

SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries

Meeting Date

Thursday 24 March 2016

Attending

Martha Conway (recording), Adriana Cuervo, Rachel D'Agostino, Angela Fritz, Emily Gustainis, Haven Hawley, Lisa Miller, Cyndi Shein

Meeting Notes

1. We introduced ourselves to our newest member, Haven Hawley, and congratulated Emily on her recent appointment as Deputy Director, Center for the History of Medicine (Francis A. Countway Library of Medicine, Harvard University).

2. Emily confirmed the following re: SAA:

Wednesday 3 August 9:00 - 5:00:	working meeting
Thursday 4 August 12:15 - 1:30:	open forum (with JTF-PSM)
Friday 5 August 1:00 - 2:30	task force meeting (last 30 minutes with JTF-PSM)

Task Force members currently planning to attend all of the above meetings include Martha, Adriana, Angela, Emily, Haven, Lisa, and Cyndi.

Martha reminded us that on Tuesday 2 August there will be an all-day ArchivesSpace Member Forum at the Robert W. Woodruff Library at the Atlanta University Center.

3. Emily briefed us on the progress/status report she will deliver on Saturday 2 April at the New England Archivists' Spring Meeting in Portland (Maine).

4. Cyndi let us know about (and later shared the link to) the linear/cubic feet calculator she is developing.

5. Martha will schedule a "meeting" with Haven to walk her through our work to date, key documents, etc.

6. We agreed on the following "goal" for the current phase of our work: Be ready in June with close-to-final drafts of the "Level 1 Count" documents that will be distributed in association with the SAA meeting. Toward this end we agreed on the following assignments:

- prepare explanatory text/a narrative to accompany the "Level 1 Count" sheet [in "Reporting Levels (Proposed)"] (Martha)
- review the "Level Examples (Intellectual Units)" spreadsheet to identify gaps, provide examples still needed, etc. (ALL)
- create container equivalencies chart for cubic/linear feet conversion; compare Cyndi's conversion tool with that of other compiled (Emily)

- review the “Formats Reference Chart” to make sure it is fully accomplishing its intended purpose and aligns with the “Working Definitions: Categories/Types of Collection Material” document (Rachel, Lara)
- review the “Working Definitions: Categories/Types of Collection Material” document to make sure it accounts for, and adequately describes, all of the categories/types of material that will be counted (ALL)
- begin fleshing out/filling in the “Working Definitions: Other” document to make sure it accounts for, and provides adequate definitions/explanations of, “everything” (concepts, etc.) that individuals will want/need to know in order to undertake a “Level 1” count (Martha, Cyndi)
- begin drafting guidelines, instructions, etc. for the “how” -- for explaining how to count/measure.get the numbers (Adrana). The “hows” include, for example
 - generating a report (from a catalog, database, archival collection management system, etc.)
 - doing an actual/physical count/inventory (of containers, volumes, items, etc.)
 - getting an actual/physical measurement (of [floor, shelf, online, etc.] space occupied)
 - tracking and tallying (accretions, additions, deaccessions, withdrawals, etc.)
 - sampling and extrapolating (volumes per shelf, items per container. etc.)

7. Please be advised that all of the above-mentioned documents have been placed in a NEW folder called “[LEVEL 1 COUNT: Working Documents](#).” Please use the documents in this folder for this aspect of our work going forward.

8. Our next meeting is scheduled for **Thursday 14 April**.. Martha and Emily will distribute an agenda in advance of the meeting.