Central New York Library Resources Council

Digitization Committee

20 September 2011

2:00pm

**Present:** Stephanie Zwolinski (Liverpool Public Library), Chair; Maija McLaughlin (Fayetteville Free Library) *non-voting*; Jane Verostek (SUNY ESF); Linda Ryan (Fayetteville Free Library); Brian Dobreski (Syracuse University); Jennifer Husenitza (Soule Library); Déirdre Joyce (CLRC), liaison; Claire Enkosky (CLRC)

*Via teleconference:* Debby Emerson (CLRC)

**Excused:** Peter MacDonald (Hamilton College)

**Action Items:**

* Research the NNYNP, dtSearch, Fulton Newspaper Project and newspaperARCHIVE.com database (all)
* Ask Tom Blauvelt about the transition and redirects between CNYHeritage and newyorkheritage servers (Deirdre)
* Ask about collection ID naming (Deirdre)
* Create a lightweight form for a new project under CLRC.org’s Digitization page (Claire)
* Read over the Pilot Project Google doc in preparation for the next meeting (all)
* Send everyone the metadata style guide for NewYorkHeritage (Deirdre)
* Look over the metadata style guide and give Deirdre some feedback (all)

Stephanie Zwolinski called the meeting to order at 2:10 pm.

**Agenda Items:**

* Welcome and introductions
* Approval of minutes
  + Jane made a motion to approve the July 12, 2011 meeting minutes (S/A)
* Previous Action Items:
  + Checking to see how many project clients with NYHeritage
    - The upper limit is unknown, but we do not think it matters how many there are because we have our own subscription to CONTENTdm and we have only given out about 7 or 8 project clients as yet. We know that the limit is much larger, but we were unable to get a precise number. In the future, when there is a critical mass of project clients in use, we will re-visit the topic.
  + Fayetteville visit for a second project client
    - Planning to visit on Friday, September 23rd
  + Send Peter the Fayetteville microfilm to test
    - Maija reports that the test did not bear any fruit. The copy was not scanning very well. There may be robust software out there to fix the problems, but Fayetteville’s software set-up was insufficient for such a poor copy.
    - Peter did give some feedback
    - Laura Osterhout of RRLC (Member Services Coordinator) is also interested in doing a newspaper digitization, but probably not with CONTENTdm because CONTENTdm is quite awkward with newspapers. She was de facto project manager of the NYHeritage project. This is separate from the Northern NY project that Debby mentioned at the last meeting.
    - Linda asks if anyone contacted the New York State Newspaper Digitization Project. No one has contacted them.
    - The focus of this committee will remain on the NYHeritage collections but we will revisit the newspaper idea.
  + Digitization practices & Gage foundation contact
    - Resolved, because Fayetteville had the microfilms in question.
  + Research the NNYNP, dtSearch and maybe Fulton Newspaper Project
    - Deirdre suggests we keep this action item on the table on an informal basis.
* Status of the NYHeritage 3Rs merger
  + The group is meeting this Thursday, 9/22
  + We were waiting on Holy Trinity Orthodox Seminary and ironing out some questions about uploading materials the way they wanted. A snag has emerged in that the software is not performing the way it is supposed to; watermarks are not appearing in the uploaded images.
    - Deirdre has worked on this with April Younglove of the RRLC office. She has also posted a question on the OCLC CONTENTdm forum and submitted a technical support ticket with OCLC. She is waiting on any response.
    - It may just be a glitch in our version of CONTENTdm, which would be fine because we will be uploading to 6.1 anyways.
    - We will go forward with the Holy Trinity collection.
  + All CONTENTdm users will have to stop using their project clients while everything is uploading from the Syracuse University server to the 3R server. It should only take 2-3 days. That should be the extent of how it will affect the CNYHeritage collection users (besides redirecting URLs to newyorkheritage.org).
  + Stephanie asks about the CNYHeritage.org site.
    - Stephanie suggests a week overlap so that organizations can update their links.
    - We will have a splash page within the newyorkheritage.org site for CNYHeritage.
    - We may have a special index for non-CONTENTdm collections linked through CNYHeritage.
    - Deirdre suggests that CLRC have a new server for CNYheritage that redirects to the newyorkheritage splash page for CNYheritage.
      * Stephanie suggests that this new CNYHeritage be a broader collection (beyond just CONTENTdm collections)
    - Stephanie points out three options:
      * Redirect to NewYorkHeritage.org home page
      * Redirect to CNYheritage splashpage within NewYorkheritage
      * Redirect to CLRC.org subpage about CNYHeritage
      * Redirect to simple webpage unrelated to CLRC.org but on the CLRC.org server; with a simple index.
  + Maija asks if NYheritage.org is interchangeable with newyorkheritage.org. It is, but the .com’s for both will not work.
* Policies and Procedures for CLRC’s role in NYHeritage
  + SUNY Upstate called and told Deirdre that they wanted to add another collection but it was unclear if they had to re-submit a project proposal. Once we move to newyorkheritage, this kind of question should be addressed by a new policy.
    - Does the committee need to see a new proposal for a new collection?
    - Will it still be related to Central New York?
    - Jane recommends that they must review the metadata standards and so forth, but not have to fully re-submit new paperwork. Stephanie suggests a lightweight notification form, since the institution would have already proven their interest and experience.
  + Stephanie asks about the metadata subfield mapping during the transition to NewYorkHeritage.
    - NewYorkHeritage names each “collection” after the unique institution, which is how CNYHeritage is set up now. For each collection in the new CONTENTdm, there is a particular syntax to be followed. It will start with the OCLC code (e.g. SRR) to be followed by the collection code (e.g. 001). It is unclear how our collections and metadata will be grandfathered in with this new syntax (especially since some of our institutions do not have unique OCLC codes). Linda points out that this dependence on OCLC symbols will thwart our efforts to include little historical societies.
* CE catalog
  + Deirdre has created a print copy of a Fall 2011 catalog. This will be done twice a year. A pdf is also available online.
  + Additionally, our website has an event calendar to feature these events and other regional offerings.
* New website
* Other
  + Stephanie suggested that the pilot plan be voted to approve at the next meeting.

**Next Meeting: Tuesday, November 15th, 2pm – 4pm**

Jane motioned to adjourn at 3:38. (S/A)

Respectfully submitted,

Claire Enkosky

Emerging Technologies Specialist