**Central New York Library Resources Council**

**Digitization Committee**

**9 April, 2013**

**2:00 pm**

**Present:** Stephanie Zwolinski, chair (Liverpool Public Library); Claire Enkosky (CLRC), liason; Déirdre Joyce (CLRC); Maija McLaughlin (Fayetteville Free Library, *ex officio*) Brian Dobreski (Syracuse University)

**Excused:** Elisha Davies (Cazenovia Public Library); Jennifer Husenitza (Liverpool Public Library); Sarah Lawler (FFL/iSchool)

**Called to order at 2:01pm.**

***NB: This meeting lacked a quorum and therefore no motions were made on minutes. The meeting notes below are a discussion of issues and will be ratified at the next meeting of the committee.***

**Action Items:**

* + Maija will send CLRC dates for Common Core training to advertise when this opens wider than OCPL.
	+ Stephanie will send info on the Gale webinar to CLRC to advertise to the rest of the rgion
	+ Claire will send a collection to Maija to finish the metadata/digitization process.
	+ CLRC will purchase 2 hard drives t assist with this process.
	+ Claire will send out metadata dictionary to all CNY Heritage constituents.
	+ Deirdre will invite members to Discovering NY Treasures training when it becomes available.
	+ Jennifer will set up the process for contacting historical agencies to inventory local newspaper collections.
	+ Everyone will mark calendars with year long standing meeting dates which are: June 11, September 10, November 12. Second Tuesday of every February, April, June, September, November.

