

SCRLC Digitizing Advisory Committee
Friday February 16, 2007

Present: Laurie McFadden, Lynne Anstey, Gerry Smith, Martha Lollis, Bridget Bower, John Hickey, Nan Hyland, Ingrid Griswold, Dawn Van Hall, Jennifer Hoover, Nora Hardy, Betty Mauté, Jean Currie

Excused: Joe Petrick, John Brock, Matt Hogan, Tony DeRado

1. Introductions and Committee Charge:

Currie reviewed the committee charge and membership. Abigail Bordeaux is leaving Binghamton U. and will not join the committee.

2. Digitizing Plans

Much of the meeting was used to provide information about the project and planning so far. The group was reminded of the 2002 Planning Report and began a review of the current action plan. Items discussed covered the Action Plan, the Training Program, the CONTENTdm quote, and included the following:

- Under goals, add regional staff will be able to develop local digitizing plans.
- Under hardware/software delete server peripherals etc. SCRLC will not host the project.
- Funds (minimal) will be required to purchase a domain name.
- The committee suggested using the one time operating aid funds from 2006 and 2007 to create a pool to cover projects in the next five years.
- The existing CONTENTdm contracts (Ithaca College, NYSHA) can be folded into the regional one purchased by SCRLC.
- The timeline needs to include a decision-making timeline for the committee, ie when to adopt regional metadata standards, when to adopt thesauri, what data points will be required etc. Bower offered several helpful suggestions.
- Perhaps SCRLC should purchase a more expensive large format scanner for loan in the region as many libraries may have acceptable smaller scanners.
- Institutions will learn when it is better to outsource work or when to do it in-house.
- Need to decide how much to customize CONTENTdm for the region. Ithaca College can be helpful with this.
- There is already material scanned at SUNY Cortland and other places that could go into the regional project but it needs metadata.
- Need to ensure the web-site links to other projects such as those at Cornell.
- The training program should include training in how to develop local plans.
- Cornell can probably provide some trainers – Hyland will check.
- The current project name is not satisfactory. Some brainstormed words for the project name included: Spanning time, Bridges to the past, rural, water, heritage, 10,000 square miles.

3. Next meeting:

The next meeting of the committee will be Wednesday, 21 March at 1:30pm.

Notes by Jean Currie