

**Society of American Archivists  
Standards Committee  
July 20, 2017**

**SAA-ACRL/RBMS Joint Task Force on the Development  
of Standardized Holdings Counts and Measures  
for Archival Repositories and Special Collections Libraries  
(Prepared by: Emily R. Novak Gustainis, SAA Co-chair)**

**Annual Report to Standards Committee**

**BACKGROUND**

The SAA-ACRL/RBMS Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (hereafter "JTF-HCM") is responsible for the development of guidelines (hereafter "Guidelines") that will provide metrics, definitions, and best practices for quantifying the holdings of archival repositories and special collections libraries. The Guidelines will consider and address both the wide range of types and formats of material typically held--including analog, digital, and audiovisual materials--and the different ways in which collection material is managed and described. The Guidelines might also accommodate a two-tiered approach involving basic/minimum metrics and advanced/optimum metrics and/or include recommendations for institutions that wish to engage in collections assessment.

Officers

- Martha O'Hara Conway, Co-Chair, ACRL/RBMS, University of Michigan
- Emily R. Novak Gustainis, Co-Chair, SAA, Harvard University

Membership

- Adriana Cuervo (SAA), Rutgers University
- Elizabeth Haven-Hawley (ACRL/RBMS), University of Florida
- Rachel D'Agostino (ACRL/RBMS), Library Company of Philadelphia
- Lara Friedman-Shedlov (ACRL/RBMS), University of Minnesota
- Angela Fritz (SAA), University of Arkansas Libraries
- Lisa Miller (SAA rep), Hoover Institution Archives, Stanford University
- Katy Rawdon (ACRL/RBMS), Temple University
- Cyndi Shein (SAA), University of Nevada, Las Vegas Libraries

## **SUMMARY OF MEETING ACTIVITIES**

The Joint Task Force met thirty-one times between September 1, 2016 and July 25, 2017.

This includes:

- 14 standing meetings via conference call
- 12 working sessions via conference call
- 2 working meetings scheduled during ALA Midwinter (January 22, 2017) and SAA Annual (July 25, 2017)
- 3 open meetings for ALA (January 22, 2017 and June 25, 2017) and SAA membership (July 25, 2017)

Minutes through March 2 are available on the SAA microsite:

<http://www2.archivists.org/groups/saa-acrlrbms-joint-task-force-on-holdings-metrics/jtf-hcm-meetings>; post-March 2, meeting discussion points were generally recorded in draft documents. Should the Committee be renewed, the posting of formal minutes for its standing meetings will resume in September.

## **ONGOING ACTIVITIES**

The Joint Task Force is currently engaged in:

1. Refining its draft timeline for proposed 2017-2018 activities (attached)
2. Revising core documentation and drafting guidance in response to feedback received for the draft *Level 1 Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries* distributed January 11, 2017
3. Preparing scenarios for the application of the Level 1 rubric to accompany (or potentially replace) distributed "Examples and Explanations" document
4. Preparing responses to feedback received from RBMS and SAA communities

## **COMPLETED ACTIVITIES**

During the reporting period, the Task Force:

- Completed and posted draft *Level 1 Guidelines* to SAA microsite
- Distributed call for comments and feedback on the draft Guidelines to thirty professional organizations and listservs, with comment period open from January 11, 2017 – March 3, 2017
- Compiled, categorized, and conducted preliminary review of feedback received from eighteen individual RBMS and SAA members and collectively from members of the Special Collections and Archives Council of the Harvard University Library. Comments and corresponding issues extracted from feedback received can be summarized as follows:

- Born digital and digitized content-related (19 comments)
  - Categories/types of collection material (7 comments)
  - Containers (1 comment)
  - Determining physical and digital space occupied/conducting count and units of measure (21 comments)
  - Discoverability requirement (5 comments)
  - Other (15 comments)
- Revised core document, “Categories/Types of Collection Material” in response to feedback (attached)
  - Revised core document, “Level 1 Count” Rubric in response to feedback (attached)
  - Drafted outline for *Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (Level 1 and 2 Counts)*

