material that is not [yet] described online or discoverable.

• Focused on developing and promoting a common language to communicate holdings so that archival repositories and special collections libraries can talk about and share information about what they hold, not on prescribing a methodology for obtaining those data. This included developing a number of “principles” and definitions that govern the use of the guidelines (see Appendix).

• Articulated the counts and measures necessary to a Level 1 count:
  o Titles/title equivalents representing collection material described and managed at the collection level that is described online/discoverable, by type/category of material.
  o Titles/title equivalents representing collection material described and managed at the item level that is described online/discoverable, by type/category of material
  o Physical space occupied by collection material that is described online/discoverable, by type/category of material, in cubic or linear feet as appropriate.
  o Digital space occupied by collection material that is described online/discoverable, by type/category of material, in gigabytes.

•Requested and received a one-year extension from both SAA and ACRL/RBMS.

To accomplish its objectives, the Joint Task Force has thus far:

• Authored the core components of the Task Force’s Reporting Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (see Appendix).

• Engaged in the following outreach activities:
  o Held an Open Forum in partnership with the SAA-ACRL/RBMS Joint Task Force on Public Services at the SAA/CoSA Joint Annual Meeting on August 4, 2016. An estimated 40+ people attended the open forum; five people later attended the open working meeting later that day.
Task Force Co-chair Emily Gustainis presented as part of the panel session, *Standards and Best Practices for Metrics: Reports from the SAA-ACRL/RBMS Joint Task Forces* at the spring meeting of the New England Archivists (April 2, 2016, Portland, Maine).

**UPCOMING ACTIVITIES**

- Post the draft guidelines on the SAA microsite and solicit feedback on the Level 1 reporting requirements.
- Recruit participants to test the Level 1 reporting requirements.
- Develop and solicit feedback on Level 2 reporting requirements and propose additional reporting levels as appropriate for future efforts.
- Prepare documentation necessary to submit the guidelines to Standards.
Introduction
The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries is responsible for the development of 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 and the different ways in which collection material is managed and described. The Guidelines might also accommodate a two-tiered approach involving basic/minimum (Level 1) counts and measures and advanced/optimum counts and measures (Level 2) and/or include recommendations for institutions that wish to engage in collections assessment.

With this charge in mind, we:

- Identified eight categories or types of collection material to guide reporting, regardless of whether those materials are physical or electronic (see attached)
- Articulated three types of counts or measures that are appropriate for and relevant to the quantification of holdings information
  - Intellectual Units Held (titles or title-equivalents)
  - Physical Units Held (volumes, sheets, audiocassettes, film reels, etc.)
  - Space Occupied (linear feet, cubic feet, or gigabytes)
- Considered the need to distinguish between the following:
  - Material described and managed at the collection level from material described and managed at the item level
  - Material that is described online and therefore discoverable from material that is not [yet] described online or discoverable

Our focus has been on developing and promoting a common language to communicate holdings so that we can talk about and share information about what we hold, not on prescribing a methodology for obtaining that data.

About the Level 1 Count
The myriad of systems, standards, and local practices governing how archival repositories and special collections libraries perform their work has created a unique information environment that prohibits any one practice for individual entities to compile the data necessary to satisfying Level I reporting criteria (described below). Our institutions vary, not just by collection management system or ILS (if one is even available), but by purpose of the repository, size and types of collected, staffing levels, financial resources, and communities served. Most important, the data we collect--including data compiled about our holdings--reflects specific local needs and utilities. As a Task Force, we recognize that repositories will seek to utilize pre-existing data for the purpose of meeting Level I reporting criteria.

The following principles govern the use of the guidelines:

- Online descriptions of holdings need not be limited to catalog records or finding aids to be discoverable. To achieve the broadest participation possible, a description can be web content (such as a blog post or list of collections on a website), a PDF, a spreadsheet, or another declaration of holdings, as long as it is publicly available online
- Do not count bibliographic units or space occupied for any holding more than once
- Do not count surrogates of collection materials held by the repository and counted elsewhere, or derivatives in general, including access copies and/or preservation masters of digital objects, microfilmed collections, microfiche, or photocopies of holdings created post-acquisition.

- Specific format categories of materials apply only if a holding is comprised of a single format.

- Cubic feet should be used to report all holdings except for books and other printed material, which should be reported in linear feet.

- A container count (number of manuscript cases, records center cartons, shelving units, other) is not part of reporting physical space occupied; however, container counts are useful for the purposes of calculating cubic feet occupied and using existing conversion tools. Containers are not holdings.

**Level 1 Count**

The Task Force is proposing a Level 1 Count that consists of the following counts and measures (only):

- Titles/title equivalents representing collection material described and managed at the collection level that is described online/discoverable, by type/category of material.

- Titles/title equivalents representing collection material described and managed at the item level that is described online/discoverable, by type/category of material.

- Physical space occupied by collection material that is described online/discoverable, by type/category of material, in cubic or linear feet as appropriate.

- Digital space occupied by collection material that is described online/discoverable, by type/category of material, in gigabytes.

**Level 1 count summary:**

- Provide/report counts and measures only for collection material that is described online and therefore discoverable.

- Distinguish collection material that is described and managed at the item level from collection material that is described and managed at the collection level.

- Provide/report counts of intellectual units held.

- Provide/report measures of space occupied.

- Do not provide/report counts of physical units held.

**Level 2 Count (Proposed)**

- Counts and measures for collection material that is not yet described online or discoverable will be reported in a Level 2 Count.

- Counts of physical units held are to be provided/reported in a Level 2 Count.

- Level 2 counts can be considered analogous to parallel and/or multiple extent statements.