

Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Wednesday, March 9, 2017, 12:00–1:00 p.m. Eastern Time

Chair: Sandra Singh

Present

Clare Appavoo, Canadian Research Knowledge Network
Sylvain Belanger, Library and Archives Canada (for Guy Berthiaume)
Jonathan Bengtson, Canadiana.org
Ern Bieman, Canadian Heritage Information Network
Paul Durand, Canadian Museum of History
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
Angela Williams, Royal British Columbia Museum

Regrets

Larry P. Alford, University of Toronto Libraries
Guy Berthiaume, Library and Archives Canada
Loubna Ghaoui, Bibliothèque de l'Université Laval
Geoffrey Harder, University of Alberta
Sophie Montreuil, Bibliothèque et Archives nationales du Québec
Kathryn Ruddock, University of Calgary
Carole Urbain, Association pour l'avancement des sciences et des techniques de documentation (ASTED)
Martha Whitehead, Canadian Association of Research Libraries (CARL)

Secretariat

Caitlin Horrall, Library and Archives Canada

INTRODUCTIONS

S. Singh stated that there was a change in membership and that Mary Rae Shantz would now represent the Toronto Public Library on the Steering Committee. She welcomed Mary Rae to the Committee and noted she looked forward to her joining the conversations. She also thanked Pam Ryan for her contributions.

S. Singh also noted that Sylvain Belanger, Library and Archives Canada's Director General of Digital Operations would be representing G. Berthiaume at this meeting. She welcome S. Belanger to the meeting.

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 apologized for the late delivery of the February 1st, 2017 meeting minutes and asked if members would prefer to approve the minutes via email. Members agreed they could share their comments and feedback by email. S. Singh said she would send the minutes again.

ACTIONS:

- *S. Singh to circulate February 1st meeting minutes in French and English for feedback from the committee.*

2.0 SURVEY (A. Mills)

A. Mills said that she and the 2.2 metadata working group were considering a survey, and noted that others in the committee had also talked about developing surveys during the February steering committee meeting. She asked which working groups were interested in contributing questions and how could the work be coordinated.

J. Bengtson noted that the Canadian Association of Research Libraries (CARL) digital preservation group is working on a survey and maybe a conversation could be held offline to see if the efforts of CARL and NHDS could be combined. He said the survey is designed to identify capacities and gaps and will be sent to CARL member institutions and other stakeholders. He is waiting to hear back from the CARL sub-group and then he could circulate an update to the committee.

S. Singh noted there might be some overlap with action 1.2 (formerly 4.2) that also suggested a survey and wondered if related questions could be incorporated. Members agreed that made sense.

A few other members mentioned they also might have a need for a survey but that it might have to come after some of the other work is done.

S. Singh summarized the conversation suggesting some survey questions may be able to be combined and integrated into the CARL survey to create a more coherent survey across communities. She thanked A. Mills for identifying this item and mentioned given the CARL survey, the timing may be perfect for the NHDS survey.

ACTION:

- *J. Bengtson to ascertain and circulate details of the CARL survey.*

3.0 ACTION PLAN INITIATIVES REVIEW (All)

S. Singh reminded the committee that the actions had been reordered during the February 1st meeting to put content and scope first. She said the action items would be renumbered and recirculated after the meeting.

The Committee agreed to review the remaining draft action plan items one by one.

ACTION:

- *Secretariat to renumber and reorder the items in the action plan.*

1.1 (formerly 4.1) – Define a content strategy that considers all media types and formats (e.g. books, manuscripts, audio-visual material etc.) to identify a starting point (e.g. material in public domain, orphan works, out of commerce works that are still under copyright etc.).

S. Singh said she had an email from G. Harder who said the working group was still developing this item and she wondered if it was better to delay the discussion until the next meeting. J. Bengtson said the working group will build on the initiatives of others, such as the Canadian Research Knowledge Network (CRKN) and Canadiana. H. Menzies said the group has shared some preliminary notes they could discuss and bring to the next meeting.

S. Singh thanked them for their efforts and suggested the Secretariat could help set up a time for their call. She also suggested the group look at the targets outlined under the “focus” section of the original strategy document.

ACTIONS:

- *Secretariat to set up call for working group.*
- *H. Menzies and J. Bengtson agreed to continue work on this item with G. Harder.*

1.2 (formerly 4.2) – Build on existing inventories of digitization projects to identify opportunities, strengths, gaps and areas of expertise

S. Singh wondered if this action should accompany 1.1 (formerly 4.1). Others agreed and suggested 1.2 (formerly 4.2) and 1.3 (formerly 4.3) could be sub-activities of 1.1 (formerly 4.1) as well. H. Menzies suggested committee members send their ideas on these actions to the 1.1 (formerly 4.1) working group as well.

