Central New York Library Resources Council

Digitization Committee

4 May 2011

2:30pm

**Present:** Stephanie Zwolinski (Liverpool Public Library), Chair; Peter MacDonald (Hamilton College); Maija McLaughlin (Fayetteville Free Library) *non-voting*; Linda Ryan (Fayetteville Free Library); Jane Verostek (SUNY ESF); Déirdre Joyce (Assistant Director, CLRC), liaison

**Absent:** Brian Dobreski (Syracuse University)

Stephanie Zwolinski called the meeting to order at 2:35pm

**Action Items:**

* Resend Link for Metadata Working Group (Déirdre)
* Forward notes on 3Rs NY Heritage Meeting from April 14 (Déirdre)
* Outstanding questions regarding NY Heritage merger (Déirdre)
* Mark-up cnyheritage wiki with any thoughts on the pilot project (Committee Members – wiki may be accessed at: <http://cnyheritage.wetpaint.com/>)

**Approval of the Minutes**

A spelling error to Maija McLaughlin’s name was pointed out and corrected in the previous minutes.

Linda Ryan made a motion to approve the March 9, 2011 minutes as amended, (S/A).

**Agenda Items:**

* Previous Action Items
	+ Déirdre reported no restrictions on previous CONTENTdm users joining with the new, unlimited license.
	+ Maija reported positive progress and no surprises at the metadata working group meeting that she attended in mid-March. (Committee asked for access to the working group’s spreadsheet).
* Status of NY Heritage 3Rs merger
	+ Peter asked how other institutions/councils have dealt with the changing reference URLs
	+ Peter asked if they will be looking at our metadata to see if this will match? At least for the councils, no retro-conversion required. It is unclear what the decision is for the rest of the group.
	+ Peter would like to know what decisions the metadata group has made about facets?
	+ Committee discussed OCR capabilities of the merger and Déirdre shared information regarding the number of licenses (6) which will have to be shared. With each license that is used, each will need to be deactivated at the end of its use and transferred to another participant (see 3Rs notes for more details)
	+ How many CONTENTdm Client desktop packages come with the unlimited license?
* Ideas for CNY Heritage site
	+ An index that listed all digitization projects in the CLRC region
	+ Peter suggested combining the index/listing with a Google search box, suggesting that this would be the way that most users would carry out their research
	+ Discussion on what to do with the [www.cnyheritage.org](http://www.cnyheritage.org) domain name. Would this be folded into CLRC’s current site or would it continue on its own?
* CE Ideas.
	+ General digitization workshop.
	+ Copyright.
	+ Pros and cons of digitization.
* Pilot Project Review
	+ Committee decided to use the project wiki to report on the successes and failures of the original pilot project, using the outline provided. Each committee member will work to comment/report on the pilot project prior to the next meeting. Déirdre will send out a reminder.
* Other
	+ Déirdre and Stephanie shared a nice email referencing digitized materials from Liverpool’s collections.

**NEXT MEETING: 12 July 2011, 2:30pm at CLRC.**

Peter MacDonald made a motion to adjourn at 4:00, (S/A).

Respectfully submitted,

Déirdre Joyce

Assistant Director