

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

Meeting Notes 2016-10-20

Participating in the meeting: Martha Conway, Emily Gustainis, Lisa Miller, Katy Rawdon, Cyndi Shein

1. We worked our way through the [examples and the explanations](#) that have been provided to date, with the goal of identifying

- examples that can be eliminated
- examples that are still needed
- explanations that need revising (to make them consistent throughout/across and to remove the phrase "would need to convert," which assumes that one is going to *calculate* physical space occupied from descriptions of collection material as opposed to *measure* physical space occupied by collection material)
- explanations that are still needed

2. We agreed on the following:

- Occupy Philadelphia Records: Emily to revise explanation
- Niagara Falls Travel Diary: Martha to provide explanation
- De humani corporis fabrica: Martha to replace this with example of multi-volume work
- The Philadelphia directory and register: Martha to provide explanation
- [artists' book]: Katy to provide example
- Menus: Martha to provide explanation
- Hoover Institution Library Pamphlet Collection: Emily to revise explanation
- Yani Pecanins Artists' Books: to be eliminated as an example
- Nature's Details: to be eliminated as an example
- [cartographic material]: Cyndi to provide additional examples (DONE)
- Adenauer : photographic portfolio: Emily to revise explanation
- graphic/visual material]: Emily to provide additional example
- YMCA lantern slide collection: Emily to revise explanation
- Jamey Stillings Photographs: Emily to revise explanation
- [graphic/visual material]: Cyndi to provide example of architectural drawings (DONE)
- A is for atom B is for bomb: Lisa to provide explanation (DONE)
- Special events videotapes of the Boston Medical Library, 2000-2014: Emily to revise explanation.
- Herman Axelbank motion picture film collection: Emily to revise explanation
- Pocket watch: Emily to revise explanation
- Penn's Desk: Martha to provide explanation
- [objects/artifacts]: Martha and Emily to provide Omeka-based examples
- YMCA Archives Memorabilia Collection: Emily to revise explanation
- Pinback Buttons: to be eliminated as an example
- Interview with Elizabeth D. Hay, M.D., 02 April 1991: Emily to revise explanation
- The American Women Making History and Culture Collection: to be eliminated as an example
- [sound recordings]: Lisa to provide examples of "described and managed at the collection level" (DONE)

All of the above is to be completed by early next week.

3. We agreed that distinguishing between “space occupied by collection material that is described and managed at the item level” from “space occupied by collection material that is described and managed at the collection level” is unnecessary and impractical for a Level 1 count. Martha will revise the [“Reporting \(Level 1 Count\)”](#) chart/spreadsheet accordingly (DONE).