

SCRLC Digitizing Advisory Committee
Tuesday, September 16, 2008

Present: Bridget Bower, Jean Green, John Hickey, Matt Hogan, Nan Hyland, Megan McGovern, Mark Woodhouse, Mary-Carol Lindbloom, Nora Hardy, Betty Mauté

Excused: Lynn Anstey, Laurie McFadden, Gerry Smith, Mark Steigerwald, Kathleen Jackson

1. New projects' status / approval process:

Mary-Carol reminded everyone about the upcoming SCRLC Annual Meeting on October 17th to be held in Watkins Glen at both the International Motor Racing Research Center and the Watkins Glen International Speedway. She also spoke about the position vacancy at SCRLC for a Manager of Digital Services and Resource Sharing.

Betty reported that Alfred University, Broome County Public Library, the International Motor Racing Research Center and Elmira College have all begun a digitizing project.

Review of the procedure to start a digitizing project for www.toolsofhistory.org (TofH):

- complete Participant Agreement and return to SCRLC
- SCRLC staff will set up a collection in CONTENTdm and issue passwords and instructions
- the institution can then start uploading scanned images and adding metadata to each item
- when about 30 items are completed they should notify SCRLC so they can be approved as meeting the minimum required standards set by the TofH program
- when the collection is complete and ready to go public, the institution must notify SCRLC so the CONTENTdm administrator can release it for viewing

2. Documentation update:

Most of the documentation is either complete or in the final stages. Mary-Carol and Betty are working on the selection criteria and will send it out to the committee for their review. The draft grant application was distributed for the committee to review and post comments by next Wednesday. The same was suggested for the Hudson River Valley Heritage (HRVH) new list of topics. The committee was asked to review the grant application keeping outcome based evaluation (OBE) in mind. This is important to the grant process which applies across the board to all grants, LSTA, RBDB etc.

Betty announced that SCRLC has purchased 2 new scanners for the digitizing program. One will be available for loan as soon as the "Equipment and Software Release Form" is complete.

3. New digitizing workshop series:

Nora mentioned the upcoming Medical Library Association's (MLA) webcast on November 12th at the Broome County Public Library. SCRLC has two workshop series this fall, both related to digitizing. Registration has been slow.

With so many digitizing related workshops being sponsored by several organizations we must make an effort to get the word out about what makes ours special or different. It was suggested that we post our workshops through the Syracuse University Library School, that committee members forward workshop announcements on to other listservs, that SCRLC send email messages to attendees at the digitizing series held last year, and that phone calls be made to the directors of the institutions of last year attendees to promote the series and provide incentives to participate in TofH and to mention the availability of digitizing grant monies that can be applied for through SCRLC.

4. Web design / Marketing consultants update:

Mary-Carol mentioned the NY3R's harvesting project now underway. It involves a \$2500 contribution over 2 years and is being hosted by the Northern New York Library Network. She also reported that Cheryl Fabrizi, Fab Idea, is no longer linked to SCRLC. She was paid for the work submitted, and we may still utilize her timeline and marketing plan. Marketing in a multi-market is necessary and we are planning to promote TofH and the value of local libraries on all levels in about 3 locations throughout our 14 county area.

SCRLC sent out an RFP for web design for South Central Regional Library Council and the digitizing program. We heard back from about 6 interested parties and the list has been narrowed down to 3. The most likely at this point is a joint effort between Data Momentum and Pear Creative.

Mary-Carol discussed the lakenet server, the problems, its potential retirement and other options for SCRLC.

5. Misc:

Mary-Carol asked the committee what can be used as the strongest point to recruit more participants for the TofH program:

- marketing and visibility
- technical support
- standardized format
- portals
- good place to start
- networking and collective support from peers

Regarding recruitment, emailing flyers and applications to all member libraries will be one avenue, but the committee additionally recommended contacting prospective participants directly (maybe visiting) in some cases.

Jean Green reported on the Eastern CONTENTdm First Annual Conference where they announced the changes in the new release expected later this fall.