C. Appavoo said CRKN is hoping to hire a student to identify heritage content in universities to support the Canadian National Digital Heritage Index (CNDHI) project. She thought CNDHI could be an example to help the group identify a content strategy.

All agreed bundling 1.2 (formerly 4.2) and 1.3 (formerly 4.3) under 1.1 (formerly 4.1) made sense as did delaying their discussion until after 1.1 (formerly 4.1) was developed.

ACTIONS:

- *Secretariat to update action plan to move 1.2 (formerly 4.2) and 1.3 (formerly 4.3) as sub-activities under 1.1 (formerly 4.1).*
- *Committee members to send thoughts about 1.1 (formerly 4.1) to H. Menzies for the working group's consideration.*

2.5 – Develop strategies to release data as open information and examine models for re-use such as linked open data.

One member asked how this item linked to content and another said it was more about the technology behind how the data is made discoverable through linked open data. One member said he assumed this item would be included in the 2.2 discussion. A. Mills said her working group for 2.2 had been thinking of linked open data, but that there was not an agreed-on standard, so it could be included but may be broader than the original action. One member suggested the survey could be used to find what linked open data practices were in place.

E. Bieman offered to put the 2.2 working group in touch with a linked open data working group hosted by Canadian Heritage Information Network (CHIN) to leverage the work of that group.

S. Singh suggested that 2.5 be added as a bullet under 2.2, noting that the item should leverage the work that others are doing. Another member agreed and noted that there were likely several items on the action plan that would benefit from external advisors, committees, toolkits and best practices.

ACTIONS:

- *E. Bieman to put the 2.2 working group in touch with a linked open data working group hosted by CHIN*
- *Secretariat to update action plan to move 2.5 as a sub-activity under 2.2.*

2.6 (formerly 2.7) – Recommend policies and best practices for clearly identifying the copyright status of digitized works, through licensing (e.g., <http://rightsstatements.org/en>) or other means, to reduce barriers to maximum access and reuse of digitized collections.

One member said this item is linked to what is under 1.1 (formerly 4.1) in that it would allow for maximum access to content.

Another member mentioned the Creative Commons Global Summit is in Toronto this year at the end of April and will be a good opportunity to hear what other countries are doing in this area.

S. Singh noted many people have already done work in this area such as CARL, CRKN and Internet Archives and asked the best way to leverage their knowledge and work. A member suggested the secretariat could do some research to see what others have done. There was some discussion of where the right experience might lie. It was agreed if the secretariat could identify experts and leaders that would be helpful. J. Bengtson said the Secretariat could connect with William Wueppelmann, the Executive Director of Canadiana to discuss that organization's experience.

S. Singh agreed to discuss with the secretariat and come back with a plan.

ACTION:

- *Secretariat and Chair to discuss approach to this item and outline a way forward.*

4.4 (formerly 3.4) – Develop benchmarks and an evaluation framework to foster accountability and transparency.

One member suggested this looked like a communications activity and could be included in the evaluation framework accompanying the communications strategy. Another member asked how 4.4 (formerly 3.4) was different from 1.2 (formerly 4.4).

S. Singh suggested the action plan might be combining several items. Benchmarks could be included around content, community engagement, communications, and governance. A member suggested deleting the word "benchmarks" and making it a sub-activity under 4.3 (formerly 3.3) to support the governance model. There were no objections to this change.

ACTION:

- *Secretariat to update action plan to remove the word "benchmarks from 4.4 (formerly 3.4) and move it as a sub-activity under 4.3 (formerly 3.3).*

4.5 (formerly 3.5) – Identify risks and risk responses.

S. Singh asked if instead of having a single item for this, risk could be considered as part of any project undertaken in the NHDS. Members noted that creating a risk framework for the NHDS would be a huge undertaking but that identifying risks as part of the activities made sense. S. Singh suggested attributing the responsibility to the secretariat for tracking and highlighting risks when/if they arise. There were no objections.

ACTION:

- *Secretariat agreed to track and highlight risks when/if they arise.*

4.0 FURTHER BUSINESS (All)

There was no further business.

5.0 NEXT MEETING

S. Singh suggested the group establish a regular time for a monthly meeting and others agreed. She also stated the Secretariat would follow up with the working groups to see how/if she could contribute to their actions.

ACTIONS:

- *Secretariat to poll members for their availability for a regular monthly meeting.*
- *Secretariat to follow up with working groups to see how she can contribute to their actions.*

ADJOURNMENT

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