



Indiana Memory DPLA Service Hub Advisory Committee

1:00 p.m., Wednesday May 13, 2015

In Attendance: Corridan, Fukunaga, Hostetler, Hurford, Norling, Oathout, Palmer, Papsen, Patton, Speer, Spotts, Susan Sutton (Proxy for Suzanne Hahn), and Weirich.

Attending by Phone: Madeline Sheldon (Proxy for Brad Eden), Stankrauff, Sweeny and Witcher.

Guests: Wendy Knapp, Chandler Lighty, Cinda May, Connie Rendfeld, and Steven Schmidt.

Notes

Speer called the meeting to order at 1:03 pm and welcomed everyone to the meeting. He asked everyone to introduce themselves. Speer asked if there were any changes to the agenda before asking for a motion to approve the agenda. Oathout moved and Sutton (?) seconded. Motion passed.

Speer envisioned an exciting year for the IM DPLA Service Hub Advisory Committee. The makeup of this initial committee comes from the list of all of the people who were nominated and agreed to serve on the committee.

He charged the committee with advising and guiding the ISL on the activities of the service hub, appointing sub-committees to deal with metadata and outreach to potential partners. To that end, he recommended that the group create a broad mission statement and governance committee to define the group's officers and membership.

Report from the State Library

Speer and Rendfeld reported that the initial ingest into DPLA went well, although it was greatly delayed. Originally, it was scheduled for last August, then January and then finally 47,000 records drawn from four Indiana Memory servers were successfully uploaded the Tuesday before DPLAFest. The records were transferred satisfactorily. The only problem was with about twenty rights statements. ISL currently has signed permission from 29 partners which means that our next ingest will consist of over 100,000 items, however the date for that ingest is dependent upon

DPLA getting new staff and new software set up. As of right now, we do not know when the next ingest will be. Plans call for data to be harvested quarterly from the service hub.

Rendfeld also reported that ten LSTA digital grants were awarded; half of those were for newspapers and included 2-3 new partnerships between public libraries and other local organizations. The full list is available at <http://www.in.gov/library/4366.htm>. This year ISL received 29 applications asking for \$375,000. Regretfully, only \$125,000 was available for the awards which resulted in more partial awards this year.

New Business:

Currently there are three sub-committees, which grew out of the original effort to create an Indiana Service Hub: a Rights sub-committee, an Outreach sub-committee and the Metadata sub-committee, which has been the most active of the three. By consensus, the group decided to continue these three sub-committees. Speer recommended that an IM DPLA Service Hub Advisory Committee serve on or chair each sub-committee.

The Rights sub-committee was originally charged with the creation of the [Data Exchange Policy](#). Currently, ISL has signed agreements from 29 partners; most of these are from public libraries. DPLA recently announced plans to streamline and standardize the rights statements. Currently there are 85,000 different statements in DPLA. Their goal is to collapse these in to 12-13 statements. This may be a future task for this group. Palmer suggested the Rights sub-committee could also create a layperson's guide to the Rights document that ISL lawyers have created. The agreement has heavy language that can be intimidating to some but once explained in layman's terms most digitization partners have been willing to sign.

The Metadata sub-committee has been actively working on the mapping of data fields between Indiana Memory and DPLA. Currently Indiana Memory can accept records from Content DM and Past Perfect, as well as a few other systems. The ISL programmer has been writing a custom map for each of Indiana Memory's 220 collections. The sub-committee is currently going back to the partners to try and create a standardized map.

The final sub-committee is the Outreach group. Among the tasks discussed for this group is the creation of discussion documents, information sheets, webinars, etc to market Indiana Memory DPLA to potential collections. There was a consensus that Outreach may be our most important task in the coming year, however the definition of its charge may be too broad. The next meeting of this group will include discussion about the broad scope and potential for another committee or sub-committees to be formed.

By consensus, a governance group consisting of Speer, Corridan, Palmer and Hurford will draft a broad set of operating principles or governance statement, defining what we are trying to accomplish, committee membership, geographic and/or institutional type representation, and committee term. Speer recommended that the committee meet quarterly. A call will go out soliciting names for Chair and vice chair. ISL will provide secretarial support for the meetings.

A separate group, consisting of Fukunaga, Norling, and Papson, will work with Rendfeld to draft a style sheet defining the steps needed to join Indiana Memory and DPLA.

In response to questions:

Speer defined Indiana Memory as containing content relevant to Indiana's cultural history. Collections held within the state, but not relevant to Indiana would not appear in Indiana Memory, but would be passed through the Indiana Memory DPLA Service hub to DPLA. There was a question about how few archives are represented in Indiana Memory. Rendfeld commented that one stumbling block may be EAD (Encoded Archival Description) format that they use. DPLA does not work well with this format. DPLA also does not have a way to handle collection guides in archives.

Rendfeld also explained that she and a programmer are the only ISL staff members dedicated to Indiana Memory and DPLA. Hurford suggested that ISL think of pieces of work that could be done by members of the committee, easing workload of ISL staff. It was suggested that metadata cleanup could be one of these committee completed tasks. Communication about IM DPLA to participating community could be another task taken on by committee members/group. ISL will look at ways to improve communication and to handoff some tasks to members of the committee. The WordPress blog and the ISL webpage will be synchronized so that they refer to the service hub by the same name. The WordPress site will allow the Outreach Group or other communication coordinators to share information regularly.

ISL will send out a Doodle poll for the date of the next meeting, targeting June 29-July 10. ISL will convene meetings with the sub-committees and working groups to occur prior to the next meeting.

Topics for the next meeting:

- Update on next ingest
- Review governance document
- Elect officers
- Review a draft of the step-by-step guide on how to prepare data for ingest
- Discuss tasks for Outreach sub-committee
- Review hurdles which keep institutions from joining the Indiana Memory DPLA Service Hub

The meeting was adjourned at 2:10.