

Indiana Memory DPLA Service Hub Planning Meeting

3/6/2015

I. Welcome

- Jake Speer welcomed everyone, reviewed the day's agenda and offered some oversight of Indiana Memory and the test load into DPLA.
- Indiana Memory has 390K records in 224 collections from 117 participating organizations.
- The initial test ingest was 46,000 records from 37 collections. Hope to have a sample to view by mid-late April.
 - In response to a question about the ingest, Speer and Connie Rendfeld reported that DPLA has implemented new software and procedures and moved us to the head of the line.
 - DPLA has run into some difficulties with ingest. They pulled data last week and again yesterday. Hope to have a quality review copy soon.
 - Once we have quality review copy, our test data should live in about three weeks. Hope to have live data by DPLAFest.
- ISL has awarded 84 grants to 40 libraries since 2007. Expect there to continue to be LSTA grants to fund digitization projects.

II. Updates

- A. Jenny Johnson offered an update on the DPLAFest, April 17-18.
- IMCPL, IHS, ISL, and IUPUI will serve as co-hosts for the conference.
 - There are a number of local sessions happening. The preliminary agenda is available online. <http://dplafest2015.sched.org/>
 - 206 people have registered so far.
 - A question was raised as to whether the sessions will be recorded for later viewing. Jenny will find out, but DPLA will have notetakers and be tweeting during the conference.

III. Inclusion in Indiana Memory DPLA Service Hub

- A. Steven Schmidt reviewed the requirements for inclusion in IN Memory DPLA harvest
- The primary way to get into DPLA will be through IN Memory.
 - DPLA will harvest the metadata every 90 days or so for addition to DPLA. DPLA will refer back to original documents.
 - There are image scanning and metadata standards for inclusion. Digital.library.in.gov/Web/About
 - Libraries must also have a signed agreement authorizing display in Indiana Memory and permitting metadata harvesting by DPLA. The 3rd page of the service agreement lists the collections with check boxes for collections hosted by ISL or other source, and a box authorizing inclusion in DPLA.
- B. Process for inclusion of non-IN Memory DPLA harvest

- Jeremy Murray discussed the manner in which collections that don't fit Indiana Memory would be harvested in DPLA.
- ISL plans to use an OAI-PMH server, possibly using Repox, to allow DPLA to pull data from there.
- Metadata for both Indiana Memory collections and non-Indiana Memory collections will be pulled into this server, which will then feed to DPLA.
- In response to questions -
 - Speer mentioned that non-Indiana Memory files would still be loaded through Indiana Memory, but not displayed there
 - He also stated that the time from signing up until the upload of your data could be up to 90 days for CONTENTdm and Past Perfect materials, since upload scripts for those systems are relatively simple. Other platforms would require more work and could take longer.
 - Connie Rendfeld stated that there is a specific Metadata Sub-Committee looking at Indiana Memory standards to see how these fit with DPLA and make recommendations.
 - One member has some partners that don't want to be part of DPLA. They don't want to give up rights to metadata because they fear someone else will come in and profit from it. Speer assured that it is okay to be in Indiana Memory but not in DPLA. The service agreement provides opportunity to opt-out of DPLA.
 - ISL is considering making DPLA inclusion a requirement of receiving future LSTA funds.
 - A question asked if ISL is financially supportive DPLA efforts. Speer answered that ISL uses LSTA funds support of digitization, with server space and staff time provided by ISL.
 - To the question, are there any collections DPLA doesn't want? No. DPLA is very broad.
 - Is there somewhere they could find information about the value of participation and what participants will get back? Kristi Palmer will post a ppt about this on the blog.

IV. Formation of IN Memory DPLA Service Hub Advisory Committee

- A. Speer outlined the plans to create a guiding committee for the Indiana Memory DPLA Service Hub. Speer stated that ISL is trying to emulate the structure of Evergreen Indiana because it has worked well.
 - All regular members must have a signed agreement on file permitting access to IN Memory and DPLA.
 - Proposed composition:
 - Academic 2
 - Public 2
 - Historical Societies 2

- Museums 2
 - ISL or designee 1
 - State Archivist or designee 1
 - At-Large member 2
 - Archives 2
 - Special Libraries 2
- At the recommendation of the group, two representatives were added from Archives and two representatives from Special Libraries.
 - Speer stated that if this proposed structure is acceptable, ISL will schedule a planning day meeting to create bylaws and additional sub-committees, choosing of At-Large members, etc.
 - Topics for this planning day, would include the way members will be selected. Perhaps those of a certain library type would vote on their representatives from the available pool. Someone suggested using the Society for Indiana Archivists as a resource for recommendations on inclusion of archives.
 - Speer talked about plans for developing Service Hubs around the state to help small institutions with digitization projects.
 - In response to questions:
 - It was suggested that an additional archives representative be added.
 - A question was raised about the size of the member organizations. Speer would like committee to representative of all sizes.
 - Speer stated that he may ask the Advisory Committee to prioritize collections for upload (ex. High school yearbooks v. manuscripts from Abraham Lincoln)
 - In response to a question about existing groups, Speer and Rendfeld stated that a Metadata group exists. They talked about having image standards, marketing/outreach committees formed under guidance of Advisory Committee.

V. Next Steps

- A. Setting the date for naming the advisory committee will give people time to get agreement signed in.
- B. The planning meeting for potential Advisory Committee members to choose and create bylaws and discussion of various sub-committees will be before June, 2015.