Digitization Advisory Committee

December 18, 2017, 10am

Minutes

Present: Julia Corrice (SCRLC), Laura Evans (Binghamton University), Bridget Bower (Ithaca College), Maggie Young (CCLD), Joe Festa (FAM), Nathaniel Ball (Elmira College)

Excused: John Hosford (NY College of Ceramics)

- Review of minutes from 6/28/17
    ---No suggested changes from June

- Updates: NYH, DPLA, and DPLA Exhibitions.
    - NYH: Beta site went live this week. There are many issues that are being cleaned up. Collections not entered correctly, everything added after June did not import and have to be added manually. They should be done by the end of this week. Julia will let us know when it's done (Early Jan 2018)--asking us to look at it and see if there's anything seriously broken, would like feedback as to loss of functionality from the old site, etc.
        - Switched over the responsive contentDM site as well.
            - We could look at this now and give feedback on this now.
            - No one on committee has looked at it yet.

    DPLA: DPLA has been harvesting NYH collections quarterly or 2-3x per year. Members now have to pay $12,000 per year to be harvested quarterly. ESDN decided not to pay that fee and so collections will be harvested 2x per year. Perhaps new leadership will do away with this plan. The last one was supposed to completed last week. JC will check to make sure it went through. DPLA has a new harvesting tool and it has been giving them some problems.

    DPLA exhibits: Way behind schedule. Erie Canal is still not published. JC still working on the back end of the women's suffrage exhibit. JC cannot move forward until the Erie Canal exhibit is completed. SCRLC received a grant for this and the final report is due in April. SCRLC is hoping to get a few month's worth of data for the final report. Hopefully women's suffrage will be done in early 2018. Travelling exhibits are already going around the region. JC is dropping off Erie Canal to Elmira tomorrow. The women's suffrage exhibit is in Seneca Falls Public Library and then will be in NY Chiropractic College. NY Humanities calendar will list where the exhibits are so travelers can find them. People can sign up for these into 2019 as long as there's interest. Erie Canal audience is suitable for middle school and up. Women's suffrage is

high school ages and up.

- NYH Users Group Meeting Planning (SIG) ([Regional Digital Collections Conference & CONTENTdm User Group Meeting](#))

    This has been postponed to the spring as JC's schedule has been busy and ESLN had a meeting of similar content. Feedback requested: JC is wondering if we should think smaller and consider a meeting in summer/fall and start with discussion group and forum-- making sure there is regional interest before going all out. Users change from year to year depending on who has grants. Webinar could be how to get buy in from admin. How to work this into your workflow. Simple stuff to start. JC will get regional contributors together, form a google group, and canvas ideas for webinars.

- RBDB grant changes

    Changes this year. Short notice on change in schedule. ON new regular schedule now. Now grant cycle begins in Jan. Application will be released in Sept. Apps due in Nov. Decisions will be made by end of the year. Money will be awarded on calendar year basis. Funded projects will received 90% of funding in january and the remainder in the early fall. Reasons: a few projects get stalled as organizations can't front the money. This give JC the calendar year to plan and not be inundated with requests for help all at the same time. IN the past, RBDB projects have never been completed. This is an investment in regional projects and incomplete projects are a disappointment. SCRLC now requiring a grant agreement and plan outline. Request to Committee: please look over the plan outline and grant agreement please give JC your feedback and suggestions.

    There's $8,000 left in RBDB--SCRLC may do mini-grants or an innovation grant. TBD.

    - Brainstorming regional collaborative projects (for 2018)
        - See separate document. Additional comments? Add them here: https://docs.google.com/document/d/1I0u_YNxSVTnaMK9Bh4WFNJ-ziT9EzGRco9ffHCqRqWs/edit?usp=sharing
    - Regional Rights Statement Implementation
        - DPLA has not given a date yet--requiring standardized rights statements for everything put into DPLA (and thus NYH). We have put in usage statements--users can use this for educational use, must contact ___ for anything beyond that….We'll still have citation field--we're getting away from dictating usage to users. Statements are from rightsstatements.org. We will state copyright (Y/N) and copyright not determined. In our region, our collections don't have rights statements and need to be added. BIG PROJECT. JC asking for guidance--it is too much for one person to do.JC will send link of presentation on rights statements that was given at NYLA. JC will send out info pack to contributors, maybe have a webinar. JC would have to do analysis and determine work to be done and push it back to the contributing organization.
    - 2018 DAC Goals
        - This doc went out to all-committee meeting. Big piece: review and feedback for NYH site. Preservation will go into 2018 as well. Rights statement implementation. Regional digitization project. Help identify needs of organizations (member and non-member). EADC (empire archival discovery cooperative): this will be the finding aids--digital and print. ESLN developed a EADator tool--an easy way for orgs to create EAD compliant finding aids without having to know EAD. Joe and JC will get together--he on Fenimore, she on SUNY Oneonta finding aids.
    - 2018 DAC Meetings
        - schedule 4x per year. One in person meeting. 1st meeting could be in April 2018. JC will send out doodle poll. PLease let JC ASAP if you have conflicts.

- Possible regional Digital Preservation solutions. Archivematica Demo (11 minutes, we will view together at meeting): https://youtu.be/0cqSV9fHcFY and getting started on a regional Digital Preservation Plan (NDCC template). Volunteers for trial run (IC).
  - Shelved presentation to next meeting in April 2018.
- Open Forum