Central New York Library Resources Council

Digitization Committee

January 6, 2011

2:00 p.m.

**Present:** Stephanie Zwolinski (Liverpool Public Library), Chair; Maija Mclaughlin (Fayetteville Free Library); Linda Ryan (Fayetteville Free Library); Jane Verostek (SUNY ESF); Peter MacDonald (Hamilton College); Déirdre Joyce, CLRC liaison.

Stephanie Zwolinski called the meeting to order at 1:02 p.m.

Action Items:

1. Deirdre Joyce
	* Check with Stanley Kozaczka to see if the questions that the Committee had from the previous meeting (June 7, 2010) had been addressed.
	* Send the committee periodic updates on the progress of the merger between the 5-6 councils.
	* Send the committee any updates to the metadata template being discussed by the various Councils.
	* Contact Laura O. (or appropriate party) from WNYLRC with outstanding questions from the Committee regarding the merger.
	* Check on the status with Holy Trinity’s collections.
	* Contact SUNY Upstate regarding the process for creating separate “collections” as part of the metadata.
	* Send out metadata templates that are being discussed by the merger group.
	* Contact Dewitt Public Library regarding possible replacements.
	* Check on how different institutions have created the shared vocabulary of the “Format” element (MIME vocabulary) and report back.

Introductions were made. Stephanie announced that Rick Fensterer would no longer be on the Committee in an official capacity. Jane suggested that we look for an additional member, preferably from someone who has contributed to CNYHeritage. Dewitt Public Library was suggested as a place to tap for a new committee member.

A motion was made to approve the minutes from the June 7, 2010 meeting. (MacDonald/S/Approved unanimously).

Déirdre asked the committee if they had received information about action items from the previous meeting (regarding the Cazenovia College questions). Because of the time lapse and the gap between liaisons, Déirdre agreed to go back to Cazenovia and ask the questions again.

**Agenda Items**

1. **NY Heritage Project.**
	* Déirdre announced the decision by the CLRC Board of Directors and Executive Committee to take action on a proposal to merge the collections of CNY Heritage with five other 3Rs Councils under a single, unlimited CONTENTdm license.[[1]](#footnote-1) Committee members received a brief overview of the merger which outlined some of the pros and cons of the project and they were invited to ask questions and discuss.
	* One major concern expressed by Linda Ryan that CNYHeritage branding might be lost. Déirdre suggested that while this may change, there are ways that the Committee could ensure branding and presence in the larger CONTENTdm site.
	* Peter MacDonald asked how the metadata for the overall project would be created. Déirdre responded that this was being discussed by a metadata working group that the participating Councils had set up, and that they were through various metadata elements. Much of the metadata, like that used by CNY Heritage, was based on the SENYLRC schema and Déirdre did not anticipate huge problems. (This was addressed further by Laura – below – and Peter later commented that the metadata schema should not affect the CNY Heritage collections too greatly as almost everything is mapped to Dublin Core anyway.)
	* Laura Osterhout from WNYLRC dialed into the meeting to answer additional questions about the project as a whole. Some questions included the following:
		1. Will “splash pages” be available to the various councils to customize? Laura discussed Version 6 of CONTENTdm which would allow for easier customization of Collection pages. It was discussed that, at the Committee level, we could decide upon certain redirects that we might like to see, as well as customization of these collection pages that would include CNYHeritage branding.
		2. Will the person managing the overall CONTENTdm site be providing statistics to participants? Laura responded that there is functionality built into CONTENTdm that should allow individual institutions to query the system and receive the data that they desire. It was also clarified that while the institutions would be paying a hosting fee that would help cover storage and maintenance costs for Northern, the site administrator may not necessarily be located at Northern and this duty may be further subdivided.
		3. How will the metadata be merged? Laura responded that this would simply be a process of asking SU (current host of CNYHeritage CONTENTdm collections) to save this information to a hard drive and send it to the new server in Potsdam. There may be a week or so during which CNYHeritage participants will be asked not to upload any new materials while the change is being made. Once the change is made, users should be able to resume uploading with no discernable change to their current processes (materials will simply be redirected to the Potsdam server). Participants will not be asked to do retrospective conversion of their current metadata, though they are certainly welcome to do so if they choose. The metadata template being considered by the working group is being designed for maximum flexibility.
		4. What kind of server is being used by Potsdam? A windows server.
		5. Do we have a feel for what the fee schedule will look like? Not yet. Initially, there may be a higher outlay to pay for a web developer as the new site is created.
		6. How will we account for resource usage? Will audio and video collections be accepted and how will the server handle these materials? These questions are still under consideration. Laura indicated that these would be handled at a later point, when the issues actually arise.
		7. Can we expect to see a set of documentation (i.e. processes, metadata rules, etc.)? Yes.
		8. What will be the domain for this new CONTENTdm site? Collections will be aggregated under “nyheritage.org”. Laura explained that the merger will streamline the process for nyheritage.org, which currently harvests materials from the various councils, but does not allow for cross-searching of any kind. After the merger, users will be able to conduct a sort of meta-search between the participating councils, allowing for more discovery of materials and enhancing the user experience.
		9. Is this project designed for just CONTENTdm materials, or is it expected that this will be a larger “NY Digital Collections” project? Right now, just CONTENTdm. But there are a number of different Councils using a variety of digitization systems that could be brought into a larger project. It was commented that there may be some use in bringing the New York newspapers all under the same digital infrastructure as the CONTENTdm collections, but – if done – this would take place at a later date and would be a separate effort from that currently taking place.
		10. How many collections can be created under a single license? Laura did not know the precise answer, but thought that it might be 300. Some discussion among Committee members took place about how CNYHeritage collections are arranged, and it was pointed out that CNY Heritage collections are created at the Institutional level. In the event that participating institutions would like to digitize several different archival collections within their own holdings, distinctions between such collections are made at the metadata level.
		11. What is the anticipated timeline for merging collections? The hope was to have the mergers completed by the summer. WNYLRC and North would complete their merger by the end of February and work out the kinks. The timeline for the rest of the Councils would be entirely up to the Councils themselves.
		12. Will the merger group wait for Version 6? No. OCLC does not appear to have a stable release yet and it is unknown when this will take place. The group thought it better to deal with problems in the current version and bring all participants to the next version at once, after the merger is complete.

