

## Digitizing Advisory Committee Meeting Minutes

April 7, 2010  
SCRLC  
Ithaca, NY  
10am – 12PM

**Present:** Bridget Bower (Ithaca College), Jean Root Green (Binghamton Univ.) via OPAL, Matthew Hogan (SCRLC), Mary-Carol Lindbloom (SCRLC), Laure McFadden (SUNY Alfred) via OPAL

**Excused:** Helen Bergamo (Wells College), Non Hyland (Cornell), Megan McGovern (CMOG), Mark Woodhouse (Elmira College),

### Introduction

This is an extended meeting of the DAC. There is a roundtable meeting in the to share information and experiences with Tools of History (ToH) collection managers.

### Collection Policy Redacted

Over the last year, conversations about collection development have lead to the following suggestions for DAC consideration:

Shift attention from institutionally oriented collections to subject or thematic orientation. For example, we might look for items that reflect topics such as woman's history, sports, daily life, natural disasters (e.g. floods, storms), art and architecture, and agriculture to name a few. Our metadata template includes "SCRLC Topic" field, however, it is not use to guide collection building. It is used to help across collection search.

One the themes are define, the DAC and SCRLC staff can begin to seek out materials for ToH.

### **ACTION ITEM: Matthew will facilitate the development of this new strategy complete with a list of collection themes for the DAC to review**

Matthew has a scheduled visit at Upstate History Alliance (now called Museumwise at <http://museumwise.org/>) to see if a collaborative arrangement is possible. They administer the DHP for our region. Museumwise in their own words:

By providing resources, training and expertise to New York's heritage organizations and museums, the Upstate History Alliance strengthens their capacity to better serve their communities and meet their institutional missions.

It is our vision to be a model service organization, the accomplishments of which are reflected in the success of our constituents.

**ACTION ITEM: Develop a partnership that will support the missions of both organizations.**

Jean Green spoke about a Civil War newspaper collection that she might contribute to ToH this fall. The group discussed the pros and cons of newspapers. Should we take on a “newspaper” project such as HRVH as done?

**Tools of History Web Site Update / CONTENTdm & New York Heritage**

Similar to the Collection Policy review, SCRLC staff is proposing a change in the ToH website to the DAC.

Due to continual issues with interoperability between ToH website and our hosted instance of CDM in Dublin, Ohio, we intend to shift searching our instance of CDM from the DataMomentum server to our hosted server in Ohio. Searchers will continue to use ToH website as a search launch pad. Kathleen and Matthew will dress up the hosted instance to look similar to the ToH website. This shift should reduce the many trouble hours devoted to ToH.

Matthew has begun to work on WorldCat sync function for all the collections in ToH. This will require working with collection managers.

The frozen version of ToH (version 4.XX) will be removed after the shift away from ToH website. All managers will be given advance notice.

New collections will be listed on the NY Heritage. At this time NYH points directly to Dublin, Ohio.

Everyone agreed with the proposed changes.

**Tools of History News and Metadata and Controlled Vocabulary**

CDM version 5.3 is ready. Our server side has been updated. Please accept the automatic request to update the Project Client. There are important improvements in the version. Check out the free webinar for details in the Support Center. Another major update is coming this summer or early fall. This is yet another reason to shift to hosted server.

The combination of our metadata workshop with general review of the metadata standards brought up several critical issues that need to be addressed. Linked with metadata standards is vocabulary control. The group discussed various strategies related to improving both metadata standards and vocabulary control. This is a high priority item. We should deal with potential issues while our collection is small.

Key is how metadata is harvested. At this time, NY Heritage, WorldCat and Goggle.com only harvest Dublin Core mapped fields. We need to review how each collection has mapped their metadata fields vis-a-vis Dublin Core.

Bridget brought up her concern regarding how many metadata fields are marked "mandatory" in our metadata dictionary. This too will be reviewed. *Review of all metadata issues is a top priority.*

**ACTION ITEM: Review data dictionary, metadata template mapping, harvesting considerations, and controlled vocabulary.**

#### **Tool kit:**

SCRLC staff is working on a toolkit for new and existing collection managers. It will contain help with basic technical issues, listing useful webinars, how to set up a new projects, resources, and so forth. The toolkit will supplement the Boot Camp training series.

#### **Boot Camp:**

Matthew reported on the status of the CONTENTdm online tutorial. We are making progress. The biggest challenge facing us is technology. Matthew has been watching the video as it develops. It will be a good training tutorial when completed.

The task is to now develop workshops on the remaining four boot camp topics that are not grant dependent. Further consideration for this aspect of ToH will be the topic of our fall meeting.

#### **Public Launch of ToH**

Mary-Carol led the conversation. We considered where the events might take place, how many launches we can organize, when they might take place, who is our audience. We came to the conclusion that our first launch will be on June 4, in Ithaca during Ithaca Fest. New York History Conference will be meeting in Ithaca as this time too.

History Center in Tomkins County is offering space to meet and greet people. Bridget will help find live music. SCRLC is working with Art and Archeology on printed materials.

Additional launches will be planned around our region. We want to schedule these when other community events are taking place. We will reach out to DAC members for help.

#### **LSTA grant**

Our LSTA grant will end April 30. The grant funded workshops on metadata, copyright and scanning drew more people than the preservation series last year.

### **Committee business**

Over the last year we have lost several members. As it now stands, Committee membership comprises six academic and one museum representatives. We need to bring on board public, school and special library representatives. Matthew is working on recruiting additional members. If you know of anyone who might be interested please contact him.

The meeting was adjured at noon.

Submitted by Matthew Hogan

Mph 4/6/2010