

**ACRL/RBMS-SAA Joint Task Force on Holdings Counts and Measures**  
**Tuesday, 24 March 2015, 1:00pm - 2:00pm CST**

Phone Conference

Present: Alvan Bregman, Martha Conway, Adriana Cuervo, Rachel D'Agostino, Lara Friedman–Shedlov, Angela Fritz (recorder), Emily Gustainis, Lisa Miller, Cyndi Shein  
Absent: Katy Rawdon

Group Review of Definitions (cont.)

The group continued to review the draft language for our category definitions starting with Archives and Manuscripts (managed as items).

Archives and Manuscripts (managed as items):

The group:

- Agreed that “unpublished” is an important element and added it to the definition;
- Agreed that, for now, we will limit the definition to material in textual format;
- Agreed that we should leave “[handwritten, typed, or printed]” in the definition;
- Agreed that we may change/add to these definitions to include born-digital materials at a later time.

In drafting definitions, the group agreed on the following format--first sentence provides a general definition and the second sentence provides a list of examples.

A proposal was made that in our final documentation it might be helpful to provide a separate “examples section” which would list types of materials included and excluded in the category.

The “examples section” would come after the general definition.

The group revisited earlier discussions on “why we count” (bibliographic units, physical units,

and space occupied).

After additional discussion, the following revised definition was agreed upon. This definition of Archives and Manuscripts (managed as items) was agreed to on 24 March 2015:

Unpublished textual material [handwritten, typed, or printed] described and managed as items [at the item level] as opposed to as collections [at the collection level]. Manuscripts include letters, diaries, ledgers, wills, minutes, speeches, theses, dissertations, creative works (both drafts and marked or corrected proofs), and legal and financial documents, and may take the form of codices, scrolls, or single or multiple sheets.

#### Microforms

The group turned to discuss the definition of microforms.

The group:

- Agreed that, for our purposes, microforms should be considered “microreproductions” ;
- Agreed that, in most instances, microform copies should be counted as separate items even when a repository holds the original item.

This definition of Microforms was agreed to on 24 March 2015:

A general term referring to any medium, transparent or opaque, that holds highly reduced photographic reproductions (microreproductions). Microforms include microfilm, microfiche, ultrafiche, aperture cards, and microcards.

The group decided to table the discussion of electronic records/born-digital records. It was decided that born-digital materials will be one of the last categories we discuss.

#### Next Meetings

- Categories for next week: Graphic/Visual Materials and Cartographic Material
- Categories for the following meeting: Sound Recordings and Moving Image Material

- Martha will send out a poll to schedule next meeting for the week of April 13th.