



## **ESDN Regional Outreach Group Meeting**

*Minutes, November 19, 2014, 10am-2pm*

In-Person & Call-in meeting, hosted by CLRC

**Present:** Deirdre Joyce (CLRC), Eric Alan (NNYLN), Jennifer Palmentiero (SENYLRC), Laura Osterhout (RRLC), Susan D'Entremont (CDLC)

**Phone:** Anne Karle-Zenith (METRO), Janelle Toner (WNYLRC), Virginia Antonucci-Gibbons (LILRC)

**ESDN Staff:** Kerri Willette, Chris Stanton

### **Project Background and Updates**

- Reviewed ESDN project timeline
  - Need to wrap up Phase 1 with a successful initial contribution to DPLA in January.
  - Preparing for Phase 2 - continuing to add hosted content and establishing an outreach process for non-hosted collections in each region.
- Current status
  - Initial DPLA ingest scheduled for January 2015 - to guarantee inclusion in the first harvest, permission letters and data work must be done by **December 19th**.
  - ESDN provided committee members with a checklist of what each region has contributed so far (permissions & data work for each institution) and what is left to do. Anything not complete by Dec 19 may not be included in the initial ingest.

### **Liaison Roles and Next Steps**

- In phase 2 all ESDN activity in the state will be coordinated at the regional council level.
  - All communication and contact with potential and existing contributors will be coordinated through the 3Rs councils - the regional councils will function like DPLA mini-hubs for ESDN.
  - Outreach group members will be the face of ESDN in each region.
- Handling hosted vs. Non-hosted regional collections
  - Hosted collections are NY Heritage, HRVH, Long Island Memories and Metro Digital Culture - the contribution process for hosted collections will stay the same in Phase 2. Outreach group will facilitate all communication, permissions, data mapping and coordination of data clean-up.
  - Non-hosted collections are member institutions in each region that host content locally - may be large private institutions, small specialized institutions, or collections looking for a home. Process for non-hosted collections in each region will be slightly different - regional liaisons will facilitate communication and permissions gathering, but then will put

those partners in touch with ESDN staff. Non-hosted partners will work directly with ESDN staff to set up harvesting.

- Process for folding in non-hosted collections in each region - liaisons will identify regional non-hosted partners, make initial outreach, coordinate membership and permission letters, and introduce to ESDN technical staff. ESDN will pass referrals to the regional liaisons, and work directly with non-hosted partners about ingest/data issues.
- Tracking of hosted/non-hosted communication will be handled on shared spreadsheets in Google docs. Each liaison will have a tab in each spreadsheet tracking communication, permissions and data work done for each partner in each region.

## **Committee Business**

- Committee purpose
  - Role of working group clarified - Kerri will make updates to the group purpose statement on ESDN website
  - Outreach Group membership will be revised to a standing committee (not rotating membership) - group members will consist of appointed 3Rs liaisons.
  - Will meet quarterly, in-person meetings twice per year.
- Metadata Group discussion:
  - Since the Outreach Group will be a standing group of 3Rs liaisons, the metadata group should be opened up to institutional level members - more of an “on the ground” type group. Representatives from the institutions we’re working with - both hosted and non-hosted.
  - Will include representation from Outreach Group and at least one regional hosted collection coordinator - could be the same member
  - Membership will rotate - 2-year appointments
  - Try to have open calls - similar to DPLA open calls
  - Will focus on metadata conversations and shared data practices relevant to participation in ESDN
- Collection tracking and phase 2 goals:
  - Kerri will create a shared spreadsheets for the group to track permission letters and the like for hosted and non-hosted collections.
  - Major goal: Each liaison selects and targets 5 non-hosted collections in their region before the next meeting.
- Group communication
  - ESDN will set-up Google group for outreach group, similar to Google group for metadata working group
  - Kerri will set up shared Google Drive directories for group - Will be shared after meeting