## **UPCOMING ACTIVITIES**

- Consult with SAA Standards Liaison John Bence regarding extension/renewal request procedures
- Submit extension request/renewal with smaller Task Force membership (attached)

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**Proposed Timeline: August 1, 2017 – August 31, 2018**

Aug. 2017	Review feedback received during the Annual SAA meeting, Portland, Oregon; Prepare Task Force extension request
Sept. 2017	Submit extension request
Sept. 2017 – Jan.2018	Finalize level 1 documentation; develop and prepare supporting documentation for Level 2
Feb. 2018	Post revised <i>Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries</i> to SAA microsite, incorporating final revisions to Level 1 Guidelines and introducing Level 2 rubric and supporting documentation; issue call for comments and feedback through March 16, 2018
Mar.-June. 2018	Compile, categorize, review, and respond to community feedback; make revisions as necessary
July 2018	Prepare <i>Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries (Level 1 and 2)</i> and supporting documentation for submission to SAA Standards Committee
Aug. 2018	Hold open meeting at SAA to present Guidelines release; meet with Standards Committee; submit final annual report to SAA Council

## Categories/Types of Collection Material

### Archival and Manuscript Material

**Definition:** Documents, or aggregations of documents, in any form or medium, created or received by a person, family, or organization, public or private, in the conduct of its affairs and preserved because of their continuing value.

**Scope:** Includes organic collections, artificial collections (including vertical files), records, and manuscripts. Manuscripts may take the form of fragments, scrolls, codices, or single or multiple sheets. Also includes data, email, and archived web content.

### Published Language Material

**Definition:** Collection material consisting of content expressed through a form of notation for language and intended for distribution.

**Scope:** Includes books, pamphlets, single-sheet publications, and other formats of textual material, as well as formats that present non-textual content in book form, including artists' books and graphic novels.

### Cartographic Material

**Definition:** Collection material consisting of content that represents the whole or a part of the Earth, any celestial body, or an imaginary place.

**Scope:** Includes cartographic datasets, images, moving images, and three-dimensional forms. Also includes atlases, diagrams, globes, maps, models, profiles, remote-sensing images, sections, and views.

### Computer Programs

**Definition:** Collection material consisting of content expressed through digitally encoded instructions intended to be processed and performed by a computer.

**Scope:** Includes operating systems and applications software.

### Graphic/Visual Material

**Definition:** Collection material consisting of content expressed through line, shape, shading, pigment, etc., intended to be perceived primarily in two dimensions.

**Scope:** Includes material in opaque and transparent formats, including those intended to be projected. Includes conventional still images as well as still images that give the illusion of depth or motion. Includes charts, collages,

drawings, paintings, photographs (positives and negatives), postcards, posters, and prints. Includes interactive and/or dynamic materials such as advent calendars, anatomical flap books, paper dolls, volvelles, and computer aided design (CAD) and building information modeling (BIM) files.

### **Moving Image Material**

**Definition:** Collection material consisting of recorded content expressed through images intended to be perceived as moving, and in two or three dimensions.

**Scope:** Includes motion pictures using live action and/or animation; film and video recordings, including digitally streamed content; and video games.

### **Notated Movement**

**Definition:** Collection material consisting of content expressed through a form of notation for movement.

**Scope:** Includes forms of notated movement for dance and game play.

### **Notated Music**

**Definition:** Collection material consisting of content expressed through a form of musical notation.

**Scope:** Includes choir books; table books; sheet music; vocal, instrumental, and conductor parts; and complete scores.

### **Objects/Artifacts**

**Definition:** Collection material consisting of content expressed through a form or forms intended to be perceived in three dimensions

**Scope:** Includes artifacts (objects intentionally made or produced for a certain purpose) and naturally-occurring objects.

### **Sound Recordings**

**Definition:** Collection material consisting of recorded content expressed through language or music in an audible form, or recorded content other than language or music expressed in an audible form.

**Scope:** Includes recordings of readings, recitations, speeches, interviews, oral histories, performed music, and natural and artificially-produced sounds, as well as computer-generated speech and music.

