

Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Monday, April 24, 2017, 3:00–4:00 p.m. Eastern Time

Chair: Sandra Singh

Present

Larry P. Alford, University of Toronto Libraries
Jonathan Bengtson, Canadiana.org
Ern Bieman, Canadian Heritage Information Network
Paul Durand, Canadian Museum of History
Geoffrey Harder, University of Alberta
Heather Menzies, The Writers' Union of Canada
Andrea Mills, Internet Archive
Kathleen O'Connell, National Research Council Canada
Kathryn Ruddock, University of Calgary
Eric Schwab, Toronto Public Library (for Mary Rae Shantz)
Sandra Singh, Vancouver Public Library
Angela Williams, Royal British Columbia Museum

Regrets

Clare Appavoo, Canadian Research Knowledge Network
Guy Berthiaume, Library and Archives Canada
Loubna Ghaouti, Bibliothèque de l'Université Laval
Sophie Montreuil, Bibliothèque et Archives nationales du Québec
Michael Moosberger, Dalhousie University
Mary Rae Shantz, Toronto Public Library
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 noted that Eric Schwab, Toronto Public Library's Manager of Digitization and Preservation would be representing M. Shantz at this meeting. She welcomed E. Schwab 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.

S. Singh then presented the minutes of the February 1st, 2017 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 February 1st, 2017 meeting be approved.

CARRIED UNANIMOUSLY

S. Singh apologized for the late delivery of the March 9th, 2017 meeting minutes and said the draft would be finalized, translated and circulated before the May meeting.

ACTIONS:

- *Secretariat to circulate March 9th, 2017 meeting minutes in French and English in advance of the May meeting.*

2.0 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 plan had been renumbered accordingly.

1.1 – 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.).

Members of the working group said they had been researching what similar organizations were including in their content strategies to develop a template and that the group would have a document to circulate for the May meeting.

ACTION:

- *Working group to circulate draft content strategy document by May meeting.*

S. Singh noted that a “Community engagement discussion” was the next item on the agenda, but asked if the committee would prefer to discuss community involvement as each action item was being discussed. Members agreed to combine the two discussions as appropriate.

1.2 – Create a baseline of statistical data about digitization, digital preservation and online access to better understand the scope of Canada’s digital heritage.

The group had said they had begun an environmental scan of international efforts and would be analysing the results to recommend an evaluation model for the NHDS. They also said it would be useful to have a plan for updating a list of digitization projects that LAC created. Another member said his group had started sketching out this requirement as part of its work under item 1.1.

2.1 – Define and develop a discovery mechanism that is sustainable, user-focused and forward-looking, considering standards and content.

The Secretariat said that a team at Library and Archives Canada (LAC) had developed a draft conceptual metadata model, based on DPLA, and had shared it with some stakeholders for initial feedback. The team is also evaluating open-source platforms and testing them against the model. The team has drafted a roadmap and business requirements for the discovery mechanism and will be identifying resources and developing options.

E. Bieman said he could put the Secretariat in touch with Canadian Heritage Information Network (CHIN) staff working in metadata.

ACTION:

- *Secretariat to report back to committee once options for the discovery mechanism have been developed.*
- *E. Bieman to put Secretariat in touch with CHIN staff.*

2.2 – Research and develop future requirements in the area of digitization and metadata standards.

The working group said they were also hoping to speak with CHIN staff and that they would do so before the May meeting. They also said they were reviewing the DPLA-based model to see how it would fit the needs of their organizations. The group plans to discuss the Canadian Association of Research Libraries (CARL) survey during their next phone call. They have been reaching out to other organizations as well to identify linked data projects.

2.4 – Research and develop best practices for infrastructure to ensure the preservation and sustainability of repositories.

S. Singh suggested delaying discussion of this item to the next meeting as members of the working group were absent.

2.5 – Research and communicate best practices for file formats for access and preservation, thinking ahead to future potential uses and access.

Working group members said they are preparing a foundational document with recommendations based on best practices. The document will be shared with the broader community for feedback and it should be ready by May. One member said his organization has been doing book digitization in alternate media formats, so he may have expertise to contribute. Another said she has staff on the Digitization and Digital Preservation Discussion Group, so she can participate through that. S. Singh asked if the group was looking for experts in a particular area but the group said they probably had enough for now.

2.6 – 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.

The Secretariat said she and the Chair had discussed holding a copyright event in the fall to help develop policy ideas for the NHDS. Members were generally supportive of the idea and liked

that it could involve a range of stakeholders. Members said orphan works and fair use were particularly difficult issues with no easy solutions, so an event such as this could be useful.

