Advisory Committee Meeting Minutes

September 18, 2015, 10am-11:30am

Meeting location
Conference call: hosted by METRO

Present: Mark Colvson (SUNY New Paltz), Liza Duncan (New York State Library), Josh Hadro (New York Public Library), John Hammond (NY 3Rs Association, Inc.), James Neal (Columbia University Libraries), Polly Thistlethwaite (CUNY Graduate Center)
Absent: Kathleen Roe (New York State Archives)
Staff: Chris Stanton, Kerri Willette

Project updates

DPLA contribution and ongoing ingests:
- Since the first contribution in April, we have grown NY content in DPLA to over 131,000 records:
  - New partners added: METRO Digital Culture, University of Rochester, and Vassar college among others.

- DPLA harvested records from us on September 1st - not live yet:
  - Includes 40,000 additional new records.
  - New partner added: New York Philharmonic.

- October harvest will include:
  - New partners: Queens Library, the New York State Archives, Fordham University, potentially MoMA.
  - Additionally, we're continuing to grow content from the NY 3Rs large collective digital projects (NY Heritage, HRVH and METRO Digital Culture).

Phase 2 activities:
- Workflows and capacity:
  - Growing capacity to on-board new partners and handle data from various systems & formats:
    - Taking data fairly seamlessly from OAI feeds (both Dublin Core & MODs metadata formats).
    - Taking contributions in MarcXML and CSV files.

  - Streamlining technical workflows:
    - Now have two instances of REPOX running Linux servers on AWS for production and staging environments.

1

- Migrated REPOX from Windows to a Linux environment to streamline technical workflows for incremental harvesting.

  - Streamlining the onboard process for new partners:
    - Redesigning ESDN website to incorporate self-serve tools for new partners.
    - Will transition to shared Google Drive folders for permission letters for more easier sharing and delivery.

- Tools for evaluation & assessment:
  - Developing collection reporting tool:
    - Experimenting with tools like [Hydra](#) and [DBLA](#).
    - May build something that pulls from REPOX rather than from the DPLA API to start.

  - Developing tools for evaluating data quality and readiness.

- Long-term planning and sustainability:
  - With METRO's new ED in place, development of a long-term strategic plan and a business plan can begin in earnest this fall.

  - Interested in partnering with DPLA to facilitate a larger scale approach to impact assessment for DPLA and hubs like ESDN:
    - Potential to model after Europeana's [Impact Assessment Strategy](#).
    - Reviewing sources such as Simon Tanner's [Balanced Value Impact Model](#).

Working group updates:
- Regional Outreach Group:
  - In-person meeting was held in July, hosted by SCRLC in Ithaca:
    - Franky Abbott from DPLA joined us to present about the Public Library Partnerships Project ([PLPP](#)). The PLPP, funded by the Bill and Melinda Gates Foundation, spent the past 2 years working with 4 DPLA Service Hubs to provide digital skills training for public librarians.
    - Franky gave an overview of the PLPP curriculum and trainings which were designed to teach digital skills to librarians.
    - The [PLPP curriculum](#) will be released publicly in September 2015.

  - Group discussion centered around using that curriculum as a potential model for a digital skills curriculum for New York state.

- ○ Sub-group will form to investigate using PLPP and other resources toward development of common curriculum supporting digital skills training statewide.

- Metadata Group:
  - ○ New group meets for the first time at METRO on October 22nd.
  - ○ [Group charge and roster](#) have been posted on the ESDN website.
  - ○ Membership includes 7 metadata professionals from a broad range of institution types with broad regional coverage and representation from NY 3Rs staff. Membership will rotate every 2 years.
  - ○ First year goals:
    - ■ Produce a common definition for "metadata quality" in a shared environment.
    - ■ Create best practice guidelines for creating good metadata quality records for contribution to ESDN and DPLA.
    - ■ Target specific areas that ESDN has identified as weaknesses in statewide data.
      - Coordinate with the Outreach Group/3Rs staff to facilitate clean-up events around these targeted areas.
      - Produce documentation for hosting metadata clean-up event to be shared and incorporated into the larger digital skills curriculum the Outreach group is building.

  - ○ Metadata Group will be facilitated by Chris Stanton.

DPLA & related project updates

DPLA updates:
- Four new service hubs were [announced](#) in September:
  - ○ PA, IL, MI, WI
  - ○ Kerri participated on the hub selection committee.

- New committees & working groups:
  - ○ Shifting from open committee calls to interest groups in focused working areas.
  - ○ New groups and workshops were [announced](#) in September, including:
    - ■ Archival Description Working Group
    - ■ E-books Working Group
    - ■ Education Advisory Committee.

- DPLA will be hiring a new developer to help with metadata ingest as well as a new ebook project manager.

DPLA events:
- [DPLAFest 2016](#):

- ○ ESDN submitted an application to host DPLAFest 2015 in Rochester.
- ○ Spearheaded by our NY 3Rs liaison at RRLC, Laura Osterhout - not selected this year, but we will try again.
- ○ DPLAFest 2016 will be hosted in Washington DC by the Smithsonian, National Archives & Library of Congress.

- ● GIFITUP 2015:
  - ○ Second annual international GIF-making competition organized by DPLA and Digital New Zealand is coming up in October and November.
  - ○ Now that NY has content tin DPLA, ESDN will partner with METRO to sponsor 2 events around GIFITUP and creating animated gifs.

Knight News Challenge - Culture in Transit:
- ● Chris Stanton reported on the status of Culture in Transit:
  - ○ New collections being scanned and added to METRO Digital Culture:
    - ■ Wildlife Conservation Society Archives Ephemera Collection
    - ■ Carte-de-visite collection from the New York Academy of Medicine
    - ■ Local history collection from White Plains Public Library

  - ○ Content from community events will be added to DPLA from the Queens Memory Project - ESDN has finished transforms for Queens Memory so these can be added to DPLA in upcoming harvests.

Committee feedback/questions

- ● Suggestion to create a "Lessons Learned" document about hub planning to be shared more broadly with the DPLA community. ESDN staff will create and share this on the documentation page of the ESDN website.

- ● Request to update the Metadata Group page with the new group charge and roster. ESDN staff was waiting on final confirmation from group members. Once those members have confirmed, the new roster will be posted.

- ● Question regarding why remaining collections in New York Heritage have not been ingested. The technical process is fairly seamless at this stage, however, gathering permission letters from NYH participants is a slow process. Each 3Rs liaison is working to obtain permission letters from their member institutions. We're making progress but the process is time consuming.