

**Society of American Archivists
Council Meeting
May 12, 2025
Virtual**

**Standards Committee: Request for Council Approval of
Assignment of Responsibility for the *Guidelines for
Standardized Holdings Counts and Measures for Archival
Repositories and Special Collections Libraries* to SAA's
Collection Management Section
(Prepared by: Dan Michelson, Co-Chair)**

BACKGROUND

The purpose of the [*Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries*](#) is “to provide archivists and special collections librarians with a set of practical, well-defined counts and measures that can be used to quantify and communicate holdings information.”

The guidelines were developed by the now defunct SAA-ACRL/RBMS Joint Task Force on Holdings Metrics (JTF-HCM) and approved by SAA Council in 2019. Despite the 3-year revision cycle set at the time of approval, there has been no work on a revision to date.

As part of comprehensive review of the status of all SAA standards in Fall 2024, the Standards Committee identified it as one of four standards that had no group responsible for its maintenance. In December, the Standards Committee Co-Chairs were contacted by the Chair of RBMS inquiring about the process for revising the standard. In response, the Co-Chairs identified the Collection Management Section as the most logical SAA group to take responsibility for working with RBMS to maintain the standard and the section leadership agreed.

DISCUSSION

The proliferation of specialized standards over the past decade has led to the increasing need to rely on experts in SAA sections to lead revisions to standards under the guidance of the Standards Committee. This has proven to be a successful approach, with five sections currently responsible for different SAA standards.

RECOMMENDATION(S)

That the SAA Council approve the assignment of responsibility for maintenance of the *Guidelines for Standardized Holdings Counts and Measures for Archival Repositories and Special Collections Libraries* to the Collection Management Section of SAA.

Support Statement: Approval of the assignment for maintenance to the Collection Management Section of SAA is a reasonable administrative choice.

Impact on Strategic Priorities

The work of the Collection Management Section is consistent with Strategic Priorities 2.2 and 3.1:

2.2 Provide content, via education and publications, that reflects the latest thinking and best practices in the field.

3.1. Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

Fiscal Impact: None