Central New York Library Resources Council

Digitization Committee

9 March 2011

2:30pm

**Present:** Stephanie Zwolinski (Liverpool Public Library), Chair; Peter MacDonald (Hamilton College); Maija McLaughlin (Fayetteville Free Library); Linda Ryan (Fayetteville Free Library); Jane Verostek (SUNY ESF); Brian Dobreski (SU); Déirdre Joyce (Assistant Director, CLRC), liaison; Debby Emerson (Executive Director, CLRC); Chris Hawkins (CLRC IT consultant)

Stephanie Zwolinski called the meeting to order at 2:31pm

**Action Items:**

* Outstanding questions about NY Heritage merger (Debby/Déirdre)
  + Will they allow collections that are not currently in NY Heritage to join? Perhaps collections from institutions that have their own CONTENTdm license but may be interested in joining NY Heritage? What are the license restrictions as far as OCLC is concerned?
* NY Heritage Metadata
  + Attend final planning meeting regarding the collection of NYHeritage metadata on 16 March. (Maija and Brian(?))

Peter MacDonald made a motion to approve the January 6, 2011 minutes as written, (S/A).

**Agenda Items:**

* Chris Hawkins and Digital Preservation
  + Chris came into the meeting to address the group on a preservation product that he is developing. This is the same product that is being offered as a component of the NY Heritage merger. Chris spoke to the committee to not only answer questions about the existing product, but to get ideas from committee members about what the outstanding preservation issues might be and how CLRC might collaborate with Chris on a preservation initiative.
  + Chris indicated that the product was about to enter its second stage of development. The first stage was the product that WNYLRC asked CLRC to create for CONTENTdm. The second stage will be an attempt to create more scalability, so that it can work with other digitization systems (even Institutional Repositories, i.e. DSpace, Fedora, SURFACE, BPress)
  + Chris began by discussing the current state of Institutional Repositories and some of the computer science issues that are associated with preservation. He felt that he understood these very well, but was curious to know what issues were important from a user perspective
  + Peter pointed out that institutions struggle with the issue of WHEN materials should be archived. The records lifecycle can be a bit out of sync and institutions would need materials in a preservation system to not be a completely dark archive. They would want to be able to call materials as necessary. (Active records would of course have backups at the local level)
  + Systems need to be accessible
  + Needs to be functionality to update metadata
  + Needs to consider issues associated with OAI/PMH
  + How do we handle the problem of CONTENTdm changing the name of objects?
  + Stephanie asked about a model for keeping proprietary objects and wondered about the possibility of an e-commerce tool for images.
  + Committee asked questions about the NY Heritage project, to wit:
    - How do we access images? Chris explained that a software tool has been developed to pull out items at will
    - Materials will be transferred via CDs, backups, terabyte drives
    - This is a professionally managed service. For libraries not involved in NY Heritage, the product may be offered as a software solution.
* Déirdre addressed the Action Items that had been called out in the January 6 minutes, to wit:
  + Questions regarding the Cazenovia Collection
    - Committee had stated a concern about Cazenovia’s rights to publish the materials from the fashion collection. Déirdre discussed these questions with Stan Kozaczka who assured her that the collection and any associated rights had been duly purchased by the College and that the College was well within its rights to publish these materials. In terms of materials that might have been published elsewhere, the previous publishers are believed to be defunct and Cazenovia would agree to take down anything that might be challenged, though the possibility of this happening would be highly doubtful.
    - Déirdre and Debby responded to outstanding questions regarding the possible NY Heritage merger. Many of the questions have yet to be resolved, but the questions that could be answered included:
      * Who will be responsible for training? Local councils (i.e. CLRC)
      * How much will CLRC/Liverpool pay? No more than they are currently, probably less.
      * Will CLRC/CNY Heritage’s share be pro-rated to its usage? No. The amount is a flat fee, but CLRC has budgeted for this.
      * How will the digital preservation system being created by Chris Hawkins add to the overall cost? NNYLN has already contracted with Chris and this is included in the budgeted amount that CLRC would pay.
      * Holy Trinity Collections. CLRC had not yet had a chance to discuss Holy Trinity’s collections but a meeting had been set up. Déirdre had discussed the issue with the SU intern that had worked on the SUNY Upstate materials.
      * SUNY Upstate. Completed, though the metadata may need to be revisited.
      * DeWitt Public Library. Still need to discuss the possibility of someone from DeWitt joining the committee.
      * MIME vocabulary. Still checking.
* Status of CNY Heritage Pilot Project
  + Déirdre reported that both Cazenovia College and SUNY Upstate had added collections to CNY Heritage
  + Déirdre reported that the Pilot Project, originally supported by an LSTA grant, had ended in 2010. It is incumbent upon the partners and the Committee to review the project, its successes and failures, and write a report.
  + Jane suggested we should do an exit survey that goes to the CLRC and DHP listservs that incorporates questions about why certain entitities may have chose NOT to join CNY Heritage; important to find out what the barriers to entry are
  + Committee discussed also sending out a print survey for those sites who may not have email access
  + Committee discussed looking in the former RA files for information on DHP participants
  + Committee discussed the creation of a community forum.
  + Set up a wiki to write this report.
  + Talk to Hudson River project personnel to see their methods of self-evaluation.
* Status of NY Heritage 3Rs Merger
  + Peter asked when the contract for the merger might be signed and what it might look like. Debby explained that the project is still in a somewhat inchoate stage, but that the participating 3Rs are planning a meeting in April to discuss a number of outstanding issues. CLRC would report back to the committee on the status of the project as it is decided at this meeting.
  + Déirdre asked if anyone would be willing to sit in on the scheduled, 16 March meeting of the NY Heritage Metadata planning group as she had another commitment scheduled on that date.
  + Debby reiterated that as the project moves forward, if CLRC would choose to join, CLRC is committed to retaining the CNY Heritage branding.
  + Committee resolved to vote on the issue of joining NY Heritage after additional questions were answered and the Pilot Project partners had a chance to meet and review the status of the project.
* CE Ideas. Déirdre announced the SWOT analysis suggestion that each group come up with ideas for CE events, the Committee suggested the following:
  + Digital Preservation, what is it and what are the issues?
  + Copyright?
  + Peter suggested that CLRC directly link to an LC series on preservation that could be helpful.
* Committee briefly discussed the current charge and explored different ways to move forward.
  + A lot of interest was expressed in trying to do more work with transcriptions and the digitization of newspapers and journals
  + Déirdre discussed a digitization initiative being undertaken by a group of academic archivists (started at a Mid Atlantic Regional Archives Conference meeting in Fall 2010) which may help smaller institutions digitize (EAD) their paper finding aids.

**NEXT MEETING: 4 May 2011, 2:30pm at CLRC.**

Linda Ryan made a motion to adjourn at 4:31, (S/A).

Respectfully submitted,

Déirdre Joyce

Assistant Director