

Digitization Advisory Committee Meeting

December 4, 2020 at 9:30 am via Zoom

Julia Corrice, Chair (Cornell University), Bridget Bower (Ithaca College), Erin Rushton (Binghamton), Natalie Skwarek (Alfred University - Herrick Library), Molly Brown (SCRLC), Claire Lovell (SCRLC), Erika Jenns (Southern Tier Library System)

Absent: Regan Brumagen (Corning Museum of Glass), Maggie Young (Steele Memorial Library)

- Introductions
- Review & approval of [minutes from 7/24/2020](#)
 - Bridget approved
 - Claire seconded
- Plan of Service Elements
 - Julia introduced the Plan of Service elements and explained the group's responsibility to review and amend elements regarding digitization. She also noted that the 2021-2026 Plan should reflect Diversity, Equity and Inclusion practices.
 - The group began with 4.6 Element 1: Resource Sharing - Digital Collections Access. The 2016-2021 goals emphasized digital preservation but the responses from the Digital Preservation survey from early 2020 showed a wide disparity in needs from SCRLC members for digital preservation. Julia commented that the SENYLRC Digital Dark Archives project will hopefully address many of those needs, at least for smaller institutions.
 - The group decided to split this element into two goals: 1) preservation based on what we've already done (DDA) and 2) access to NYH collections and other "digital access projects" (to include empireADC).
 - This element had included reference to new formats like data sets. The census transcriptions from HistoryForge will be copied into NYHeritage, and Julia noted that this goal statement was also written with optimism to include local science data sets one day.
 - The new 2021-2026 goal for this element will be explicit about adopting DEI practices in digital collection descriptions, as well as taking an active role in adding collections about underrepresented populations.
 - For 4.11 Element 4 - Consulting and Development Services, the goal was simply rewritten for clarity. SCRLC will "support regional digitization and innovative projects."
 - For 4.13 Element 5 - Coordinated Services for Members - Digitization Services, the group discussed whether or not the current goal, "Facilitate collaboration and encourage participation within the region to provide a comprehensive digital history of South Central New York State" was strong enough language. Bridget and Claire felt that "encourage" was sufficient.

- Julia and Erin discussed ways to get larger institutions like Cornell and Binghamton Universities to add copies of their local history digital collections (currently on other platforms) to NYHeritage for expanded access.
 - The group discussed other potential barriers to NYHeritage participation and whether there should be explicit mention of SCRLC's role in helping contributors overcome these barriers.
- The three other goals of this element will basically remain the same, with an added emphasis on DEI considerations. Julia suggested that Claire bring up the 3rd goal ("Promote the rich digital content generated by SCRLC members through New York Heritage or other content gateways.") to the Plan of Service committee to discuss the approach to educators. The group would like to have NYH materials as well-used in school curriculum as possible, so perhaps this goal statement should more strongly reflect this.
- Updates for 2020 Working Goals (Claire)
 - **Update NYH collections with the standardized Rights Statements**
 - Claire will perform an audit of the 35 collections and reach out to contributors who need to address their rights fields.
 - **Analyze the results of the Digital Preservation survey to identify needs**
 - We had discussed this in July. The survey results showed a huge disparity in needs among the 20 respondents. Most discussions about new digital preservation endeavors have been put on hold because of COVID disruptions.
 - All SCRLC members will be given a free 5 GB of storage space in the Digital Dark Archives project of SENYLRC. Past that amount, all members are able to make use of the Digital Dark Archives at an annual discounted cost of \$1 per GB. Claire will reach out to SCRLC members to arrange the first 5 GB of storage.
 - Digital Preservation Professional Development Funding Available
 - Last month, we saw an email on the METRO council's listserv about a funding opportunity. [Professional Development Support – Digital Preservation Outreach & Education Network \(dpoe.network\)](#)
 - No deadline is listed, and we can't see any reason our members would be ineligible, so we would like to share this opportunity.
 - **Identify digitization training and equipment needs in the SCRLC region**
 - While putting together the list of equipment to buy for the digitization lab, Claire spoke with the Digitization Advisory Committee and attendees of the member meetups. With that feedback, she purchased a transcription pedal with software and equipment for overhead photography for large format materials. Julia Corrice had purchased the much needed OCR software.
 - Claire will continue to ask members about their needs. She will create a list of ideas for additional, affordable digitization equipment (such as slide

scanners and VHS converters) for the Digitization Advisory Committee to review.

- **Explore and identify collections in the region that would be assets to NYH**
 - This has been achieved insofar as the annual digitization grants now prioritize collections about otherwise under-represented communities and groups.
- **Assist in implementing the new Empire ADC in the SCRLC region**
 - The recent Plan of Service survey reflects a lack of awareness about EmpireADC. However, we are discouraged from promoting it right now; EmpireADC continues to be on hold for new contributors as SENYLRC finishes building the new platform. In the spring of 2021, Claire will promote EmpireADC to all SCRLC members.
- **Plan for an online users group meeting for late 2020 or early 2021**
 - Claire will plan an online users group meeting for March of 2021. Topic ideas for training and discussion include promotion, marketing, a show & tell, and metadata crosswalking. Julia volunteered to do OpenRefine training.
- **Provide support for current and future NYH exhibits**
 - The council's traveling exhibits are available to any member to borrow. The Women's Suffrage exhibit is currently at the Yates County Historical Society through the end of the year. There is also a census exhibit and an Erie Canal exhibit.
 - NYHeritage staff, including Claire and formerly Julia Corrice, have been working on an exhibit about immigration to New York from 1650-1950. The content has been finalized and holding institutions are being contacted for permission where necessary. The group has hired a graphic designer to design four physical roll-up panels to accompany the online exhibit.
 - The online and physical exhibits should be done by spring of 2021.
- **Set up protocols for the implementation of and promote the use of digitization equipment**
 - This is currently in flux because of the pandemic. Members are invited to borrow the loanable equipment (excluding the large book scanner).
 - Since the last committee meeting, most of the digitization lab equipment has been purchased and used. The Zeutschel Zeta scanner was used by a volunteer of the Big Flats Historical Society for a newsletter scanning project. She was able to scan over 1,000 legal-sized pages in a 5 hour session, and is now working on the onerous metadata portion of the project. Free use of the scanner has been advertised, but between COVID and staff cuts at nearly every institution, few are currently interested.
 - The new camera has been used to photograph large posters at the Howland Stone Store Museum as part of the 2020 RBDB grant-funded project through Wells College. In two different sessions, Claire visited the

museum and photographed and scanned the posters. 34 have been stitched together, and now Wells College archivist Tiffany Raymond is working on the metadata. More posters are yet to be photographed, but we will wait until January because of the spread of COVID.

- Open Forum
 - Julia is moving two digital repositories in DigitalCommons BePress to DSpace. Her deadline is today! Metadata was very messy.
 - Ithaca College's yearbooks are up on New York Heritage, short of the five not yet scanned.
 - At Binghamton, Erin is adding University Photographer's photographs (100,000s) to help address preservation and storage problems. She's also working on digitizing recorded music recitals, going back to 1965, which includes reels and born digital recordings.

Respectfully Submitted by Claire Lovell