Central New York Library Resources Council

Digitization Committee

12 February, 2013

2:00 pm

**Present:** Stephanie Zwolinski, chair (Liverpool Public Library); Elisha Davies (Cazenovia Public Library); Claire Enkosky (CLRC), liason; Déirdre Joyce (CLRC); Maija McLaughlin (Fayetteville Free Library); Jennifer Husenitza (Liverpool Public Library); Sarah Lawler (FFL/iSchool)

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

**Action Items:**

* Schedule a CONTENTdm website configuration class (Déirdre)
* Talk to OCLC about disabling the ability to download images (Claire)
* Create cover sheet for the new 1-page application (Claire)
* Share the Google Doc with cnylrc@gmail.com, delete out institutions not in the CLRC region (Jennifer)
* Send Jennifer a list of CLRC DHP constituents (Déirdre)
* Check the date of the common core learning day at FFL, relay to Déirdre (Maija)
* Send Maija the live slides, dates for the Amigos grant-funded program that Jessica Stewart is working on (Déirdre)

**Called to order at 1:51pm.**

**Agenda Items:**

* Approval of November 13, 2012 minutes
	+ Correction to Sarah’s last name (Lawler)
	+ Jennifer moved to approve the minutes as amended (S/A).
* Claire’s NY3Rs Update
	+ Claire is full-time permanent now, employed for 19hrs/wk with the NY3Rs and the remainder at the CLRC. The NY3Rs work as “Coordinator” focuses mostly on NYHeritage and Continuing Education
	+ Claire had already been filling this role as a temporary position, but the problems encountered made it clear that this had to be a permanent position
	+ Northern NY server is no longer a part of the project; everything has been moved to OCLC
	+ The harvester is not compatible with version 6 of CONTENTdm, so we are no longer able to use it. We are searching for harvesters that are version 6 compatible.
* OCLC hosted site
	+ Using version 6.2 of CONTENTdm—soon to be version 6.3
	+ NYHeritage is only really Upstate NY right now because of the incompatibility of the harvester; METRO, Hudson River Valley, and Long Island are no longer being pulled
	+ Plan to incorporate downstate collections: on an annual basis, all of METRO’s collections will be replicated and incorporated into NYHeritage
		- Not sure how this is going to work with metadata
		- Claire has not been a part of this discussion
		- User will not be pulled to METRO’s site when looking at METRO collections
	+ Per Déirdre, Hudson River Valley is now interested in being incorporated into NY Heritage since it’s running more smoothly
	+ NYHeritage.org and NewYorkHeritage.org direct to the same page
* Structural Changes in CONTENTdm 6
	+ Drupal pages became redundant by the new version of CONTENTdm
	+ Each institutions has its own landing page
	+ There are not a lot of changes that Claire can make to the pages
	+ Collections page
		- “All Collections” list isn’t ideal; loading time is too long, collections lower down in the alphabet aren’t as accessible
		- NY Heritage topics very prominent
			* These fields actually have too many results for exact searches right now; the phrases are being searched for in 4 different fields
			* Working on normalizing, but it’s going to take time
			* CONTENTdm searches by field nicknames, which has proven to be tricky. Claire has been looking through the fields of each collection to normalize nicknames and the fields themselves.
	+ New landing pages are replacing the Drupal pages for each contributor, which provides access to the collections
		- Users can edit own landing page, except right now. The ecommerce code applied by Chris Hawkins has somehow interfered with the abilities of users who do not have server rights. Claire is in discussion with OCLC.
		- Not very intuitive editing website configuration
		- Suggested topics in place of custom query is being pushed, but this has some problems
		- How should we go about showing users how to configure their landing pages? Or should Claire go ahead and configure it for them?
			* Some class options for the website configuration tool: Know & Go sessions from Amigos (hour long), or a two-session class (4 hours total) from Amigos
			* Find out which institutions want to manage their own page; the others will be managed by Claire (at least in our district)
			* Sarah saw an eagerness from institutions to control their own pages
			* Time is running out to use LSTA grant money, so we need to act on this class fast
	+ “Restful” URLs are making custom queries easier
* WorldCat Digital Gateway Report from Déirdre
	+ CDLC (Sue Rahn & Ilka Morse), SCRLC (Matt Hogan)and SENYLRC/Hudson River Valley Heritage (Jen Polmentiero) working on this gateway
	+ Last Fall they were having a problems receiving a sync report (when records are loaded into OCLC a sync report should generate with an assigned OCLC number, with which you can then edit the record)
		- OCLC cannot say why this is happening
		- Items associating with URL in lieu of OCLC number
		- Directing to Northern NY’s URL instead of new URL
		- Northern NY URLS should redirect, but this is a problem for filing purposes, not display
	+ Déirdre will provide more information when she has more
	+ This is not a difficult process, but the software is not reliable
	+ Brain was looking at how this worked before the server broke, but only 1 person has admin rights for the entire NYHeritage site, so CDLC is discouraging a lot of people from experimenting
* CNY Region Collections
	+ 14 new collections from the Fall Semester
		- Trouble getting a hold of Holland Patent, so they’ve been re-added to the list of interested organizations
		- Collections got going with interns Sarah, Aaron, Jan, Morgan, and Kelly, but how do we keep them going?
	+ Donna & Bob at SU Law Library are working on publicizing, actively working on digitizing
	+ Barb Scheibel at OCPL has already added another sub-collection
	+ Claire worried that the others are put-off by the technical problems we’ve had
	+ How do we make sure they stay active?
		- Maija to help reach-out to some places to help create action plans
		- Good idea for the entire committee to reach out
			* adopt-a-collection for each member?
			* Create user groups, so they can talk to eachother as well
				+ There is a Listserv, but we need something more informal, too
			* Winter digitization bootcamp—3 or 4 people came from the Fall participating organizations
			* Need to make some courses for continuing users so that we’re not just showing them the basics again
				+ More focus on promoting collections in these continuing classes