The Committee thanked Laura for her willingness to answer questions and she offered to be available to any members or partners that might have a question about the process as it moves forward.

* Committee continued discussion of the merger, asking questions about the nature of the backup/digital preservation system being created by Chris Hawkins. This would be a very large server that would store original tiff images, along with audio and video files.
* Committee came up with several additional questions, including:
	1. Would the merger group be hiring a consultant?
	2. What will the marketing plan for the finished project look like?
	3. Who will be responsible for training?
	4. How much will CLRC/Liverpool pay? Will CLRC/CNY Heritage’s share be pro-rated to its usage?
	5. How will the digital preservation system, being created by Chris Hawkins, add to the overall fee?
1. **CNY Heritage Metadata template**
	* It was discussed and resolved that the metadata template be taken out of draft form and be used to negotiate the metadata template being constructed by the merger’s metadata working group.
2. **Other**
	* Stephanie asked if any other institutions had expressed an interest in joining CNY Heritage. Déirdre responded that she had received an inquiry via Madison-Oneida BOCES regarding one of their members, the New York State School for the Deaf. Déirdre reported that she sent information back on how to join CLRC as an affiliate and the cost schedule for CNY Heritage.
	* Déirdre reported that she will be visiting the Oneida/Herkimer BOCES to give an overview of the CNY Heritage project and guide school librarians to the lessons plans.
	* Déirdre reported that 9 of the 10 lesson plans contracted for use with CNY Heritage for grades K-12 have been completed, and that these would be posted shortly to CNY Heritage’s site.
	* Déirdre reported that SUNY Upstate had contacted her earlier in the week to notify her that they had gotten an intern who would start digitizing materials and uploading these to CONTENTdm. They had also asked Déirdre if they could merge the two collections initially proposed (The Elizabeth Blackwell Collection and the Geneva College Collection) into a single collection. The committee responded that this need not necessarily be done because, as discussed earlier, distinct collections within an institution’s CONTENTdm collection are distinguished through the metadata. Déirdre agreed to explain this to SUNY Upstate. SUNY Upstate had asked for some help in launching their digitization effort and Maija agreed that Fayetteville would be available to help with this.
	* The committee asked if there had been any action taken with Holy Trinity’s collection. Déirdre responded that she had not heard anything, but would ask the question.
	* Déirdre asked the Committee about an inconsistency in CNY Heritages MIME vocabulary that is associated with the Format field. Specifically regarding the vocabulary for jpeg images (image.jpg vs. images.jpg). Is each institution was creating its own vocabulary or sharing it? The Committee reported that the vocabulary is supposed to be shared and Déirdre agreed to follow up on this and make sure that various institutions were following the procedures established by the Committee.

**NEXT MEETING: Wednesday, March 9 at 2:30 p.m. CLRC conference room.**

Motion to adjourn was made at 2:50 p.m. (MacDonald/S/Approved unanimously)

Respectfully submitted,

Déirdre Joyce

Assistant Director, CLRC

1. It was later clarified that only four additional Councils would join the effort immediately: Western (WNYLRC), Rochester (RRLC), Northern (NNYLN), and Capital District (CDLC). South Central (SCLRC) would like to join as well, but may not be able to do so from the beginning of the merger. [↑](#footnote-ref-1)