

**SAA/RBMS JTF conference call minutes**  
**2016-05-26**

**Present:** Martha O'Hara Conway, Rachel D'Agostino, Emily R. Novak Gustainis, Lisa Miller, Angela Fritz, Haven Hawley, Katy Rawdon, Cyndi Shein (notetaker)

**Absent:** Lara Friedman-Shedlov, Adriana Cuervo

**General updates**

**SAA meeting space confirmed** (Emily)

Room 209 9 AM -1 PM

Room 213 1-2 PM

After that we will move to lobby or restaurant. (University that offered to host it is too far from hotel)

**Extension of working group for one more year**

Emily: Officially applying to SAA Standards Committee for extension of JTF. Unofficially has support.

Martha: RBMS extension of JTF has been officially confirmed.

**Reminder:** not enough members going to ALA in Orlando 2016...no working JTF meeting there, but a meeting is scheduled for those who will be in attendance.

**ALA midwinter in Atlanta 2017:** Planning to attend?

Emily: uncertain

Cyndi: no

Haven: yes

Katy: no

Angela: yes

Martha: yes

Rachel: uncertain

Lisa?

Lara?

Adriana?

**Outstanding discussion items?**

Discussion on vertical files and pamphlet collections tabled for future discussion. May be resolved during card sorting exercise.

**DISCUSSION**

**Card sorting exercise**

[\(Card Sorting Items\)](#)

- When to launch? Useful to get feedback ASAP and distribute prior to SAA? Yes.
- Discussion on timing of card sorting exercise.
- Plan is to distribute exercise online.
- Who would we invite to participate? Put call out on listservs. Aim for broad participation.

- What supporting docs/guidelines will participants need to do card sorting?
- Emily said none, thinking the exercise would be an indication of how people intuitively understand and categorize material types to see if our definitions are on the right track.
- The majority of the group agree we need to provide some of our draft documentation for card sorting participants to work with...at least the basic definition and scope of each category. Intention is to use the card sorting results to help task force see which of our draft definitions or types of materials may be ambiguous/problematic based on people sorting things differently than we expect. This will enable us to identify definitions and/or material types that need additional explanation.
- Will prioritize card sorting exercise and fine-tune it during next meeting.

### **Definition, Formats, and Examples worksheet**

- Update from Rachel re: incorporating landscape review content and group review of card sorting list. Rachel explained how she gathered the information from all our sources into this document.
- Graphic/visual materials category to add specific terms to the “Category Overview” tab? Cyndi added a spreadsheet of graphic materials\_ephemera\_objects for potential addition to the Definitions, Formats, and Examples worksheet. Material types were taken from a number of controlled vocabularies (AAT, TGM, etc.). Includes some problematic/ambiguous material types for potential addition to the card sorting exercise.

### **Working Definitions**

Martha working on a working “working copy” where she has highlighted proposed changes (so as not to lose any info in earlier drafts). We briefly discussed the definition of manuscripts vs. archives again.

- Update from Martha on review of SAA Glossary definition, etc. around the fact that archives as collections and manuscripts as single items are currently two separate categories. Keeping archives managed as collections separate from manuscripts managed as items? All other categories provide option to count as item *or* collection rather than making duplicate categories. Discussed merits of counting manuscripts as items as a separate category. Martha and Emily believe “It just doesn’t make sense” to combine manuscripts managed as items with archival materials/mixed materials managed as collections. While there were murmurings, no one felt strongly enough to actually object. Leave as is, even though inconsistent with other categories.
- Normalizing definitions. Strip “analog and digital” terms from individual definitions. Be sure the intro to the card-sorting exercise includes explanation that each category includes both digital analog materials.
- Terms sound vs. audio? Both easily understood. Select one.
- Moving image? Audio-visual material? What term best encompasses the wide variety of materials (from film to video games) included in this definition?
- In each definition we should use genre and/or format as seems most helpful to our audience... can chose either or both.

### **Calculators**

Cyndi reported UNLV calculator has been updated. Now includes:

<https://www.library.unlv.edu/speccol/archives-linear-cubic-foot-calculator/>

- Fields for collection name and number
- Ability to add multiple custom container sizes

- *Clear All* button
- Ability to download results for each collection as Excel (work in progress)

**Future agenda Items:**

Before next meeting we need to prepare card sorting exercise for sharing:

- Instructions (Emily)
- Definition (Haven, Rachel, Martha: first pass. Katy, Emily: second pass.)
- Add items for sorting (All)
- Google form for card-sorting survey (Martha)

Calculator testing (Emily will follow up on timing and details)

Narrative/intro update

Group list of issues we need to address (Martha has been maintaining)

SAA update narrative and Brown Bag presentation