Claire made some promotional desktop backgrounds for SU Law Library

Postcards with QR codes on the back

Need to survey participants; need to figure out what stage the institutions are at and their marketing needs

* + - * CLRC is looking to have each committee sponsor events, and these ideas will work nicely into that goal
	+ Cazenovia’s collections are scanned, but there’s no metadata. They’re working on finding the time to finish; this has become Elisha’s responsibility
* Interns, Volunteers, and Participating Institutions
	+ The Spring intern, Jane, has a full time job, is a full time student, and cannot travel
		- She chose OCC and OHA, working on OCC right now
	+ Many of the interested institutions are very far away
	+ Volunteers aren’t really interested in the 2-3 hour travel commitment
	+ Polaris volunteer (Bob) working on the Solvay collection which was already scanned by Cara before she left; he emailed Claire and said that the metadata isn’t making sense
		- Anne Moore at Solvay might have some insight—she’s worked with the archives a lot
	+ Biggest feedback from Fall interns was that 3 collections is too ambitious with the time allotted
	+ There is still LSTA grant money available
		- Could set up some more training
		- Could have CLRC part-time employees who went through the digitization bootcamp (Rei & Stephanie) travel out to some collections, Claire too
		- Tutoring as a part of the process, training those at the institutions
	+ Canastota interested
	+ LeMoyne really interested, but wants to do a collection that doesn’t fit our criteria
	+ New Woodstock wants to do paintings, which we are not equipped to handle right now
	+ Waterville just contacted CLRC
	+ OHA
		- They haven’t submitted an application yet
		- very interested in monetizing their collections, and as a result they want to watermark their images
	+ CONTENTdm version 6 makes it very easy to download images; not sure yet how to disable
	+ Stephanie suggested using some LSTA money to solicit more institutions to get involved/show interest
* Statistics
	+ Everyone who has a published collection has statistics
	+ Unclear how usage reports are working now – the reports state an irrelevant date (January 23rd ) as the generation date, but Claire’s been told they generate every day. Claire is checking into this
	+ Looking at Liverpool’s January report as an example ( not a complete month, went live on the 9th):
		- list of items that have had views, how many views
		- Claire re-formats the report with summary information
		- At the beginning of every month, Claire will send this report to each organization
	+ 3,000 views in one month
* Participant Application
	+ Claire shortened to 1 page
		- Not as comprehensive, but less intimidating
		- Old application stated that the dig committee needs to approve all new sub-collections, which we don’t have a mechanism in place for doing
		- Add an explanation supplement? We need to really push for an explanation of why this collection is significant
		- Collection v. sub-collection is confusing for institutions
		- Provide a list of pros & cons of having multiple sub-collections in the cover letter/explanation supplement? Or describe the principles of provenance and original order?
		- Claire cut out the following from the original application:
			* Description of organization
			* Table about material types (usually not accurate)
			* Describe the intended audience (responses were always similar)
			* Project readiness has been condensed -- they don’t know what they don’t know
			* This info is still important, but should be a conversation
* CNYHeritage.org site
	+ No longer active-- redirects to NYHeritage
	+ Still the name of what this dig committee is giving advice to, still has resonance as an entity
	+ A place to develop some Omeka exhibits?
	+ Hang onto for some future project
	+ Information source for CNY collections?
	+ Stephanie noted that on Liverpool’s website, they list their collections as “CNY Heritage on NY Heritage”
* Newspaper Initiative
	+ Jennifer started a Google Doc of names and contact info of different historical societies in the area
	+ Ask these organizations if they have any historical newspaper collections that they would like to digitize
		- Need to discern what they have and format these are currently in
	+ Jennifer to share the doc with the cnylrc@gmail.com
	+ Cazenovia has outsourced their newspaper digitization to Advantage Preservation
		- $90/roll (they got a deal at $75/roll)
		- OCR’d
		- Copyright: they are digitizing papers after 1923, have been writing letters but have received no response
	+ WNYLRC
		- Newspapers digitized by Backstage, and the relationship has been problematic. Numerous mistakes have been made, and a trojan virus was given to them along with the files
	+ Fultonhistory.com has some newspapers uploaded
	+ Survey Questions
		- Do you have any newspapers?
			* NYS Library has physical papers
			* We’re not so much looking for the physical items as a sponsor of the project, whether they are being used, where they are being used
	+ Amigos grant
		- Jessica Stewart still working on it
		- 1-2 hour training program to train teachers, promote K-12 student use
		- Should be done by May (instructor script, participant packet)
		- Training will be in the Fall
		- FFL hosting a common core learning day for librarians on May 31st (Maija to double-check); they could include the date of this training in the packet
			* Being put together with Barb Stripling, Sue Kowalski, possibly others
			* Déirdre could give Maija the live-slides
			* SLS project Look Sharp with Ithaca College (primary source training for teachers); we should talk to them about incorporating NY Heritage materials

**Elisha motioned to adjourn at 4:05pm (S/A)**

**Next Meeting: April 9, 2013**

**Respectfully Submitted,**

**Stephanie Helsher**

**Clerical Assistant, CLRC**