**CLRC Digitization Committee Meeting**

**September 10, 2009**

**10:00 a.m.**

**CLRC Headquarters**

**Present:** Peter MacDonald (Hamilton College); Maija McLaughlin (Fayetteville Free Library – FFL); Leah Sopchak (FFL), Jane Verostek (SUNY ESF); Stephanie Zwolinski (Liverpool Public Library - LPL); Nancy Howe (CLRC), liaison.

**Excused:** Rick Fensterer (LPL); Suzanne Preate (Syracuse University); Linda Ryan (FFL); Bradley Shipps (FFL); Peter Verheyen (Syracuse University); Susan Hughes (CLRC).

The meeting was called to order at 10:05

**June 4, 2009 Meeting Minutes**

* Under *Other*: CLRC will **publish** not public
* Motion to approve minutes as amended: Maija McLaughlin (S/A).

**CNY Heritage Update**

* Discussion of the “About Us” resulted in the following changes:
  + In the first paragraph, state clearly that CLRC is one of the NY3Rs.
  + There is a diamond –shaped character in the place of an apostrophe under **Goals : “**New York’s libraries”.
  + Remove the term “pilot” throughout the “About Us” page, except where the Pilot Project Partners are listed.
  + Under “Press Releases” add a PDF of the promotional flyer created by Susan Hughes.
  + In the future, add a tab for materials for project participants – after we approve materials, send along to Larry for posting to web.
* Discussion of the CNYHeritage logo created by Riva Powers:
  + Is the background of the logo transparent?
  + The Committee wants the color of the logo to match the green color of the CLRC website logo, for continuity.
  + Committee agrees to pay Riva Powers $100 for revised logo.
  + We may want to add a tagline to the logo (future discussion)
* Discussion of banner reorganization:
  + The banner should only appear on the homepage, the “About Us” page and the Help page.
  + Banner size should be reduced on the browse and advanced search pages.
  + The logo should remain on the left, longer simple search bar on right with adjacent link to advanced search, blank space at top right for links to CLRC, NYHeritage, etc.
  + We hope to get some of this solved via email because Susan Hughes is promoting the web site at *Partnerships in Education* on October 14, 2009 – a one-day conference for new school teachers and librarians.
* Further website discussion
  + There needs to be a brief description about each participant’s collection on the Browse page or linked to the Browse page.
  + We need an intervening page between the actual collections and the Browse page
  + Participation forms should include a request for a one paragraph description of the institution and the collection contributed.
* ContentDM issues
  + Currently, Syracuse University is running an “index all” script every night as a “band-aid” solution to our indexing problem.
  + Nancy will email OCLC outlining what SU is doing to work around this issue and will request a permanent fix.
  + The “Type” metadata field: Dublin Core standards are one word terms, not two separate words (i.e. stillimage vs. still image). The Committee will discuss this further as there should be a Committee recommendation to do one or the other, but not both. This would provide continuity throughout all collections.
  + “People”, “Places,” “Creator,” and “Org” metadata fields need to be controlled vocabulary fields. Peter showed the Committee how to do this in CONTENTdm.
  + FFL and LPL will need to do a find and replace change in all their collections for the “Type” and “Format” metadata fields – these fields must be jp2.
  + Peter will turn off the “narrow by format” option.
* Training
  + Maija reported that NYLINK has given us permission to use their training module when we are training new participants. We will not have to create collections for training purposes.
  + There is a detailed training outline on the wiki.
  + There was a discussion of the level of detail when training participants in scanning images.
  + The Committee discussed conducting two-day preliminary training and bi-annual or quarterly refresher classes/user group sessions. The refresher classes/user group sessions would focus on issues that participants are having and update information. (This idea was added to the wiki)
  + Everyone should take a look at Bradley’s training outline on the wiki and comment over the Committee listerv.
* Marketing
  + Promote CNY Heritage at *Partnerships in Education*, a one-day conference for new school teachers and librarians in the OCMBOCES, Oswego BOCES and Syracuse City School District on October 14th.
    - Promotional materials will target teachers and librarians working with K-12 population
    - A display board is being created by Exhibits and More for approximately $500. The board will have four bulleted items as to the value of CNYHeritage to school teachers and librarians.
    - The brochure created by Susan Hughes will be modified to target this population.
    - The photo chosen my CLRC for the display is a photo form the Onondaga Nation – Boys with Bicycles. Stephanie will let CLRC know if this photo can be used.
    - Susan Hughes will man the booth.
    - CLRC will purchase jump drives for future CLRC participants with the CNYHeritage logo and URL on them.
    - The Committee reviewed the proposed Fee schedule – Peter made a motion to approve (S/A).
* NY Heritage Update
  + Our top choices for taglines have been sent on to WNYLRC. Once all votes have been tallied, Nancy will let the Committee know which one was chosen.
* Grant Timeline
  + The Committee reviewed the grant timeline. The project is proceeding ahead of schedule.
  + Content DM has a built-in report on hits to the website and web activity. The Committee will need to review these reports in March for the final report.
* Next meeting will be October 20, 2:30 pm at CLRC.

Action Items

1. Review Participation Forms one more time and post them to CNYHeritage.
2. Ask Riva to revise logo and send to Larry Polly.
3. Create display booth for future activities.
4. Review Larry’s updates of home page and have him add a transitions page.

Adjourned: 12:25 pm