

SCRLC Digitizing Advisory Committee
Wednesday, December 5, 2007

Present: Lynne Anstey, Bridget Bower, John Hickey, Nan Hyland, Jean Root, Green, Megan Potts, Kathleen Jackson, Betty Mauté, Jean Currie

Excused: Gerry Smith, Mark Woodhouse, Laurie McFadden, Matt Hogan, Rachel Armstrong, Al Oliveras

1. A contact list was circulated to gather contact information if it is necessary to cancel a meeting due to inclement weather.

2. Review of draft documentation:

Copyright Statement: Part one is a brief statement of copyright that is to be included on the request for proposals that includes two links for further information on copyright laws. Part two was based on the HRVH copyright statement:

<http://www.hrvh.org/about/copyright.htm> Two concerns were brought up; a brief review by a lawyer is recommended, and “safe harbor” filing responsibility.

Participant Profile- Agreement – Interest: The form, Participant Profile was changed to Project Proposal to add a collection to TofH. This form will be completed for each collection submitted for acceptance to the Digitizing Advisory Committee. It describes the collection to be digitized including the condition of the originals. The Participant Agreement clarifies that the hosted collections will remain in TofH, but institutions can not edit or add to their collections unless they maintain their annual SCRLC membership. It was decided that the Interest Form would be the only document of these 3, posted on the TofH website. Once submitted to SCRLC, the other forms and links to requirements would be forwarded to the interested party.

Metadata Minimum Standards:

One of the main concerns was searchable dates, as they do not index well. Participants will be encouraged to take their best shot at guessing. There will be a future discussion on the 2 ways to put in Location. Which fields are indexed will be discussed and indexing will be set up on collection level.

Collection Criteria:

This document is to provide guidelines for the repository’s decisions. We will need a separate document for what collections will be accepted into the TofH Program and what types of projects will be grant supported.

Imaging Guidelines:

Minimum standards to be met include file format, text, B & W photos, maps, graphic materials, Color photos, maps, graphic materials, color model/RGB, resolution and dimensions. These apply only to access images due to the limited storage capacity. Each repository is responsible for their digital and original masters.

Grant Application and Instructions:

This document is based on Metropolitan New York Library Council and being customized to meet our needs. There are 2 timelines listed: one for the 2007/2008 (starting in February 2008) and one for the next year to get applications back on a fall application schedule. The SCRLC Digitizing Program staff will confirm that grant applicants have met all requirements and will pass them on to the Digitizing Advisory Committee for decision/awards.

3. Next steps:

Everyone will continue to work on the documentation and submit revisions prior to our next meeting. We will keep the documentation consistent by using ToFH as the abbreviation for Tools of History. The Tools of History is a **program** of South Central Regional Library Council and participating institutions have digital **projects**. Design concerns (fonts, colors, etc.) will be uniform when we have a web designer.

4. Marketing:

Jean and Betty met with Cheryl Fabrizi, Fab Idea. She is familiar with the NY3Rs and has experience working with the Hudson River Valley Heritage program of SENYLRC. The committee agreed to accept her proposal for marketing and consulting services. The next step is to have a “brainstorming session” which will be held in Binghamton. All committee members will be invited, date is to be determined.

- 5.** The next meeting of the committee will be Wednesday, 16 January at 10:00am in the SCRLC offices.

Notes by Betty Mauté and Jean Currie