

JTF - Holdings Metrics: Meeting minutes for January 21, 2016

Present: Martha O'Hara Conway, Adriana Cuervo, Lara Friedman-Shedlov, Emily R. Novak Gustainis, Lisa Miller (note taker), Katy Rawdon, Cyndi Shein,

Replacement for Alvan - The replacement will be made via the ACRL volunteer process. The call of volunteers closes Feb. 15. It is likely that Martha will select from among the volunteers and that person will be appointed via the standard, formal process.

Future meetings - Martha will send a Google invitation (separate from/in addition to the ones already sent by Bluejeans). We can accept or decline the invitation, and she will automatically receive our responses.

Jan. 8 and 10, 2016 meetings at ALA Midwinter - Many remarked on the power of face-to-face meetings, and it was proposed that a similar, long meeting might be beneficial before future ALA and SAA conferences.

Written summaries of the outcomes of the ALA meetings had been shared before today's meeting. There were two comments, both on Breakthrough #5 and the status of digital surrogates.

- What about digital surrogates in non-custodial models, where original items remain with the creator and digital surrogates are accessioned by the repository? We agreed that these are accessioned, so would be counted. The text will be updated to refer to "most surrogates" and sentence 3 would state "If not permanently accessioned..."
- What about digital surrogates that are meant to replace the original item, such as audiotapes that are digitized to create a new preservation master? We agreed that if the new format replaces the old format, then it should be counted. The text will be updated accordingly.

Martha directed attention to a new reporting levels document that came out of the meeting. It is: *Reporting Levels (PROPOSED), dated Jan. 11, in Reporting Levels folder*

Next Steps: Tools for a Level 1 count - We discussed the proposed tools, as listed in the Jan. 10, 2016, meeting minutes under "After the recap." These tools should help users complete a Level 1 count. Members will develop particular tools.

- Narrative (Martha) - Discussion of perhaps breaking out some of the content as FAQs, history of JTF work, etc.
- Category definitions (Group) - *Working Definitions: Categories/Types of Collection Material_Rev20160108, in Reporting Levels folder*

These need revision to include microform and digital materials. As a group we revised these through Graphic/Visual Materials (we need to resume at Manuscripts). It was suggested that we might want to add links to the Examples document from this document.

- Container Equivalency Chart (Emily)
- Appendix of Examples - *Document: Level Examples (Intellectual Units) in the Reporting Levels folder*

We need examples from all types of repositories. Assignments:

Museums - Katy
Government agencies - Angela
University archives - Martha
Corporate archives - Lisa

Examples should be added to the existing spreadsheet, along with a URL to its location. For corporate archives we might try contacting Sarah Polirer, Cigna Corporation (JTF on Public Services Metrics member) and the SAA Business Section membership. There is also a directory of corporate archives on the SAA Business Section website.

- Quick Formats (Lara, Rachel) - *Formats Reference Chart in Reporting Levels folder*

There was some discussion of whether this duplicates other web sources, though we might not want to rely on other sources that could disappear from the Internet. We should think about what is missing from this document and ensure it corresponds to the Examples document.

Lara agreed to update the Formats Reference Chart to correspond with our revised category definitions.

Deadlines - We should have the Level 1 package in a ready form in advance of the June ALA and August SAA conferences. Work on Levels 2-3, and testing of Level 1, will follow.

Next meeting - Three weeks from today. Be prepared to report on assignments.