

Minutes for December 11, 2015

2:30-3:30 EDT (via phone)

Present: Martha O'Hara Conway, Rachel D'Agostino, Lara Friedman-Shedlov, Emily R. Novak  
Gustainis, Lis Miller, Cyndi Shein, Katy Rawdon, Angela Fritz

Note Taker: Angela Fritz

- Confirmation of task force members attending the full-day meeting at the Center for the History of Medicine on Friday 1/8/16 from 8:30am-3:30pm. Members attending: Rachel D'Agostino, Katy Rawdon, Emily R. Novak, Martha O'Hara Conway, and Angela Fritz.
- Emily will follow-up with directions for meeting at Harvard.
- Confirmation of task force members attending the ALA midwinter meeting on Sunday, 1/10/16 from 1-2:30 pm. Members attending: Rachel D'Agostino, Katy Rawdon, Emily R. Novak, Martha O'Hara Conway, and Angela Fritz. This meeting will include a joint check in with SAA/RBMS Joint Task force on Public Services Metrics. Martha will confirm the time for the joint meeting.
- Discussed the agenda for the ALA Midwinter Meeting and agreed on the following topics/goals:
  - Finalize Level 1 reporting w/ examples -- goal is an instrument that we can test in our own repositories and/or share with a select group of others
  - Discuss born-digital materials;
  - Create a tentative timeline mapping out what we need to accomplish w/estimated time frame. Timeline should include additional in-person meetings at either 2016 ALA Annual (Orlando) and/or 2016 SAA Annual (Atlanta). Also need to include a communication plan detailing how the task force will ask for external feedback/additional examples.
- The rest of the time was spent discussing the completed examples chart. The group reviewed examples in each column. There was some confusion about how the group defined Level 1; some thought our initial level was too specialized/too deep. The group refocused and agreed that these examples would be framed as guidelines (not rules) that should encourage/help institutions standardize their counting/reporting methods. The group discussed the following categories: Archives and Manuscripts, Manuscripts as Items, Books Managed as Collections, Books Managed as Items. We stopped at digital materials. The group agreed we needed additional examples representing a wider variety of collection material, including record groups (from university archives and government agencies), very small manuscript collections, etc.
- The next meeting will be on Friday, January 8 (8:30-3:30) at the Center for the History of Medicine in Boston. Thanks for arranging Emily!