

Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Monday, July 24, 2017, 12:00–1:00 p.m. Eastern Time

Chair: Sandra Singh

Present

Guy Berthiaume, Library and Archives Canada
Paul Durand, Canadian Museum of History
Michael Moosberger, Dalhousie University
Gilles Lesage, Société historique de Saint-Boniface
Mary Rae Shantz, Toronto Public Library
Sandra Singh, Vancouver Public Library
Martha Whitehead, Queen's University
Angela Williams, Royal British Columbia Museum

Regrets

Clare Appavoo, Canadian Research Knowledge Network
Jonathan Bengtson, Canadiana.org
Ern Bieman, Canadian Heritage Information Network
Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)
Loubna Ghaoui, 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
Kathleen O'Connell, National Research Council Canada
Kathryn Ruddock, University of Calgary
Carole Urbain, Association pour l'avancement des sciences et des techniques de documentation (ASTED)

Secretariat

Caitlin Horrall, Library and Archives Canada

1.0 AGENDA AND MINUTES (S. Singh)

S. Singh presented the agenda. She noted that many members of the committee are on vacation leaving too few members to constitute quorum. She suggested focusing on the actions of those in attendance and following up on other activities through email. There were no objections to this approach.

S. Singh noted the minutes of the June meeting have taken longer to review and proofread and will be shared soon.

2.0 IN-PERSON MEETING (S. Singh)

S. Singh said that although the committee had contemplated hosting a meeting to discuss intellectual property and copyright in the fall, it might now be too late to meet a fall date. She noted however that the committee is advancing this issue through participation in the RightsStatements.org consortium.

In the meantime, she asked if the committee thought an in-person meeting in October or early November would be useful. Members generally agreed it would be, if a date could be found that would accommodate the many professional commitments already happening during that time.

There was also some discussion about whether Winnipeg (as a mid-point in the country) or Vancouver might be suitable locations. It was noted for those who were not able to travel, teleconference participation would need to be available as well.

S. Singh said the secretariat would send a poll asking people for their choice of location and dates.

ACTION:

- *Secretariat to send poll on possible date and location for fall in-person meeting of the committee.*

3.0 CONTENT PROPOSAL (S. Singh)

Given the absence of the working group members, S. Singh suggested deferring this conversation to the next meeting of the committee. There were no objections.

4.0 GOVERNANCE (S. Singh)

S. Singh said that she and the secretariat had spoken about the committee's suggestion to merge the governance and terms of reference documents, but they had not had a chance to update them. She noted that the committee was working well together to date, so there did not seem to be an urgency to get this done.

She asked if anyone had anything to add about the documents, but there were no further comments.

ACTION:

- *Secretariat to update terms of reference documents to reflect content of draft governance document and circulate for comment.*

5.0 WEB REQUIREMENTS AND SOCIAL MEDIA PRESENCE (Web requirements working group)

A. Williams said the working group had come up with a list of requirements for a website and had started looking for a host. She said both she and D. Bourne-Tyson had asked their IT departments to host the site, and while both options were technically feasible, the site would need to adopt the “look and feel” of the host organization. This would not allow for an independent NHDS branded site. A. Williams suggested perhaps every institution on the steering committee could donate a fixed amount of money, to host the site and pay for a unique domain name.

S. Singh thanked the working group and said the idea of all contributing some funds was intriguing. She clarified that the website would be just for the NHDS and not for the discovery mechanism. She suggested she, the secretariat and A. Williams take the discussion offline and come back to the committee with a proposal.

ACTION:

- *Chair, secretariat and A. Williams to develop and propose options for website hosting.*

6.0 ACTION ITEMS FROM LAST CALL AND LATEST UPDATES (All)

S. Singh said she is working on a summary document to accompany the awareness material presented at the last meeting. Once completed, the summary could be made visually appealing and the messaging could be used to edit the video. M. Shantz said this type of material could be built into the communications approach to provide members with material to use during briefings and presentations.

ACTION:

- *Chair to update two-page summary document and share with members for feedback.*

7.0 FURTHER BUSINESS (All)

S. Singh ask if anyone had anything to discuss with the committee.

G. Berthiaume provided an update on his funding activities. He said he had made proposals to two corporations and was waiting for responses. He also said the NHDS received a promise of a one-time gift from an anonymous donor and that details should

be finalized before the end of the calendar year. He made clear the funding he is pursuing is intended to support the NHDS as a whole, and not just Library and Archives Canada.

He said it would help to have a list of partners who have expressly committed to being part of the strategy and sharing their content. He said the secretariat would create and circulate an online form for people to complete to show their organizations' support of the strategy. The committee agreed to share the link with their networks as well.

ACTION:

- *Secretariat to create online form and share with members.*

ADJOURNMENT

S. Singh thanked the committee and adjourned the meeting. The meeting adjourned at 12:50 p.m. Eastern Time.