

Minutes for 21 Oct 2015

12pm-1pm EDT (via phone)

Present: Rachel A. D'Agostino; Angela Fritz; Lara Friedman-Shedlov; Lisa K. Miller; Katy Rawdon; Cyndi Shein; Martha O'Hara Conway (Co-Chair); Emily R. Novak Gustainis (Co-Chair)

Absent: Alvan Bregman, Adriana Cuervo

Note taker: Lara Friedman-Shedlov

Annual report for SAA was submitted. Will be incorporated into Council meeting in Chicago. Hoping for some feedback on whether it is meeting the mandate and is what they envision.

Friday, January 8 meeting will be happening. Room is reserved at Harvard. Let Martha and Emily know if you can come before the holidays (November) so all the logistics can be set. Agenda for the day will be hammered out in December. We can try to do Skype or Google Hangout for those who cannot attend, but the main point is to take advantage of an opportunity to meet face-to-face. So far it looks like Angela, Katy, Martha, Emily, maybe Rachel can attend.

Review of "level 1" (minimal) counting examples:

For cartographic material, if it is cataloged at the item level, each map is counted as one (title). For newspapers, a similar principle applies. If it had a MARC record, that is what would be counted.

Example of *Yankee on the Yangtze* from the "Level Examples" spreadsheet -- an example of something that would be counted as one title for level 1, even though it also has a DVD as supplemental material. Potentially the DVD could be counted separately in a level 2 or 3 count.

Question: Could books be counted by shelf instead of by volume or title, if they are not individually cataloged or even boxed, as long as people explain that is what they are doing? Ensuing discussion about what is really the most minimal level of count, and discerning between intellectual units, physical units, and space occupied. Perhaps physical units are not necessarily counted at level 1.

Digital space occupied is also a related question. We can't necessarily just count total space occupied on servers, because some is not and never will be stored on servers.

Level 2 will include will add item counts for different categories of material when you go within collections. Level 3 will capture specific attributes of things in various formats, e.g. specific video formats and lengths.

"External media" should also be part of level 2.

Emily noted that she made a list of additional supporting documents that might be needed (e.g. in the annual report that went to SAA).

ACTION:

- Continue to build examples of what we count as one tile or one collection.
- Think more about where physical units fit into the levels