



## **Digitization Advisory Committee**

**Dec. 12, 2018, 1pm**

### **Minutes**

Present: Julia Corrice (SCRLC), Erin Rushton (Binghamton University), Bridget Bower (Ithaca College), Maggie Young (CCLD), Nathaniel Ball (Elmira College), Erika Jenns (STLS), Natalie Skwarek (Alfred U), Molly Brown (SCRLC), Regan Brumagen (CMOG)

Excused: Joe Festa (FAM),

- New committee members
  - Erin from Binghamton, replacing Laura.
  - Natalie from Alfred, replacing John.
  - Molly - new from SCRLC - Outreach Services Librarian.
  - Erika - new from STLS - Engagement Consultant.
- Review of [minutes from 5/22/18](#)
  - No questions/comments/amendments about these minutes.
- Updates: NYH, DPLA, and Exhibitions.
  - If there is no "explore collection" link on your landing page, email Julia to let her know. There have been some OAI issues.
  - Still working with other NYH admins across the state to make improvements to ContentDM pages.
  - If you notice anything is off when browsing collections, email Julia.
  - Other announcement for NYH - Hudson River Valley Heritage depository is merging with NYH. So, NYH covers all of the state except for the metropolitan region. Likely to be completed close to the end of 2019.
  - DPLA update - we just had the last harvest. DPLA recently had some mass layoffs; most of the people who were laid off were working with us. We're now working with a new team.
  - DPLA is no longer accepting any new DPLA exhibitions or primary source sets.
    - Question about primary source sets - what are they?  
<https://dp.la/primary-source-sets>
    - These are items pulled directly from DPLA. Sometimes items from our regional collections are included.

- NYH does have an exhibit platform that could stand in for what we were getting through DPLA. DPLA primary source sets are national. NYH would be state focused.
  - Erie Canal Women's Suffrage - if you want to host the exhibit, sign up with Julia before the end of the year. Go through the SCRLC website. <https://scrlc.org/Community/Traveling-Exhibits>
  - Developing a third traveling exhibit on immigration coming soon!
- 2019 RBDB Grants-update, 2020 Grants (Prohibition regional material identification?)
    - All of the 2019 submissions were digitization grants.
    - We only had 1 application last year. This year, we renamed the program to Technology and Digitization Grants (From RBDB).
    - We received over \$40,000 in asks, which is almost twice the budget for these.
    - Most grant applications were for newspaper digitization projects.
    - Decisions will be made this Friday, 12/14.
    - Focus for 2020 could be prohibition related materials. Our next traveling exhibit in 2020 could be prohibition focused--however it may be difficult to find materials related to this topic. Should we stick to something on the list created in May?
    - We need to identify possible regional collections of these materials.
      - List from last time:
      - The entertainment industry in NY (Movie Set Collection, Turn of the century, many are in public domain)
      - Yearbook digitization project (local schools) If ancestry digitized the yearbooks, they get digital copies with an embargoes
      - A history of high taxation and unfunded state mandates in NYS? The creation the rust belt/borscht belt, etc? Decline of manufacturing in upstate?
      - Manufacturing History in NY State (this could be a good NYH exhibit) (possible maker movement tie in?)
      - African americans in upstate? African american church records, underground railroad. Native american residents of NYS, John Jones Museum
      - Sanborn maps from 1908 and added postcards with GIS info and overlaid with current google maps. Would be interesting to link other communities, along the canal or in the region.
      - Women artists in NY, Public Art, Local Artists (Exhibit platform)
      - Oral Histories, legacy audio, legacy video
    - Consider the Temperance Movement instead of Prohibition?
    - Oral histories--T.C. Owens is new folklorist through Southern Tier Arts Council and he may have some oral history project ideas
    - Julia is going to do some preliminary investigation.
    - Ideas for next round of grants:
      - We will avoid yearbooks until we can look into equipment for yearbook digitization.
      - Manufacturing in NY - postcards have manufacturing images, oral