Level 1 Count Rubric 2017\_Revised

	<b>Intellectual Units Held</b>
	<b>Number of Titles/Title Equivalents</b>
<b>Archival and Manuscript Material</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Published Language Material</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Cartographic Material</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Computer Programs</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Graphic/Visual Material</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Moving Image Material</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Notated Movement</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Notated Music</b>	
managed as items	recommended (level 1)

Level 1 Count Rubric 2017\_Revised

	<b>Intellectual Units Held</b>
	<b>Number of Titles/Title Equivalents</b>
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Objects/Artifacts</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Sound Recordings</b>	
managed as items	recommended (level 1)
managed as collections	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)

	<b>Physical Space Occupied</b>	
	<b>In Linear Feet</b>	<b>In Cubic Feet</b>
<b>Archival and Manuscript Material</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Published Language Material</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Cartographic Material</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Computer Programs</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Graphic/Visual Material</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Moving Image Material</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Notated Movement</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Notated Music</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Objects/Artifacts</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)
<b>Sound Recordings</b>		
described online/discoverable	recommended (level 1)	recommended (level 1)
not [yet] described online/discoverable	optional (level 1) / recommended (level 2)	optional (level 1) / recommended (level 2)

		Physical Space Occupied	
		In Linear Feet	In Cubic Feet
<b>Other Physical Space Occupied</b>			
described online/discoverable		as needed	as needed
not [yet] described online/discoverable		as needed	as needed

**Note:** For the purpose of conducting the count at the local level, institutions are encouraged to record physical space occupied per local practice. For the purpose of aggregating data across multiple institutions, physical space occupied for all categories/types of collection material should be aggregated and reported in cubic feet, except for Published Language Material, which should be aggregated and reported in linear feet.

	<b>Digital Space Occupied In Multiples of Bytes</b>
<b>Archival and Manuscript Material</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Published Language Material</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Cartographic Material</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Computer Programs</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Graphic/Visual Material</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Moving Image Material</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Notated Movement</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Notated Music</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Objects/Artifacts</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)
<b>Sound Recordings</b>	
Actively managed in bytes and described online/discoverable	recommended (level 1)
Actively managed in bytes and not [yet] described online/discoverable	optional (level 1) / recommended (level 2)

		<b>Digital Space Occupied</b>
		<b>In Multiples of Bytes</b>
<b>Other Digital Space Occupied</b>		
Actively managed in bytes and described online/discoverable		as needed
Actively managed in bytes and not [yet] described online/discoverable		as needed
<p><b>Note:</b> For the purpose of conducting the count at the local level, institutions are encouraged to record digital space occupied per local practice (bytes, megabytes, gigabytes, or terabytes). For the purpose of aggregating data across multiple institutions, digital space occupied for all categories/types of collection materials should be aggregated and reported in gigabytes.</p>		

## **JTF-HCM: Proposed Membership for Task Force Extension, 2017-2018**

### Officers

- Martha O'Hara Conway, Co-Chair, ACRL/RBMS, University of Michigan (*staying on*)
- Emily R. Novak Gustainis, Co-Chair, SAA, Harvard University (*staying on*)

### Membership

- Adriana Cuervo (SAA), Rutgers University (*rotating off 8/31/17*)
- Elizabeth Haven-Hawley (ACRL/RBMS), University of Florida (*staying on*)
- Rachel D'Agostino (ACRL/RBMS), Library Company of Philadelphia (*staying on*)
- Lara Friedman-Shedlov (ACRL/RBMS), University of Minnesota (*staying on as an SAA rep*)
- Angela Fritz (SAA), University of Arkansas Libraries (*rotating off*)
- Lisa Miller (SAA rep), Hoover Institution Archives, Stanford University (*staying on*)
- Katy Rawdon (ACRL/RBMS), Temple University (*rotating off 8/31/17*)
- Cyndi Shein (SAA), University of Nevada, Las Vegas Libraries (*rotating off 8/31/17*)