S. Singh asked if some preliminary work on orphan works could be done before the event including discussions with organizations such as CARL, Canadian Urban Libraries Council (CULC) and the Writers Union of Canada so that the participants at the event had material to react to. Members agreed. H. Menzies said she would discuss the idea with the Writers Union in June. S. Singh said she would contact other associations to get their input.

ACTION:

- *S. Singh to talk about possible copyright event with representatives from CARL and CULC.*
- *H. Menzies to discuss the event with the Writers Union in June.*

The Secretariat then said LAC, as part of the NHDS, had been invited to join a RightsStatement.org consortium to support and expand the initiative. She asked for members' opinions on whether to pursue this opportunity. One member said it could be a good idea especially if LAC was willing to pay the membership cost. S. Singh asked if anyone had any objections. There were none.

ACTION:

- *Secretariat to look further into consortium opportunity and report back at May meeting.*

3.2 – Create best practices and tools to share with institutions and investigate meaningful training opportunities.

Members of the working group said they had begun an environmental scan of training and were creating an inventory. They are still discussing the scope and what to include (e.g. courses outside Canada or part of a university program). They have no delivery date yet, but the work is moving forward.

3.3 – Develop approaches to help smaller and under-represented communities and organizations participate in NHDS digitization initiatives.

Members of the group invited others to work on this item as well. The group said they are looking at websites, listservs and social media as means to raise awareness and provide “matchmaking” of services for the NHDS. A. Williams noted a possibility of larger organizations making their equipment and expertise available to the smaller organizations during their idle time.

S. Singh thanked the working group for these ideas. She agreed the website could be populated with richer information. E. Bieman agreed to send ideas for website enhancement to the Secretariat for consideration.

S. Singh suggested if anyone had more ideas for community engagement related to specific initiatives that they send them to the Secretariat to be added to the action plan.

ACTION:

- *E. Bieman to send ideas for website enhancement to the Secretariat for consideration.*
- *All members to send ideas for community engagement to Secretariat.*

3.4 – Develop a communications plan to engage interested stakeholders, including identifying key audiences; messages; methods of communications; feedback mechanisms; and user satisfaction metrics.

The group said much of the work of this item will be captured under other items but said it would be good to have a regular, general communication from the whole committee to the broader community. It was also noted that the communications plan should consider the different audiences and what they each need. S. Singh suggested that the Secretariat join the working group.

3.5 – Establish contact with international counterparts to discuss common approaches.

The Secretariat said she had recently attended DPLA Fest and was encouraged to see such large interest in a large-scale digital library initiative. She also mentioned that Dan Cohen, current Executive Director of the DPLA had announced that he will leave the position in June of this year.

4.1 – Develop a funding model that considers partner resources (in-cash and in-kind); government funding; philanthropic support; public-private collaboration; cost-recovery services; and crowdfunding.

S. Singh suggested discussing this item at the May meeting of the committee, as none of the working group members were present.

4.3 – Develop a governance model for the Steering Committee that discusses leadership, policies, relationships and accountability.

S. Singh said she and the Secretariat would discuss resend the draft governance document to the committee for discussion.

ACTION:

- *S. Singh and Secretariat to review the draft governance document.*
- *Secretariat to resend document before May meeting.*

4.4 – Identify risks and risk responses.

The Secretariat indicated there were no updates on this item.

S. Singh proposed replacing the action plan currently on the planning website with the updated working document, including the names of those involved on working groups. There were no objections to this suggestion.

ACTION:

- *Secretariat to update the action plan and post it on the website.*

3.0 COMMUNITY ENGAGEMENT DISCUSSION (All)

S. Singh reminded the committee to send their ideas for community engagement to the Secretariat.

4.0 FURTHER BUSINESS (All)

S. Singh mentioned a document that had been circulated showing general statistics around awareness of the NHDS and website traffic.

S. Singh thanked M. Moosberger, P. Durand and L. Alford for presenting on the NHDS at the OLA SuperConference. She said the group had received feedback during the session on the lack of representation from small organizations on the Steering Committee and said she is actively trying to recruit someone to fill this gap.

S. Singh also congratulated Ember Lundgren from the Royal British Columbia Museum for a great presentation at April BC Library Conference.

There was no other further business.

5.0 NEXT MEETING

The next meeting is scheduled for May 29th, 2017.

ADJOURNMENT

The meeting adjourned at 4:00 p.m. Eastern Time.