

# Canadian National Heritage Digitization Strategy Steering Committee

## Minutes

Monday, June 19, 2017, 12:00–1:00 p.m. Eastern Time

Chair: Sandra Singh

### Present

Clare Appavoo, Canadian Research Knowledge Network  
Jonathan Bengtson, Canadiana.org  
Ern Bieman, Canadian Heritage Information Network  
Paul Durand, Canadian Museum of History  
Loubna Ghaouti, Bibliothèque de l'Université Laval  
Geoffrey Harder, University of Alberta  
Loryl MacDonald, University of Toronto Libraries  
Heather Menzies, The Writers' Union of Canada  
Andrea Mills, Internet Archive  
Michael Moosberger, Dalhousie University  
Mary Rae Shantz, Toronto Public Library  
Sandra Singh, Vancouver Public Library  
Carole Urbain, Association pour l'avancement des sciences et des techniques de documentation (ASTED)  
Martha Whitehead, Queen's University  
Angela Williams, Royal British Columbia Museum

### Regrets

Guy Berthiaume, Library and Archives Canada  
Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)  
Gilles Lesage, Société historique de Saint-Boniface  
Kathleen O'Connell, National Research Council Canada  
Kathryn Ruddock, University of Calgary

### Secretariat

Caitlin Horrall, Library and Archives Canada

### 1.0 AGENDA AND MINUTES (S. Singh)

S. Singh presented the agenda for consideration. There were no additions and the agenda was approved as presented.

S. Singh presented the minutes of the April 24<sup>th</sup> meeting and asked for any additions or changes. As there were none, she asked for a motion to adopt the minutes.

Moved by E. Bieman. Seconded by A. Williams.

*That the minutes from the April 24<sup>th</sup>, 2017 meeting be approved.*

**CARRIED UNANIMOUSLY**

S. Singh then presented the minutes of the May 29<sup>th</sup> meeting and asked for any additions. There were none, so she asked for a motion to adopt the minutes.

Moved by M. Moosberger. Seconded by C. Urban.

*That the minutes from the May 29<sup>th</sup>, 2017 meeting be approved.*

**CARRIED UNANIMOUSLY**

## **2.0 CONTENT PROPOSAL (All)**

S. Singh reminded members the proposal had been presented at the last meeting, and asked for their feedback.

Members talked about the priorities and whether these were meant to be for digitization or inclusion in the discovery mechanism. Another member suggested moving the priorities to the sub-sections on principles and renaming it "best practices." He also suggested linking them to the other parts of the plan being developed by other working groups.

The working group clarified that the document was meant to reflect the relationship between specialized expert knowledge from within institutions, and users of that information.

The Chair again thanked the working group for this coherent document. She suggested two considerations for content. The first, that the document should make clear the NHDS can only influence not dictate the actions of other organizations. Secondly, that the "front door" could reflect the content priorities in the document.

Members agreed and suggested adding a time factor to suggest the second consideration comes after the first.

Another member asked about whether the NHDS would accommodate items that don't meet standards and need to be upgraded. This started a discussion about gaps in the scope. For example, files that are created in digital format but have historic and heritage value or digital content that is fragile and no longer accessible. Members agreed these types of material would be future considerations.

One member said the use of the term "records" sounded like "records management" and could be reconsidered.

Members said the group needed to be mindful not omit significant types of content and to be mindful of short and long terms goals.

A member of the working group thanked the committee for the excellent discussion and said the group would revise the document and send it back to the committee.

*ACTION:*

- *Working group to revise document and resend to committee for consideration.*

### **3.0 GOVERNANCE DOCUMENT (S. Singh)**

The Chair presented the proposed governance guidelines that she and the secretariat had prepared and opened the floor to discussion.

One member suggested a change to note the Terms of Reference should have precedence in settling disputes. She also suggested the steering committee should provide the scope of the sub-committees.

That led to a committee member asking whether we needed both terms of reference and a governance document. The Chair said she would discuss these issues with the secretariat and come back to the committee with an updated approach

After some discussion there was general agreement an executive committee could be added in future years, if desired.

*ACTION:*

- *Chair and Secretariat to discuss changes to governance document and consider combining the governance and Terms of Reference documents.*

### **4.0 BUILDING AWARENESS OF THE NHDS (S. Singh)**

The Chair said she and the secretariat had been thinking about developing communications products to send to the community to gather expressions of support for the NHDS. She suggested three tools: an infographic, a two-page background document; and a video.

She said she drafted the video she had shared based on the action plan. She asked for feedback on the video and the approach.

Members generally thought the approach was excellent.

One member suggested putting more emphasis on endorsing standards so it did not look like the NHDS was creating new ones. She also suggesting putting less emphasis on the “front door” and more on digitizing content.

Members discussed the potential audience for the video and agreed it would appeal to practioners, but that the video could be modified to attract different audiences.

One member suggested the video should mention repositories.

The Chair asked if anyone had anymore feedback to send it by the end of the week.

*ACTION:*

- *Chair to make updates to video and draft other items for review.*
- *All members to send additional feedback on video to Chair by June 23rd.*

## **5.0 ACTION ITEMS FROM LAST CALL AND LATEST UPDATES (All)**

Given the time, it was decided to move this discussion to the next call.

## **6.0 FURTHER BUSINESS (All)**

A member said S. Montreuil had to leave the committee and asked the Chair if she had any news. The Chair said she would be contacting Sophie soon and would be in touch with BAnQ later in the summer. C. Urbain offered to provide the Chair with a new contact at BAnQ.

*ACTION:*

- *Carol Urbain to put Chair in contact with BAnQ.*

## **ADJOURNMENT**

S. Singh thanked Committee for their input and made a motion to adjourn the meeting. The meeting adjourned at 1:00 p.m. Eastern Time.