

Digitization Advisory Committee Meeting

July 24, 2020 at 3 pm via Zoom

Present: Bridget Bower (Ithaca College), Erin Rushton (Binghamton), Natalie Skwarek (Alfred University - Herrick Library), Claire Lovell (SCRLC)

Other Members: Regan Brumagen (Corning Museum of Glass), Joe Festa (Fenimore Art Museum), Maggie Young (Steele Memorial Library), Erika Jenns (Southern Tier Library System), Molly Brown (SCRLC)

- Introductions
 - The members introduced themselves and their job responsibilities. They also discussed their reopening plans for this fall. Alfred and Binghamton still have evolving plans, potentially to bring students back beginning in August but the expansion of the quarantined-states list makes this more complicated. Ithaca College plans on bringing students back in September, but that may change.
- Review & approval of minutes from 12/19/2019
 - Bridget approved the meeting minutes from 12/19/2019. Natalie seconded.
- Update: NYHeritage & Regional Participation
 - Claire has sent introductions to every contact name she has for current NYHeritage collections in the SCRLC region. This doesn't necessarily include historic newspaper collections.
 - Claire is also doing an informal audit of the collections to check for landing page and collection icons, working links, and search facet consistency. If anyone finds fields or other information that is inconsistent across one collection or more, please contact Claire to address.
 - Claire has contacted RBDB recipients. Nearly every project was interrupted in some way or another. The state will allow us to be flexible about grant activity deadlines. We still need to distribute the money this year, however.
 - Incidentally, one RBDB grant has been interrupted by COVID to have physical newspapers digitized by Hudson Archival. Claire has heard from SENYLRC colleagues that Hudson Archival may not reopen for newspaper digitization. Other vendors recommended for these kinds of projects are Backstage and Biels.
- Update: Exhibitions
 - Claire checked all links on the Women's Rights online exhibition and is working with the committee putting together an exhibition about Immigration, which should be finalized in the coming months.
 - Physical exhibits are in the SCRLC office. Diane Capalongo has been managing the exhibits between Juila and Claire. Claire will contact the libraries that signed up for 2020 displays and see if they'd be interested in 2021 displays instead.
- Update: Digital Dark Archives

- Digital Dark Archives is a last-resort digital repository. It's called "dark archives" because it's online but not publicly accessible, and is hosted in Amazon's Web Service (AWS). Our colleagues from SENYLRC take batches of collections that we send them and they upload them into AWS. We at SCRLC will pay for the annual hosting of these files, but we're concerned about the price being too much for the council, so there will have to be a limit to what we offer for free.
- There's also a cost involved should our members ever need to retrieve the files and we'd ask the institution to pay that *if* the time ever comes. The uploading, hosting and retrieval of collections are done by batch (and costs are calculated by GBs of each batch), so this is not a solution for "I can't find this single file," but rather a backup for entire collections in case there's an absolute disaster. Basically, this is an insurance policy that the council will pay on behalf of our members.
- We ran a pilot with the History Center of Tompkins County's Political Club / Womens' Suffrage Scrapbooks. Claire simply uploaded the contents to a Google Drive along with a very simple inventory and Zachary of SENYLRC did the rest.
- The results of the January-February 2020 Digital Preservation Survey showed that needs vary widely, and while the Digital Dark Archives may be a perfect solution for some smaller institutions, it probably won't fit the needs for larger ones with their own institutional repositories.
- Update: Empire Archival Discovery Center
 - Empire ADC is an online EAD portal for finding aids. It's on track to be finished by the start of 2021. It's been in progress for years but they determined that the initial platforms were too problematic to move from pilot to full scale, so now it's being rebuilt on a new platform, and everything appears to be going well.
 - Erin asked what platform it will be built on. Claire will find that information and send it to the committee after the meeting.
- Update: SCRLC Digitization Lab
 - Julia and Mary-Carol applied for nearly \$15,000 from Assemblywoman Barbara Lifton to purchase digitization equipment for the SCRLC office and to travel for use by organizations around the region.
 - After lots of research, SCRLC has chosen to purchase a \$10,000 professional book scanner, the Zeutschel Zeta.
 - Claire bought more equipment for the lab, including equipment intended to handle large format scanning: a DSLR with a wide-angle lens, tripods, tripod extension arms, lighting, and a 360 camera.
 - The 360 camera, a GoPro Max, is intended to travel to member libraries and, in conjunction with Gregg Kiehl of TC3's Kuula.co license, offer a platform for virtual tours.
- New York Heritage Users Group
 - One of the goals of the 2016-2021 Service Plan was to establish a regional discussion list for NYHeritage users. That hasn't happened yet and Claire wonders if it would be useful. She reached out to other regional library councils

and while several of them have user groups regionally, they're not very active for conversation. There is a statewide forum for NYH users, so maybe SCRLC members should simply be encouraged to join that.

- Bridget commented that SCRLC had one considered a regional in-person gathering for NYH users, and that is still appealing, although it would have to wait until next year.
- Claire mentioned that the other council liaisons had discussed doing an online users group meeting this fall, and she suggested topics like publicity and marketing of collections. Erin suggested that the training include some kind of metadata crosswalking topics, because in her library where they use NYH in addition to Omeka and a digital preservation system, transferring materials without a lot of duplication of work would be great. Bridget would love to see a show and tell of collections, and would like to hear about ContentDM updates when they come out. Natalie would also like to hear about publicity and promotion ideas.
- Review committee goals & establish activities for 2020
 - The DAC 2019 Goals were:
 - Assist with standardized Rights Statements implementation in New York Heritage.
 - Explore regional digital preservation needs and possible services through assessment survey
 - Work with SCRLC to conduct assessment to identify regional digitization needs.
 - Explore opportunities for regional collaborative digitization projects.
 - Assist in supporting goals of NYH, ESDN, and DPLA.
 - Assist in supporting implementation of EADC in SCRLC region.
 - Assist in developing a New York Heritage Users Group (SIG).
 - Provide support for current and future traveling/online exhibits.
 - The DAC 2020 Goals will be:
 - Update NYH collections with the standardized Rights Statements
 - Analyze the results of the Digital Preservation survey to identify needs
 - Identify digitization training and equipment needs in the SCRLC region
 - Explore and identify collections in the region that would be assets to NYH
 - Assist in implementing the new Empire ADC in the SCRLC region
 - Plan for an online users group meeting for late 2020 or early 2021
 - Provide support for current and future NYH exhibitions
 - Set up protocols for the implementation of and promote the use of the Lifton Curry Digitization Lab
 - Other
 - Bridget asked why she was unable to upload the Ithaca College yearbooks from the Project Client herself. Claire will check back with her to troubleshoot.

Our next meeting will be in early December of 2020. Claire will send out a Doodle poll in early November to establish a date.