

**SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries**  
**November 16, 2016 - Meeting Notes**

**Attending:** Sarah, Gabriel, Amy (notetaker), Tom, Christian, Moira

1. Issues Identified During Working Sessions

- a. Proposed revision of structure of domains. *See Structure Revision Examples document in Google Drive folder "Drafts."* Agreed liked revision with addition of rationale and overview of the domain. This helps us demonstrate why and what. Also makes it easier for folks to hand off a single domain to staff for adoption.
- b. Domain Collection Use: Specifically, see comments regarding whether to count staff uses and, if so, which staff uses should be counted? Only public services uses that we have a Domain for (so no processing)? *See page 16.* Much discussion. This is a topic we expect to receive comments on in both/all directions when the next version is released. The rationales here will be very critical to understanding that all uses are all uses; we're tracking the human labor of moving boxes/collection units. We may need to look at reordering Advanced Measures in all of the domains to impose a sense of priorities.
- c. New Advanced Measure Publication Use. *See page 21.* Adopting broad definition of publication.
- d. What should the name of the instruction domain be? Instructional Programs, Instructional Sessions, or something else? *See page 29 of the current draft.* Return to this discussion.
- e. To discuss at next meeting:
  - i. ILL Advanced Measures or Use Advanced Measures: Discuss commenter who suggested tracking repositories monitoring use of material loaned from another repository in the reading room. Should this be folded into Advanced Measure ILL Requests Received, made a separate measure, or something else? *See page 22-23.*
  - ii. Advanced measure Instructional level: At our working session on 9/30, we questioned the practicality of categorizing and systematically recording the purpose of an instruction session (what has otherwise been referred to as the "type" of session in our document). We (Christian, Gabriel, Tom) think that we should not try to define an Advanced Measure for type/purposes. *See page 32.*
  - iii. Basic measure Number of Exhibitions, Guidelines uses "application-based" to describe electronic displays that are not online, but use something like a touch-screen or video wall: Suggestions for language to describe these displays? *See page 35.*
  - iv. Advanced measure Exhibition Preparation Time: Is it reasonable to expect repositories to count time without estimating? This seems like an advanced measure for internal use and not so much for comparing across institutions. *See page 37.*
  - v. Advanced measure Exhibition Publications, Guidelines include "Do not count press releases, blog posts, social media posts, broadcasts,

interviews and other forms media publicity.” Should this be made into another advanced measure, Exhibition Advertisement? *See page 38.*

- vi. Advanced measure Social Media Reach: Should this be specific to the type of post that should be counted or just anything posted. Is this a gate count sort of thing or are we trying to measure the interaction with the social media accounts via likes, shares, comments, etc. *See page 42.*

## 2. Upcoming Work Sessions & Schedule

- a. 11/18/16: Typographical and editorial comments
- b. 11/25/16: Happy Thanksgiving
- c. 12/2/16: Domain descriptions and rationales
- d. 12/9/16: Introduction & Appendices
- e. 12/16/16: Introduction & Appendices
- f. December 21, 2016-January 15, 2017: Review: The document requires a complete review by multiple eyes looking for consistent use of language and attempting to use a single voice throughout. If you're a strong editor or proofreader, step up and don't be shy!
- g. January 18, 2017: Version 2 posted online
  - i. SAA: Amy can upload within a couple of hours of document being finalized
  - ii. RBMS: How much advance notice do they require?

## 3. Next Meeting

- a. Meetings before ALA Midwinter Meeting: December and January meetings will be scheduled
- b. ALA Midwinter Meeting, Atlanta
  - i. Sunday, January 22, 2017, 1-2:30pm Eastern, Westin Piedmont 2
  - ii. Attending: Amy, Christian, Gabriel, Moira