**Agenda Items:**

1. Discussion
	* Stephanie asked if a discussion on the special topics list in the metadata dictionary.
2. Approval of February 12th minutes
	* *See above note.*
	* Additional discussion included:
		+ Correct misspelling of Brian (from Brain) in previous meeting minutes.
		+ Stephanie asked about the participant application discussed in the previous meeting. Do we not already have a mechanism for approving sub-collections through the requests for a sub-collection i.d. Claire noted that this works only if the participating intuition understands and follows the directions. This is being addressed in the new cover sheet for the collection. More discussion below.
3. Action Items from previous meeting.
	* **Schedule a CONTENTdm website configuration class. (Deirdre)** This was held on March 25 & 27 through Amigos Library Services. Lots of good information. Stephanie affirmed a good class with a patient instructor.
	* **Talk to OCLC about disabling the ability to download images (Claire).** Claire disabled the download of images from all institutional collections so that this is now the default. If collection managers would like to change the permissions, this is possible.
	* **Create cover sheet for the new 1-page application (Claire).** Claire passed out a new cover sheet for sub-collections which will also serve as the institutional description. This new sheet reduces and replaces the extensive application and is accompanied by ground rules and a listing of “Basic Steps”.
	* **Share the Google Doc with** **cnylrc@gmail.com****, delete out institutions not in the CLRC region (Jennifer).** No report, this action is pending.
	* **Send Jennifer a list of CLRC DHP constituents (Déirdre**) Done
	* **Check the date of the common core learning day at FFL, relay to Déirdre (Maija).**  May 31, 2013. This will be offered to OCPL system members before being opened to a wider community. When it is opened to a wider community, Maija will communicate this information and CLRC will communicate it to the listserv.
	* **Send Maija the live slides, dates for the Amigos grant-funded program that Jessica Stewart is working on (Déirdre)** Déirdre explained that she had received the information from Jessica the previous Friday and a number of edits need to be made and then will be shared with Maija. CLRC will hold a test session with Jessica and staff during the second week of May, and an additional session toward the end of June with NYH Curriculum Committee members and BOCES partners. The committee will be invited to participate in the latter session. Additionally, CLRC will post the lesson plans to NYH that were modified by Jessica.
4. NYHeritage report
	* This was a report requested by the NY3Rs directors. This is divided between Drupal pages (using Google Analytics) And by CONTENTdm items which provides much less robust information.
	* Possibly a lot of CLRC activity due to Claire. Mundy Branch collections usage is large.
	* CONTENTdm collection statistics may be skewed due to bots surveying newspaper collections. Related to that, WNYLRC collections are overrepresented, due to newspapers.
	* The newspaper collections grab a lot of content.
	* Statistics increasing over the last three months.
	* CONTENTdm reporting not as robust as Google Analytics. Claire is looking into a code that may be added to CONTENTdm to add Google Analytics and harvest better information.
	* Stephanie asked if we used to have statistics with CNY Heritage? Claire responded that she has requested collection level access to usage reports and responses from CARLI and others indicate that this has not been functional for quite a while (i.e. many have requested this functionality, it has not been addressed by OCLC).
5. CNYHeritage
	* There are 23 collections. OCC is the newest.
	* Not a lot of the smaller participants are adding material to their collections. OCPL is the only institution from the Showcasing CNY project that is actively adding materials. Deirdre commented that this s something of a statewide issue and that many Councils see this happening with smaller institutions. Claire will keep encouraging all participants to remain active.
	* To close out the LSTA grant from 2012-13, Claire scanned a number of collections from the remaining applicants to Showcasing NY. We are actively recruiting people to help with the metadata. Maija volunteered to assist with this.
		+ Claire pointed out that Jervis has great big pics that need Photoshop stitching.
		+ CLRC MCL, Angela Thor’s daughter will do some metadata. She is attending UBuffalo Lib School in the fall.
		+ Former intern Aaron Neslin and Kai Li will be doing. Renee Wiles
		+ Claire mentioned a problem with many of the images being scanned to her personal hard drive. Deirdre said we could purchase 2 hard drives to help with this.
	* Digital Preservation System (DPS) Update
		+ Claire noted that the move of NYH materials to the OCLC server may have disrupted this process. Stephanie asked what this means for the DPS project as a whole. At this point it is unknown. Chris no longer has the same backend access to the OCLC servers (due to a change in policy at OCLC) so this is slowed down.
		+ Stephanie asked if any of the institutions were counting on a working DPS as part of their agreement to join NYH. Claire responded that the DPS was always marketed as a future “maybe” and that all institutions were strongly encouraged to purchase hard drives for their own local backups. The extent to which this exhortation has been followed is unclear. For example, in the case of Hamilton Public Library we have the only copy of the Hamilton Public Library postcard commission. Claire has a meeting with Joan Prindle to show her how to get the archival materials back.
	* Stephanie asked about the metadata for the collections that have been scanned
		+ Claire responded that the metadata is either self-evident (as in the cemtary records, or she scanned indexes to supplement the creation of metadata for these collections.
		+ Crouse hospital is being done by Rei Becker via her employment with them.
6. Newspapers
	* Gale has a webinar on April 16, called Creating the Daily Mail and we’ll publicize it. Can be publicized to CLRC.
7. Other Business
	* The problems with the “search by date” function were resolved during the meeting when discovering that the data type is the key to making this work. Claire will share this information with NYH and the metadata group especially to ensure that this can work going forward.
	* Stephanie then asked about the NYH topics. Are these stable? Should CNY participants change things? These are settled, and it is up to CNY folks to edit their metadata as they see fit. The entire controlled vocab is in the metadata dictionary. The decision had previously been made by the metadata committee not to share this list, but rather to recreate for each collection.
	* Maija asked why newspapers seem to dominate results when doing a search. Claire responded that it is simply the sheer volume of information they produce when they are fully searchable. When WNYLRC was on its own, ED Sheryl Knab had requested code that would suppress newspaper results when doing a general search. Claire will see if the code may be applied to NYH as a whole.
	* Claire has edited the Library Council field so that the site can execute queries that give regional search results.
	* There is no harvester yet. They are looking for one, but it appears that most options are prohibitively expensive. One work around (in order to keep the site national) is that the non-participants will export collections to NYH (which essentially duplicates their materials). Lagging Councils may also decide to join NYH, but this means a lot of metadata cleanup. Harvester remains the ideal solution.
	* An NYH participants meeting is being planned for May.

**In absence of quorum, there was no motion to adjourn.**

**Next Meeting: June 11, 2013**

**Respectfully Submitted,**

**Déirdre Joyce**

**Assistant Director and Regional Archivist, CLRC**