



Digital Advisory Committee  
Meeting Minutes  
August 2, 2023

Present: Julia Corrice (chair, Cornell University), Erin Rushton (Binghamton University), Claire Lovell (SCRLC)

Excused: John Hosford (Alfred University), Erika Jenns (Southern Tier Library System), Maggie Young (CCLD)

- Work Plan
  - Every year, we develop Work Plans that align with and serve the goals of the five year Plan of Service, which runs from 2021 through 2026. Goals from that Plan related to the digitization program were teased out shared with the committee for review: [Digitization Program Goals from 2023-2024 Work Plan](#)
  - Claire color-coded the goals to denote which were going well, going okay, or going poorly. The committee discussed.
- Goal: Identify new collections that reflect historically oppressed and marginalized peoples and perspectives and unique regional subjects, and investigate new material formats for inclusion, such as data sets and original research.
  - This is going great thanks largely to the Consider the Source project.
- Goal: Adopt inclusive descriptive metadata practices for digital collections.
  - This has gone poorly. It's very overwhelming to do this work.
  - Julia notes that having the guidelines for inclusive metadata is a reasonable goal, but the auditing is probably not realistic; she notes that this work goes very slowly.
  - The NYHeritage liaisons have just recently started a committee to look at inclusive metadata. Claire will serve on that committee, which is in its most nascent stage.
  - Claire shared the [List of statements on bias in library and archives description – Cataloging Lab](#). Erin shared the statement on harmful content that Binghamton University recently published.
- Goal: Investigate regional digital preservation needs and provide regional access to and information about digital preservation solutions, including the Digital Dark Archives project.

- This hit another bump because the Digital Dark Archives, which is the solution we'll use, has finicky file naming and directory structure rules. Claire has had a lot of trouble with file management while growing the collections so quickly.
- Julia offers to show Claire her workflow for file management.
- Claire mentioned that she's not sure how it will work to have the files on the Digital Dark Archives named differently than the files are on NYHeritage, since DDA can't accept periods or spaces or other punctuation besides hyphens. Julia reassures her that CONTENTdm is creating new filenames anyways, so we can rely on that in the future.
- Erin asked what platform DDA is built on. It's a homegrown platform by SENYLRC, the Southeastern library council, using Archivematica and Amazon Glacier.
- Claire expects to mail a harddrive to SENYLRC for uploading to DDA since she is also going to be mailing a harddrive to the NYS Archives Partnership Trust for the Consider the Source materials.
- Erin asked about a recent survey about digital preservation. It was designed in 2019 and sent out around early 2020, and showed that SCRLC members had needs that ranged wildly.
- The only member who has wanted to use our digital preservation solution so far has been Houghton University, who sent us everything from their institutional repository in addition to the yearbooks we digitized for them.
- **Goal:** Support regional digitization and innovative projects and services through SCRLC sponsored initiatives and grant opportunities that impact members and adhere to SCRLC's values.
  - We keep offering grants. We paid out about \$48,000 this year, much of which came back to us for digitization projects. Claire showed a spreadsheet she uses to track hours for herself, Sam the intern, and Diane Capalongo in the multitude of digitization projects.
- **Goal:** Provide information and training in the process of digitization, standards, metadata, access, and digital preservation, especially with a critical eye for inclusive description practices.
  - Claire has done a lot of custom training and a lot of consultations. She also sends out a monthly newsletter called SCHOAM.
- **Goal:** Act as regional liaison and advocate for SCRLC members to NYHeritage and other statewide digital initiatives.
  - This is ongoing and a key part of Claire's job. She marked it as "going okay" because she wishes she had more time to check in with all members.
- **Goal:** Promote the rich digital content generated by SCRLC members through NYHeritage or other content gateways, especially as it relates to school curricula.
  - We would like to do more promotion. Facebook posts from the library council or from NYHeritage's official page haven't gone very well, but if we post within "You know you're from..." groups, we get lots of traction.

- Julia asked if any more exhibits were being planned, because she found that the exhibits for the Erie Canal and Women's Suffrage drove a lot of pageviews. She found the postcards were really effective, too.
- Claire put a lot of work into the HistoryUnbound LibGuide and it's done well for pageviews. She pointed people (e.g. teachers, librarians) to HistoryUnbound during presentations in the last year.
- Claire would like to give more promotional material to school librarians. Promotional material will be easier this year now that the collections have grown so much and have finally covered more geographical areas.
- DPLA
  - Julia asked about being a DPLA hub. Claire does not think there's enough interest in it from the library council directors to invest in it, but there probably is enough interest to funnel NYHeritage into DPLA if someone else serves as the DPLA Content Hub. Julia is hopeful that Cornell will be able to take over as Content Hub.
  - Library council directors are considering a migration from CONTENTdm some day. This may influence (positively or negatively) our interest in harvesting our materials for DPLA.
- Professional Development
  - Claire mentioned that the collection of library council brochures was recently digitized: [Librarian Professional Development Collection | New York Heritage \(nyheritage.org\)](https://nyheritage.org)
  - It is immediately apparent that the library council used to offer many more technical skills, where now we mostly do soft skills. What technical skills could we offer in 2024? Julia suggested looking at Data Carpentries. Those workshops were cut off by the pandemic. She suggested OpenRefine in particular, as well as Python.
  - Claire noted that Erin had once asked about professional development for crosswalking between metadata schemas. Erin notes that as an institution, Binghamton University thinks ahead more thoughtfully when it comes to metadata creation. This has helped with crosswalking later.