

# Canadian National Heritage Digitization Strategy Steering Committee

## Minutes

Friday, October 14<sup>th</sup>, 2016 – 3:30-4:00 p.m.  
395 Wellington St., Ottawa, Room 212

### Present

Larry P. Alford, University of Toronto libraries  
Jonathan Bengtson, Canadiana.org  
Guy Berthiaume, Library and Archives Canada  
Ern Bieman, Canadian Heritage Information Network  
Paul Durand, Canadian Museum of History  
Loubna Ghaoui, Bibliothèque de l'Université Laval  
Geoffrey Harder, University of Alberta  
Ember Lundgren (for Angela Williams), Royal British Columbia Museum  
Heather Menzies, The Writers Union of Canada  
Andrea Mills, Internet Archive Canada  
Sophie Montreuil, Bibliothèque et Archives nationales du Québec  
Kathryn Ruddock, University of Calgary  
Pam Ryan, Toronto Public Library  
Carol Shepstone, Canadian Research Knowledge Network  
Sandra Singh, Vancouver Public Library  
Carole Urbain, Association pour l'avancement des sciences et des techniques de documentation (ASTED)  
Martha Whitehead, Canadian Association of Research Libraries (CARL)

### Regrets

Kathleen O'Connell, National Research Council Canada

### Observer

Caitlin Horrall, Library and Archives Canada (Secretariat)

### 1.0 Adoption of agenda (G. Berthiaume)

G. Berthiaume presented the meeting agenda for consideration. The agenda was approved.

## **2.0 Election of Chair (G. Berthiaume)**

G. Berthiaume proposed that Sandra Singh act as the first Chair of the Steering Committee. S. Singh was elected Chair of the Steering Committee for a term of one year.

Moved by Guy Berthiaume.

*That Sandra Singh be appointed as the Chair of the Steering Committee.*

**CARRIED UNANIMOUSLY**

## **3.0 Adoption of the Terms of Reference for the Steering Committee and Chair (S. Singh)**

S. Singh presented the draft *Terms of Reference for the Steering Committee* for review and approval.

One member said the mandate should be expanded to include not just organizing projects but also prioritizing them. She also suggested adding achievements to the inventory of existing projects. It was agreed to change the wording to “Develop an inventory of existing digitization projects and systems *to identify opportunities, strengths, gaps and areas of expertise.*” The member also suggested a deliverable be expanded to read “*Identify and/or develop tools to help organizations identify documents ...*”. Members agreed these changes would be welcome.

A member suggested that using linked open data would negate the need for a “collaborative portal.” Another member suggested changing the deliverable to read, “Develop discovery mechanisms for ensuring access” to allow for the considerations of multiple options for asset discovery. Members agreed with this recommended revision.

A member expressed concern that there was little archive representation on the committee. G. Berthiaume mentioned that he could represent the archival perspective and it was pointed out that A. Williams was also in charge of the B.C. archives.

S. Singh asked for a motion to approve the terms of reference as amended. C. Urbain moved the motion.

Moved by Carole Urbain. Seconded by Carol Shepstone.

*That the draft Terms of Reference be approved with noted amendments.*

**CARRIED UNANIMOUSLY**

*ACTION: Secretariat to distribute updated Terms of Reference for the Steering Committee to members.*

S. Singh presented the draft *Terms of Reference for the Chair* for review and approval.

S. Singh asked for member opinions on whether the Secretariat should report directly to the Chair of the Steering Committee, noting that in her role at the Vancouver Public Library she reports to the Board as a whole and not the Chair. She said the decision of the Steering Committee should direct the Secretariat. The group agreed that this was the intent of the draft Terms of Reference.

Moved by Sophie Montreuil. Seconded by Kathryn Ruddock.

*That the draft Terms of Reference be approved with noted amendments.*

**CARRIED UNANIMOUSLY**

S. Singh suggested the review of the draft *Terms of Reference of the Secretariat* be moved to the next meeting. This suggestion was accepted.

#### **4.0 Round Table (All)**

A discussion was held rather than a round table.

One member asked if there was a budget for the strategy. G. Berthiaume clarified that Library and Archives Canada had committed two positions to work on the strategy – with one already identified and the other to be clarified through discussions with the Steering Committee – and set aside some money to create an online platform, if needed. He also mentioned that the Salamander Foundation had provided \$25,000 in funding. Otherwise, the strategy will be advanced cooperatively, and public and private funding will be sought in the near future.

A member asked if there was a planning roadmap or established deadlines for the Committee. Another member observed the day's discussions provided ideas for deliverables that could be discussed in person if a second in-person meeting could be arranged to align with the Ontario Libraries Association (OLA) Super Conference in January, or sooner during a teleconference.

S. Singh asked if the Steering Committee should create a governance working group to establish procedures about how the committee will work together.

A member suggested that the draft *Terms of Reference for the Secretariat* be reviewed and proposed work plans be developed to align with the TOR for consideration by the Steering Committee. Members agreed this was a useful way forward and S. Singh asked for volunteers to work with her and Secretariat staff on drafting a proposed plan. S. Montreuil, K. Ruddock, E. Bieman, C. Shepstone, and M. Whitehead all volunteered.

*ACTION: Secretariat to send out a poll to arrange a teleconference for the action plan group for the end of October.*

It was agreed the Secretariat would send out a poll to solicit participation in a teleconference before the OLA conference.

*ACTION: Secretariat to send out a poll to arrange a teleconference for November and/or December using Library and Archives teleconference number.*

A member asked if there was an online collaboration space available for sharing documents. The Secretariat said Library and Archives Canada had a suitable platform and that she would establish a site and share it with the group.

*ACTION: Secretariat to set up online collaboration space for document sharing.*

## **5.0 Next Meeting**

It was agreed an in-person meeting could be held in late January or early February at the time of the OLA Conference in Toronto and at least one teleconference of the whole group could be planned before the end of December.