

Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Friday, November 18, 2016, 1:30–2:30 p.m. Eastern Time

Teleconference

Chair: Sandra Singh

Present

Larry P. Alford, University of Toronto Libraries

Guy Berthiaume, Library and Archives Canada

Ern Bieman, Canadian Heritage Information Network

Paul Durand, Canadian Museum of History

Loubna Ghaouti, Bibliothèque de l'Université Laval

Geoffrey Harder, University of Alberta

Heather Menzies, The Writers' Union of Canada

Andrea Mills, Internet Archive

Sophie Montreuil, Bibliothèque et Archives nationales du Québec

Kathleen O'Connell, National Research Council Canada

Kathryn Ruddock, University of Calgary

Pam Ryan, Toronto Public Library

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

Clare Appavoo, Canadian Research Knowledge Network

Jonathan Bengtson, Canadiana.org

Angela Williams, Royal British Columbia Museum

Secretariat

Caitlin Horrall, Library and Archives Canada

1.0 Agenda and Minutes (S. Singh)

The agenda was approved as presented.

S. Singh presented the draft minutes of the last meeting and asked for any additions or changes. As there were none, she asked for a motion to adopt the minutes.

Moved by H. Menzies. Seconded by C. Urbain.

That the minutes from the October 14, 2016 meeting be approved.

CARRIED UNANIMOUSLY

2.0 Steering Committee Membership (S. Singh)

S. Singh stated that there was a change in membership and that Clare Appavoo would now represent the Canadian Research Knowledge Network on the Steering Committee. She welcomed Clare to the Committee and noted she looked forward to her joining the conversations.

G. Berthiaume noted a geographic representation gap on the Steering Committee: the Maritime Provinces had no representation. He also noted that he would like to see another archivist on the Committee. To address these representation gaps, he proposed contacting an archivist from Nova Scotia to see if he would be interested in joining the committee.

Moved by E. Bieman. Seconded by H. Menzies.

That an archivist from the Maritimes be approached to see if he is interested in joining the Steering Committee.

CARRIED UNANIMOUSLY

3.0 Adoption of the Terms of Reference for the Secretariat (S. Singh)

S. Singh presented the draft *Terms of Reference for the Secretariat*. A member noted that the French version was missing a bullet for the first item under *Tâches administratives* and that the word “preparer” should be removed.

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

Moved by G. Berthiaume. Seconded by S. Montreuil.

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

CARRIED UNANIMOUSLY

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

4.0 Draft NHDS Action Plan (S. Singh)

S. Singh presented a draft action plan, created by a small working group of members. S. Singh thanked the Secretariat and the working group for their work and stated she was appreciative that the Secretariat was able to pull together a clear draft so quickly. S. Singh asked for general comments on the draft.

Members expressed interest in seeing how the activities would evolve, particularly around partnerships. There was discussion around adding orphan works, given the interest expressed at the Foundational Assembly. This concept was expanded to include items still under copyright but out of commerce. It was noted that a hackathon was held in Toronto on this subject recently; the Secretariat agreed to find and distribute more details about this event.

Action: Secretariat to distribute details of Canadian Heritage hackathon on copyright.

Members noted copyright issues are complex and that large organizations, such as the World Intellectual Property Association, are already looking more extensively at the topic.

In response to the comments, S. Singh suggested changing 4.1 to add “out of commerce works that are still under copyright” as one of the examples. There were no objections to this change.

There was some discussion around web archiving and whether it should be included in the plan. Some members felt the strategy should focus on analogue material and that born-digital material could be a future action. There was general agreement to leave web archiving out of the strategy for now.

Members discussed metadata and if best practices for file formats could be added for access and preservation. In response to the comments, S. Singh suggested adding an item 2.6: “Research and communicate best practices for file formats for access and preservation, thinking ahead to future potential uses and access.” There was support for this addition.

One member suggested adding best practices around communicating access and use restrictions, such as licenses, to digitized copies of material. After some discussion, S.

Singh, G. Harder and H. Menzies agreed to work together to propose an action item for feedback from the group.

There were no other changes or additions.

ACTION: Small working group to draft action item for new item regarding access and use practices.

ACTION: Secretariat to distribute updated Action Plan to members.

5.0 In-Person Meeting in January (S. Singh)

S. Singh noted that she and the Secretariat had discussed the opportunity of having an in-person meeting to advance the action items. She suggested the meeting could be held at the same time as the Ontario Library Association (OLA) Super Conference, which several members will be attending. Participants would also be able to attend by phone. A time would be chosen that would not conflict with other meetings and would accommodate people phoning from other time zones.

Another idea offered was to host the meeting in Vancouver to reinforce that this is a national initiative. It was also noted that scheduling a meeting while OLA is in session might be difficult given the other meetings already taking place.

After further discussion, S. Singh proposed a poll to gauge members' preference for meeting location and dates.

ACTION: Secretariat to poll participants on their preference for an in-person meeting in Vancouver or Toronto and to find suitable dates.

6.0 Other Business (All)

S. Singh asked if there was any other business.

Members discussed whether born-digital material would be included in this project. They noted that a lot of work was going on in the broader community on preserving born-digital material. S. Singh suggested that a discussion around born-digital material, with examples from museums, photographic proxies, web archiving and mixed collections, could be held during the in-person meeting of the Steering Committee planned for early winter. There was agreement to defer this discussion.

7.0 Next Meeting

S. Singh asked if members wanted to have another teleconference before the in-person meeting. Members agreed to wait, but offered in the meantime, to work offline to develop draft initiatives to advance certain action items.

S. Singh indicated a call would be sent to members asking them to indicate the action items on which they would like to work. Smaller working groups would then be established with the goal of each group bringing some ideas for their assigned initiatives to the meeting in early 2017.

ACTION: Secretariat to poll participants on their interest in working on specific action items.

S. Singh expressed her appreciation to the Steering Committee and then made a motion to adjourn the meeting. This was moved by H. Menzies. The meeting adjourned at 2:30 p.m. Eastern Time.