

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

Saturday 25 June 2016 * 1:00 - 2:30 (ALA Annual, Orlando FL)

Task Force Members Attending: Martha Conway (University of Michigan), Lara Friedman-Shedlov (University of Minnesota), Haven Hawley (University of Florida)

Others Attending: Susan Alteri (University of Florida), Lois Fischer Black (Lehigh University), Fletcher Durant (University of Florida), Rebecca Henning (Amherst College), Rose Marie Kimbell (Jekyll Island Museum), Gerri Schaad (Florida Southern College), Catherine Uecker (University of Chicago)

Meeting Notes

Martha called the meeting to order and we all introduced ourselves.

Martha shared some background information about the work of the Task Force, to provide context for the card sorting activity. Briefly she described

-- three types of counts for collection material that the Task Force has articulated

1. Intellectual Units (titles or title-equivalents)
2. Physical Units (volumes, sheets, audiocassettes, film reels, etc.)
3. Space Occupied (linear feet, cubic feet, gigabytes)

-- and two characteristics of collection material that need to be distinguished

1. described and managed at the item level
2. described and managed at the collection level

Martha distributed a document containing draft/working definitions for eight categories of collection material:

1. Archives and Manuscripts (described and managed at the collection level)
2. Manuscripts (described and managed at the item level)
3. Books and Other Printed Material
4. Cartographic Material
5. Graphic/Visual Material
6. Moving Image Material
7. Objects/Artifacts
8. Sound Recordings

Martha also distributed approximately 160 titles/title-level equivalents in the form of very brief descriptions/representations of collection material. The group sorted these into the eight above-mentioned categories.

Discussion ensued about some of the challenges that the sorting activity presented. Most of these centered on some perceived difficulties distinguishing collections consisting of "mixed material" from collections consisting solely or primarily of one particular type of material, such as books or sound recordings. Some of these difficulties can be attributed to the very brief nature of the descriptions/representations with which we were working; others can be attributed to considerable variations in institutional practices in designating and describing "archival collections" or "collections of archival material."

Martha and the other Task Force members thanked the group for their willingness to engage in the sorting activity and in the discussion, both of which were helpful for surfacing areas in which additional clarity and context could be provided as the *Guidelines* are further developed.