

Empire State Digital Network
Advisory Committee Meeting
Wednesday, October 1, 2014

Meeting Minutes

Conference Call, hosted by METRO

Present: Mark Colvson (SUNY New Paltz), Liza Duncan (New York State Library), John Hammond (NY 3Rs Association, Inc.), Josh Hadro (New York Public Library), Kathleen Roe (New York State Archives), Polly Thistlethwaite (CUNY Graduate Center)

Absent: James Neal (Columbia University Libraries)

Staff: Jason Kucsma, Chris Stanton, Kerri Willette

Project Update

New project staff:

- Chris Stanton, ESDN Metadata Specialist (6/30)
- John Mignault, ESDN Technology Specialist (7/14)

Project status:

- Revised timeline:
 - Due to DPLA delays, first ingest for ESDN pushed out to early January 2015.
- Technology and workflows:
 - This summer we ironed out contribution and communication workflows with our initial contributing partners. This work required partnerships and coordination with digital collections managers at each of the NY 3R's councils and the project coordinators for NYH, HRVH, etc.
 - Based on our work this summer, the working groups will be tasked with creating recommendations and informational documents for future contributors, so that when we open up contributions more broadly in Phase 2 we'll have a clear process and clear information to provide to contributors.
- Initial contributing partners:
 - New York Heritage, Hudson River Valley Heritage, METRO Digital Culture, and Long Island Memories, as well as content from the State Archives, State Library, and Columbia University.
 - A clear communication structure has emerged and the 3R's directors have also agreed that regional council liaisons will be appointed to serve as the face of ESDN in each region. Member organizations within each region can either contribute through the hosted CONTENTdm or Islandora projects OR if the institution hosts its own collections locally, the regional liaison connects the institution with ESDN.

DPLA/ESDN technology partnership:

- In conjunction with rebuilding their infrastructure, DPLA is going to roll out a pilot project to spin off mini versions of their infrastructure on Amazon servers (AWS) for hubs like

ESDN that may not have the local infrastructure to insure sustainability of the necessary technology.

- ESDN will be one of the initial pilot partners for this project. That means sometime in 2015 we'll migrate our ingest system from REPOX over to their servers. They will use us to test and provide feedback, they'll provide us with training on use of the system, and if all goes well ESDN will live on servers and systems that DPLA updates and maintains for us going forward.
- We hope this will answer many of the questions we had at the beginning of this project about scalability and long-term sustainability in terms of technology infrastructure.

Question: When will ESDN migrate to the new system - will that happen in conjunction with the first harvest in January?

- ESDN will continue to work in REPOX until further notice. DPLA will begin harvesting ESDN data from REPOX in January and will continue harvesting from REPOX until the new DPLA technology is stable.

Question: DPLA received grant from IMLS, will ESDN see any of that money?

- The IMLS grant will pay for technology upgrades the DPLA infrastructure and may also support creation of new hubs. We won't see those dollars directly, but will benefit indirectly from the technology created as a result.

Funding and award opportunities:

- Future funding for ESDN:
 - Project funding secured through the end of June 2017.
- Knight News Challenge proposal:
 - Partnering with Brooklyn Public Library on a proposal we submitted to the Knight News Challenge for Libraries - Culture in Transit. Winners announced Jan 30th.
- IMLS National Leadership Grant proposal:
 - Partnering with New York Heritage coordinator and NY 3Rs councils to use the DPLA API to build a search portal front-end for the state of new york. Award notifications are in March.

Working Group Updates

Metadata working group:

- Group met for 1st time in July in Albany.
- Group includes representatives from 3Rs and also the State Archives, all helping to nail down process/workflows for data contribution. This group will generate guidelines and recommendations for new contributors going forward.
- Next meeting is Thursday, Oct. 23rd.

Regional Outreach Group:

- Membership composed of the council liaisons.

- This group will be the face of ESDN in each region, coordinating outreach and communication to contributors.
- First meeting of this group will be November 19th.

Committee Business

Review Phase 1 Project Plan, v.2:

- This document won't change much from here on out, Kerri will begin work on Phase 2 project plan and will have that in place by the next Advisory meeting.
- Clarification on communications plan:
 - Regional outreach group will lead the creation of this plan focusing on how ESDN will communicate with existing and potential contributors going forward.
 - Additional communication will be generated by ESDN staff focused on increasing project profile, sharing project documentation on website, quarterly project newsletter, etc.

Review Permission letter template:

- Template is being distributed to initial contributors. We have received positive responses so far, works as an education tool, opens up a line of communication amongst partners.
- ESDN will need to provide further information/documentation for contributors regarding CC0, etc.

Committee feedback/questions for ESDN staff:

Question: Why aren't thumbnails mentioned explicitly in the letter? Do they need to be?

- Some discussion about whether thumbnails need to be mentioned explicitly in the letter, group leans towards leaving that out.

Question: Will ESDN generate or coordinate communication to potential end-users (Ancestry.com is a good model for this)?

- DPLA has large community reps program, over 30 or so folks - can we harness these folks as outreach resources?
- Can ESDN provide a template or plan for how to communicate to their users that they are part of DPLA?

Question: What options are there for gathering usage data for ESDN and contributors?

- Josh clarified that DPLA gives direct access to Google analytics dashboard, pretty granular.

Question: How will ESDN ensure depth/richness of representation of collections, to create something that can be useful to teachers, scholars, etc.?

- May need to focus on collection development for the next phase of contributions. Need to try and build depth of content not just breadth of coverage.