

SCRLC Digitizing Advisory Committee
Tuesday, October 23, 2007

Present: Laurie McFadden, Lynne Anstey, Bridget Bower, John Hickey, Nan Hyland, Matt Hogan, Mark Woodhouse, Jean Root, Green, Megan Potts, Nora Hardy, Kathleen Jackson, Betty Mauté, Jean Currie

Excused: John Brock, Al Oliveras

1. Introductions and Project Update:

Jean Currie confirmed the Board's support of the Digitizing Plan of Action (Doc. #207-40) and went over the budget listed in the document. She explained how digitizing in ALA has evolved to find its home in the Interlibrary Cooperation & Networking Section (ICAN) of the Association of Specialized & Cooperative Library Agencies (ASCALA) Division, <http://www.ala.org/ala/ascla/asclaourassoc/asclasections/ican/ican.cfm>. There are many large or statewide digitizing projects although New York State is not one of them. The NYS 3Rs did not get funded by the IMLS planning grant, however, they are collaborating to unite their regional digitizing efforts into a future statewide project. The NYS 3Rs will propose a joint LSTA grant to support this effort.

The toolsofhistory.org web page is up, and the collections from both Ithaca College and the New York State Historical Association have been migrated to our CONTENTdm server. South Central Regional Library Council staff will be working with Bridget Bower to customize the front end.

2. Corning Museum of Glass Digitizing Initiative: *Steps Taken* – Megan Potts

Megan presented the Corning Museum of Glass experience of drafting a digitization plan using five basic steps. She provided useful handouts/forms that will be a benefit to others in the planning stages.

3. Next steps – volunteers needed:

Volunteers to work on documentation necessary for the success of our toolsofhistory project, including standards and best practices were solicited.

- Participant Profile and Agreement: Lynn Anstey, Laurie McFadden, Betty Mauté
- Copyright Statement: Mark Woodhouse, Nan Hyland, Jean Green
- Collection Criteria: Matt Hogan, Jean Green, Jean Currie
- Imaging Guidelines: Bridget Bower, Megan Potts, Kathleen Jackson
- Metadata Minimum Standards: John Hickey, Matt Hogan, Betty Mauté

Each group will provide a draft document at our next meeting. Kathleen Jackson will set up a SCRLC listserv for this committee to support collaboration and communication.

4. Financial Issues:

Currie returned to the breakdown of the budget as listed in the Plan of Action. LSTA money, grants, training and the possible need for more marketing funds were discussed. Jean Currie and Betty Mauté will create a draft grant application and guidelines to present to the committee for input at the next meeting.

Membership levels regarding the digitizing project were discussed. Organizations that want to participate only in this project must become an SCRLC Affiliate Member. Concerns for members of Public Library and School Library Systems were brought up. These are libraries that already have SCRLC benefits through their system. The impact of all the potential public and school libraries that might have digitizing projects was brought up. Should they be required to join at the Affiliate level even though their system is a Full member, or should a new membership level be established? There was much discussion, and no unanimous decision. Jean Currie will check with the directors of the systems to get their input, as well as other NYS 3Rs that have established digitizing projects. If no consensus is reached, it was decided to try the Affiliate level membership and carefully document interest and usage. If these libraries express a lack of funding available for membership they will be encouraged to collaborate with others in their community, with the library as lead the agent.

The committee unanimously agreed that any membership dues collected by South Central Regional Library Council continue to go into the general fund, not to the digitizing budget. The Affiliate Membership level includes other benefits beyond digitizing.

5. The next meeting of the committee will be Wednesday, 5 December at 10:00am.

Notes by Betty Mauté and Jean Currie