

Meeting Notes (2015-07-23)

Task Force Members Attending: Alvan Bregman, Martha Conway (recording), Adriana Cuervo, Rachel D'Agostino, Angela Fritz, Emily Gustainis, Katy Rawdon

Task Force Members Not Attending: Lara Friedman-Shedlov, Lisa Miller, Cyndi Shein

1. Emily provided an update regarding the "plan" for the public forum at SAA, which is scheduled for Thursday 20 August 12:15pm - 1:30pm in the Cleveland Convention Center (Room 22).

- Martha will very briefly describe the genesis/origins of the three SAA-ACRL/RBMS joint task forces.
- Amy Schindler (the SAA-appointed co-chair of the Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries) will provide a progress/status report on the work of that group.
- Emily (the SAA-appointed co-chair of the Joint Task Force on the Development of Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries) will provide a progress/status report on the work of that group.
- Bill Landis (the SAA-appointed co-chair of the Joint Task Force on the Development of Guidelines for Primary Source Literacy) will provide basic/background information about that group, which begins its work in September.
- Christian Dupont (the RBMS-appointed co-chair of the Joint Task Force on the Development of Standardized Statistical Measures for Public Services in Archival Repositories and Special Collections Libraries) will invite and moderate comments, questions, etc. from the audience.

All groups will provide handouts -- no presentations

2. We discussed Meg Tuomala's request regarding the Standards Committee meeting at SAA -- specifically that one of us attend and give a "very brief progress/status report on our 2014-2015 work, milestones, and upcoming deadlines and deliverables." Since none of us will be able to attend (the meeting is Tuesday 18 August at 1:00), Emily will draft a report and provide it to Meg.

3. Martha reported briefly on our meeting at ALA Annual in San Francisco; notes from that meeting are in the "Meeting Minutes" folder on Google Drive.

4. Before turning our attention to reporting on our work looking at the survey responses, we discussed the need to prepare an agenda for, and an announcement about, our meeting at SAA, which is scheduled for Friday 21 August 21 1:00pm - 3:00pm in the Cleveland Convention Center (Room 14). We agreed that we should develop some "hoped for outcomes" for the meeting (more on this below).

5. Some of us reported on our work looking at the survey response. Highlights/take-aways include:

- the purpose or goal of the survey is what drives/shapes the survey instrument and the nature and granularity of the data captured -- purposes range from "annual reporting of basic/baseline data from multiple repositories/collecting units" to "calculating cubic/linear feet" to "identifying and inventorying types of audio-visual material"

- we need to make sure we account for the way our systems (especially ArchivesSpace and the ILS) generate/report information about “extent”

6. Our conversation about the importance of the purpose/goal of the survey led to a suggestion that we consider using “use cases” or “user stories” to better/more accurately understand the real-life situations in which the guidelines we are developing will be used. A “user story” is “a tool used in Agile software development to capture a description of a software feature from an end-user perspective. The user story describes the type of user, what he or she wants to do, and why.” It was further suggested that we consider employing “user stories” as a way to productively engage participants at our meeting at SAA.

Action Items:

- Prepare progress/status report and provide to Meg Tuomala/SAA Standards Committee (Emily)
- Prepare handout for the public forum at the SAA Meeting (Martha/Emily)
- Develop goals/outcomes and prepare agenda for our meeting at the SAA Meeting (Martha/Emily)