

Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Monday, September 25, 2017, 12:00–1:00 p.m. Eastern Time

Chair: Sandra Singh

Present

David Alexander, Royal British Columbia Museum (for Angela Williams)
Jonathan Bengtson, Canadiana.org
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
Gilles Lesage, Société historique de Saint-Boniface
Heather Menzies, The Writers' Union of Canada
Andrea Mills, Internet Archive
Michael Moosberger, Dalhousie University
Kathleen O'Connell, National Research Council Canada
Mary Rae Shantz, Toronto Public Library
Sandra Singh, Vancouver Public Library
Martha Whitehead, Queen's University

Regrets

Clare Appavoo, Canadian Research Knowledge Network
Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)
Geoffrey Harder, University of Alberta
Loryl MacDonald, University of Toronto Libraries
Kathryn Ruddock, University of Calgary
Carole Urbain, Association pour l'avancement des sciences et des techniques de la documentation (ASTED)
Angela Williams, Royal British Columbia Museum

Secretariat

Caitlin Horrall, Library and Archives Canada

1.0 AGENDA AND MINUTES (Chair)

The Chair presented the agenda and asked for any additions. There were none.

The Chair then presented the minutes of the June 19 meeting and asked for any comments. There were none, so she asked for a motion to adopt the minutes.

Moved by E. Bieman. Seconded by M. Moosberger.

That the minutes from the June 19, 2017, meeting be approved.

CARRIED UNANIMOUSLY

The Chair presented the minutes of the July 24 meeting and asked for any additions. As there were none, she asked for a motion to adopt the minutes.

Moved by G. Lesage. Seconded by M. Shantz.

That the minutes from the July 24, 2017, meeting be approved.

CARRIED UNANIMOUSLY

2.0 GOOGLE WORKSPACE (P. Durand)

P. Durand presented a Google workspace for the committee to collaborate on documents. He said some committee working groups were already using the space. The Chair thanked him for his work and said she would put her draft documents in the workspace from now on.

3.0 WEB HOSTING (Secretariat)

The Secretariat provided an update on a conversation about hosting a more robust website for the NHDS. She proposed that either LAC could host the information on its corporate site or a third party could host an entirely separate NHDS site. She said LAC would fund the hosting and maintenance of the site and that it could be set up quickly. In either case, the principles of official languages and accessibility would be respected.

Members generally said they felt a third-party host would enforce the idea of the NHDS as a community initiative. The Chair polled members, and they voted unanimously in favour of a third-party host.

ACTION:

- *Secretariat to find third-party host for site and start moving site over.*

4.0 IN-PERSON MEETING (Chair)

The Chair said the in-person meeting in Vancouver could be used to review the action plan and set priorities for next year. She asked for other agenda items. Members suggested the renewal of the Chair and possible pilot projects. The Chair thanked the committee for these ideas and invited members to send other ideas by email.

ACTION:

- *Committee members to send agenda items for Vancouver in-person meeting to Chair.*

5.0 COMMUNITY SUPPORT (Web requirements working group)

The Chair thanked members for pledging their support to the NHDS and noted that 46 organizations had done so to date. She suggested members could also send letters of support where appropriate.

ACTION:

- *Members to send/encourage letters of support where appropriate.*

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

1.1 – Content strategy

The working group said they are finalizing a draft and should have something to share in the next few weeks.

1.2 – Evaluation

The working group said they have a preliminary draft to discuss together before presenting it to the group.

2.1 – Discovery tool

The Secretariat said the discovery tool development was ongoing, and the prototype would be shared during the in-person meeting.

2.2 – Metadata standards

The Secretariat said she would call a meeting of the sub-group on metadata once the discovery tool was available. A member of the working group agreed they were waiting to find out more.

2.4 – Repositories

The working group said they have drafted a document and will share it before the next meeting.

2.5 – File formats

The working group said they have a survey to send and would like input from audiovisual digitization teams. Several members said they could contribute, and the working group said they would follow up.

ACTION:

- *Working group to send survey link to audiovisual digitization specialists for review.*

The committee discussed having one long survey or many shorter ones. The Chair suggested the Secretariat look at the survey needs of the committee and make a recommendation.

ACTION:

- *Secretariat to gather past discussions about surveys and make a recommendation.*

Another member asked if there were plans to replace the BAnQ member on the committee, and the Chair said yes.

2.6 – Copyright

The Secretariat reported that she had participated in a two-day meeting of the RightsStatements.org Steering Committee. The group is drafting a business plan with the goal of making RightsStatements.org more global. She said LAC is analyzing how the statements align with LAC's practices. She invited interested members of the committee to contact her if they or their organizations wanted to be part of this work.

ACTION:

- *Committee to send interest in RightsStatements.org to Secretariat.*

3.2 – Training

The working group said they had some documentation ready and would share the link.

3.3 – Under-represented communities

The working group reported they were waiting for a new website to develop a pilot approach to under-represented communities.

4.1 – Funding

The working group reminded the committee of the anonymous one-time gift of \$1 million that had been made to the NHDS and said they were meeting with two other corporations in October.

4.3 – Governance

The Chair said the terms of reference had been revised and shared, and they could be discussed at the next meeting.

4.4 – Risks

The Chair suggested that this item could be dropped, and risks could be assessed under each individual activity. She asked for a motion to accept this suggestion.

Moved by E. Bieman. Seconded by M. Moosberger.

That item 4.4 on the action plan be removed from the action plan.

CARRIED UNANIMOUSLY

ADJOURNMENT (Chair)

The Chair thanked the committee for their work, noting how much they had accomplished in a short period and how much they are still doing. She adjourned the meeting at 1:02 p.m. Eastern Time.