Central New York Library Resources Council

Digitization Committee

15 November 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; Peter MacDonald (Hamilton College); Elisha Davies (Cazenovia Public Library)

**Absent:** Gabrielle Gosselin (Syracuse I-School)

**Action Items:**

1. Add SUNY Upstate Collections to the Pilot Project Final Report (Déirdre)
2. Review NYHeritage collections to ensure there are no errors/issues (All)
3. Ask about Collection IDs and how they will be used in NYHeritage (Déirdre)
4. Compare fields from CNY Heritage to NY Heritage so that the nicknames for the more significant fields can be normalized between the two templates (Peter)
5. Send out new URL for uploading materials from the Project Client to Liverpool and Fayetteville (Déirdre)

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

**Agenda Items:**

1. Welcome and Introductions

* Group went around the table and did introductions, including Elisha Davies, the committee’s newest member representing the Mid-York Library System (Cazenovia Public Library)

1. Approval of September 20, 2011 minutes

**Linda Ryan made a motion the minutes for the September 20 meeting be approved as written (S/A)**

1. Pilot Project

* The draft of the final report was discussed and a few minor changes were made to the text. In addition, Déirdre will add the SUNY Upstate projects to the list of collections which currently exist. Linda Ryan made a motion that the Pilot Project Review be presented to the Board of Trustees at the next meeting. (S/A)

1. Status of NYHeritage 3Rs merger
   1. Transition and Redirects

* Déirdre discussed the status of the migration. All materials have been transferred to the NNYLN server and participants will need to get the new URL to upload new materials via the Project Client. All committee members were asked to look at CNY collections on the New York Heritage site and give feedback if necessary.
* Déirdre proposes to have an informal meeting/discussion with participants to give instructions on what this will look like and what participants must do in order to move materials. This meeting will take place shortly after Thanksgiving. In the meantime, Fayetteville and Liverpool will be given information to test the new process.
* The committee also discussed the issues that took place with the Holy Trinity materials and decided that it might be prudent to review our policies regarding branding or watermarking as part of our local best practices. Peter suggested that we see if the branding issue is resolved on the new server.
  1. Collection ID’s
* Committee discussed ongoing concerns with having an OCLC symbol as part of the Collection ID and asked the NYHeritage group for additional clarification on what this element will do/how it will operate. Stephanie asked to ensure that these would NOT be visible fields. If not OCLC, how will this be controlled?
  1. Metadata Style Guide
* The committee discussed the lengthy style guide created by the NYH Metadata Working Group and decided to review individually and discuss what, if any, local best practices should be implemented by the committee. Maija asked about “Topics” and Déirdre reported that this field was still under consideration and a list would be forthcoming.
* Déirdre emphasized that the Style Guide had been created to be deliberately low maintenance so that additional decisions about what should be included at the local level could be made there.
  1. Other questions about Sept. 22 Meeting notes
* Stephanie asked Déirdre if there was anything additional about the meeting that Déirdre wanted to bring to the committee’s attention. Déirdre discussed the general structure of the project going forward (using Basecamp utility, no real project manager) and the idea of a regional splash page that was discussed at the meeting, responding to one of the features that the Committee had wanted to keep when joining NYHeritage (maintaining local identity).

1. Policies and Procedures for CLRC’s role in NY Heritage
   1. Levels of permission / Metadata templates (CDM admin module)

* Déirdre asked if we needed to restrict permissions during the transition and what each user would see. The committee needed more information and Déirdre decided to send the question in written form to the committee at a later date for discussion.
* The committee discussed how the metadata templates for each institution would/could transition to the new template without errors. Déirdre originally asked if this was something that CLRC should do or if it should be left to individual institutions. As the discussion evolved, it seemed the committee needed more answers. Déirdre would find this out; Jane suggested a listserv to ask questions and discuss among participants (like ContentDMs User Forum?)
  1. Splash pages
* Déirdre demonstrated the splash pages that are available for everyone’s use. These are currently supposed to be part of the functionality of the new release of CONTENTdm and will be up to the individual councils to maintain, after Laura Osterhout of RRLC creates the originals.
  1. Forms
* Committee reviewed the participant profile form and made suggestions for changing, using both the blank form and the new application received from Salina Public Library

1. Other Business

* Salina Public Library Application. Committee discussed the newly received application and agreed that there may be some misunderstanding of issues related to copyright. Déirdre was tasked with discussing these issues with Sarah Rosten (contact) to clarify the understanding of copyright and make decisions about what exactly should be included in the initial collection that is digitized.

**Next Meeting: Tuesday, January 24, 2012. 2pm – 4pm**

Peter MacDonald motioned to adjourn at 4:00pm. (S/A)

Respectfully submitted,

Déirdre Joyce

Assistant Director & Regional Archivist