

**MINUTES OF THE JOINT MEETING OF THE SAA-ACRL/RBMS JOINT TASK FORCE ON THE DEVELOPMENT OF STANDARDIZED HOLDINGS COUNTS AND MEASURES FOR ARCHIVAL REPOSITORIES AND SPECIAL COLLECTIONS LIBRARIES AND THE SAA-ACRL/RBMS JOINT TASK FORCE ON THE DEVELOPMENT OF STANDARDIZED STATISTICAL MEASURES FOR PUBLIC SERVICES IN ARCHIVAL REPOSITORIES AND SPECIAL COLLECTIONS LIBRARIES**

**August 13, 2014**

**Washington, D.C. Marriott Wardman Park: SAA Annual Meeting**

### **I. Welcome & Introductions**

Dan Santamaria, Chair of the SAA Standards Committee, was introduced. He will be the point of contact for the task forces.

Members and guests attending the meeting were introduced. Attending: Emily Gustainis (Holdings Count, co-chair), Lisa Miller (Holdings Count), Cindy Shein (Holdings Count), Angela Fritz (Holdings Count), Martha O'Hara Conway (Holdings Count, co-chair), Katy Rawdon (Holdings Count), Alvan Bregman (Holdings Count), Rachel D'Agostino (Holdings Count), Amy Schindler (Public Services, co-chair), Jessica Lacher-Feldman (Public Services), Beth Yakel (Public Services), Tim Pyatt (liaison to SAA Council), Adriana Cuervo (Holdings Count), Tom Flynn (Public Services), Gabriel Swift (Public Services), Christian Dupont (Public Services, co-chair), Sarah Polirer (Public Services); on the telephone: Emilie Hardman (Public Services), Bruce Tabb (Public Services), Moira Fitzgerald (Public Services). Guest: Brenda McClurken.

### **II. Objectives and Background**

Martha O'Hara Conway and Christian Dupont provided background on the current effort to develop standards that resulted in the formation of the joint task forces. See the report of the RBMS committee and interim reports and other material from its subgroups at [http://www.rbms.info/committees/task\\_force/metrics\\_assessment/index.shtml](http://www.rbms.info/committees/task_force/metrics_assessment/index.shtml). There is a great need to share information with and seek input from not only the many and varied types of repositories found in the associations' membership, but also from outside of the profession and the country. Note that the task forces are the first joint SAA-RBMS task force since 1978.

### **III. Standards Committee Overview**

Lisa Miller brought attendees up to speed on the SAA standards process. The Standards Committee is the bridge to the SAA Council and will work with the task forces to answer questions, assist with procedures, provide administrative assistance and reminders, and overall work with the task forces to package the proposed standards to go through the SAA Council review and approval process smoothly.

We are at step 3 of 5 in the standards process, which is developing the standard. See <http://www2.archivists.org/governance/handbook/section7/groups/Standards/Procedures-Review-Approval-SAA-Developed-Standard> for more detail on SAA's standards review and approval process.

Christian provided an overview of the standards review and approval process for RBMS. The ACRL Standards Committee will approve the standard as RBMS is one of its section. The ACRL committee will rely on the RBMS Executive Committee for close screening and review of the proposed standards. The proposed standards will go through the SAA process first.

#### **IV. Working with SAA Council**

SAA Council member Tim Pyatt is the assigned liaison to the task forces. His role includes keeping the groups from getting bogged down. He will observe the lists and confer with the co-chairs as needed. Noted that the joint task forces fit within SAA's strategic plan to work with other organizations like COSA, ICA, etc. Communication mediums available to us include public events, the SAA blog, In the Loop email newsletter, listservs, etc.

#### **V. Update on the Activities of the SAA Dictionary Working Group**

Tim Pyatt shared information about the SAA Dictionary Working Group (DWG), which is an update of Richard Pearce Moses' Glossary. The DWG is expanding the glossary to become a dictionary and it will be an online publication. Amy Schindler discussed the task forces with the DWG chair and agreed that there would be a contact from the task forces to the chair, Rosemary Pleva-Flynn. The DWG intersects with the task forces when we look at changes to existing terms as well as potential new terms.

*Action: Liaison from each task force to the Dictionary Working Group.*

#### **VI. Communications & Meetings**

Amy Schindler reviewed communications outlets and anticipated future meetings. The SAA microsites are live and available to the public. All task force members have access to the members only portion (contact your chair if you have issues). A link will be made from the RBMS site to the SAA webpages. The task force co-chairs are members of both lists to provide information sharing. Future in-person task force meetings (both together and separately) will be held at ALA Midwinter, ALA Annual, and SAA. Public forums will also be held at those meetings.

*Action: The co-chairs will produce a public announcement of the launch of the task forces.*