

RBMS/SAA Joint Task Force (Standardized Holdings Counts and Measures)

Minutes from meeting held 8/18/2016, 1:00-2:30 p.m. (via phone)

In attendance: Martha O'Hara Conway, Adriana Cuervo, Rachel D'Agostino, Lara Friedman-Shedlov, Angela Fritz, Emily Novak Gustainis, Lisa Miller, Katy Rawdon, Cyndi Shein
Absent: Haven Hawley

Notetaker: Rachel D'Agostino

Meeting began with a debriefing on the meetings held in Atlanta at the conference of the Society of American Archivists. Questions raised at the SAA meetings were discussed, including: who will keep the information gathered via these standards;

- will information on the financial implications of holdings counts be included in the standards (the answer given was 'no');
- who is our intended audience; (Libraries and archives rather than patrons)
- how will levels 2 & 3 differ from level 1?

These questions will help inform the task force's thinking over the coming months and are, along with other feedback received at SAA, very helpful.

Group then discussed content of annual report due to SAA in September. Decision was made to include the materials that were distributed at the SAA conference.

Work will continue on a draft of the Level 1 guidelines, which will be distributed in September. The draft will be distributed to members of both SAA and RBMS. A new Gmail account will be created to receive comments on the draft, in order to have one combined location for comments that requires neither SAA nor RBMS membership.

Decision was made to forgo the inclusion of a full list of genres/formats with the September draft. Rather, specific examples of materials to be counted within each category will be included.

Action Items:

Task force members will populate the working document "Categories/Types of Collection Material: Definitions and Examples" with examples of each definition to be chosen from a variety of institutions, and will discuss and choose from among the examples at the next meeting.

Next meeting: Thursday, September 8, 1:00 p.m.