histories could be incorporated

- Send ideas of organizations/collections to feature to Julia
- Exhibit on manufacturing in 2021, grant focus in 2020.
- Regional Digital Preservation Assessment-early 2019
  - NYH Archivemata Update
    - We decided to pilot Archivemata at the last meeting. We'll start this in early 2019.
    - If the pilot goes well, we'll start offering the dark archive through Archivemata as a service piece through NYH contribution.
    - The service is going to be limited to NYH items because of the workflow and costs of putting items into the dark archive.
    - SCRLC will cover the small fee for deposits right now. Larger items are cost prohibitive.
    - Archivemata - there is a cost to retrieve items
  - Digital preservation assessment:
    - Start in early 2019, finish before June, so that it can be used to plan the 2019-2020 SCRLC budget.
    - Focus on digital materials that need preservation that are outside NYH.
      - Two types of materials 1) materials that are digitized that could go into NYH but haven't been added yet.
      - 2) materials that don't have a place in NYH (out of scope or shouldn't be public).
    - Molly has an assessment background and will help with this.
    - What form should the assessment take? What questions should we be asking?
      - Knowing the size of the materials that need to be preserved - pure storage size
      - We can't assume that everyone answering the survey knows what digital preservation means - it's not just about backing up your files/server
      - We need to ask questions in a way that distinguishes between simple file backup and actual preservation
      - Questions will be asked of all SCRLC members
  - Survey through Survey Monkey
    - Would need compliance from almost all members
    - Julia follows up with organizations who did not fill out the survey
    - What is the purpose of this survey? Is it an environmental survey? - Yes. What can we do to accommodate this need?
    - How quickly are collections growing?
    - Do you have someone who does digitization, metadata, etc.? Institutional support - funding?
    - We should consider ownership of materials - who is the rights holder? Are we going to preserve digital assets that

may be preserved by someone else?

- Institutional records
  - 2019 goal for ACITS is to help us with this assessment
  - Two levels of survey - preliminary, then more in-depth - Consider interviews instead? But, these will be very time intensive.
  - Incentives for completing the survey. Interviews include an overview that explains digital preservation.
  - Maybe host a webinar in February about digital preservation?
- Next step - Molly & Julia will create a draft survey in January and map out an interview schedule. Decide who will conduct interviews. Could interviews be done online?
- NYH Users Group - what should this be in 2019?
  - [NYH Forums](#)
  - Julia surveyed members, without much promotion. She will reach out to current contributors to gauge interest.
  - We now have NYH Forums - see link above.
  - We're all encouraged to sign up for the NYH Forums!
  - Could we combine with neighboring region for a group? Would we travel to Ithaca/Syracuse to participate? Keep meeting location within 2 hours.
  - Rochester also has a users group.
  - Combined groups means better budget for more robust programming.
  - How do we get people able/willing to do this work again? We're hearing that people don't have time to digitize. How can we help? How can we connect people with individuals who are willing to help with digitization work?
  - Could SCRLC interview interns and then connect them with collections? Could we do an application process for SCRLC library interns for dig projects?
  - Maggie Young - Having some equipment here in Elmira makes us a seed for others who need it in the community. There is a huge education and financial gap in this area. More regular educational opportunities/continuing ed might be good. Youtube videos online all the time on step-by-step process on parts of the project and uploading to NYH would help me. :)
  - SCRLC does offer content upload services - don't have to learn contentDM
  - Create an SCRLC promotional video?
- Regional Rights Statement Implementation
  - Schedule for 2019
  - Training
  - [Ask a Lawyer](#)
  - In 2020 or 2021 - [all items in DPLA](#) will be required to have rights statements
    - Mix of Julia doing the work when she can easily identify rights statements. In other cases, things will be pushed back to the organization.
    - Julia plans to go through to do an initial assessment, create a spreadsheet, then reach out to organizations
    - Does Julia have templates of acceptable language? [Yes](#). For those

that are making updates on their own. The [metadata dictionary](#) also has this.

- Rights training - how to make decisions on your own.
- Ask the Lawyer service - see link above. The website includes a recently asked questions list. We can promote this service to answer copyright questions.
- SCRLC Digitization Lab Equipment
  - Yearbooks - we don't have the equipment of this. Neither do schools. A few universities in the region do have book scanner.
  - SCRLC would like to have the equipment for this.
  - Also a copy stand with digital camera for newspaper digitization
  - Does anyone have suggestions for funding sources for a book scanner? Tie it in with resource sharing.
- 2019 Goals:
  - New round of goals due in July 2019.
  - Looking at existing goals:
    - Assist in the planning of Rights Statement implementation in New York Heritage in 2018. - push to early 2019
    - Explore regional digital preservation needs and possible services. - push to early 2019
    - ~~• Work with SCRLC to revise regional digitization website.~~
    - ~~• Review and provide feedback for the new New York Heritage website.~~
    - 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. - make this a 2019 goal
      - EADC - Empire Archival Discovery Cooperative - repository for finding aids
      - Goal is to enter finding aids that are EAD compliant that can be exported
      - Right now, this tool is free
      - Let's do more with this, but hold off until late 2019. Early 2019 is already full.
    - Assist in establishing a New York Heritage Users Group (SIG) in 2018.
- Next meeting--Feb. 2019?
  - Julia will send a Doodle poll before the winter holidays
  - Aiming for February
  - Should we have another in-person meeting in 2019? Could we add a training to this in-person session? Visit another space - do a tour?
  - But, consider driving distance for everyone

- Cornell Dig Lab? (Contact DCAPS) combined with trip to special collections
- Open Forum
  - Nothing to share.