# Canadian National Heritage Digitization Strategy Steering Committee

## Minutes

Wednesday, May 29, 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
Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)
Paul Durand, Canadian Museum of History
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
Kathryn Ruddock, University of Calgary
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

**Regrets**

Guy Berthiaume, Library and Archives Canada
Loubna Ghaouti, Bibliothèque de l'Université Laval
Geoffrey Harder, University of Alberta
Loryl MacDonald, University of Toronto Libraries
Sophie Montreuil, Bibliothèque et Archives nationales du Québec
Angela Williams, Royal British Columbia Museum

**Secretariat**

Caitlin Horrall, Library and Archives Canada

**INTRODUCTIONS**

S. Singh welcomed Gilles Lesage of the Société historique de Saint-Boniface and Donna Bourne-Tyson, the new president of the Canadian Association of Research Libraries

(CARL), to the committee. She also said she is happy that M. Whitehead, the previous president of CARL, had agreed to stay on the committee to represent Queen's University.

## 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 March 9th meeting and asked for any additions or changes. One member wanted to make sure that since action 2.5 has been moved under 2.2, the minutes reflect that the working group responsible for 2.5 would continue to work on that item. There were no objections to this change and the Chair asked for a motion to adopt the minutes as amended.

Moved by H. Menzies. Seconded by C. Appavoo.

*That the minutes from the March 9th, 2017 meeting be approved as amended.*

**CARRIED UNANIMOUSLY**

S. Singh apologized for the late delivery of the April meeting minutes. The Secretariat said the minutes for the April meeting would be circulated in the next two weeks.

*ACTIONS:*
- *Secretariat to update March meeting minutes and post to website.*
- *Secretariat to share minutes from April meeting by June 9th.*

## 2.0 COMMUNITY ENGAGEMENT (All)

S. Singh opened the conversation asking for ideas about how to involve the broader community in the National Heritage Digitization Strategy (NHDS). She offered the examples of creating advisory committees or groups that could help with particular action plan items.

One member said his action already involves the Digitization and Digital Preservation Discussion Group and that the group might be consulted on other action items as well. He explained that the informal group focuses on digitization and digital preservation and meets three times a year. It has approximately 100 members from large and small cultural heritage institutions, 20 to 30 of whom are active.

Another member said the group could be helpful in developing the content strategy or as a resource for technical items and related actions. She stressed the importance of choosing projects that engage the community in what is being digitized.

S. Singh said the Secretariat had begun to keep a list of those who had expressed interest in helping with the strategy and perhaps this group could be added.

Another member said it is likely too early to engage the community in the work of their working group.

One member of the 3.4 working group said the group had discussed sharing information with the community through a newsletter. She said this could be used as a venue to solicit interest from the community.

Another member suggested creating a web form to see what areas people are interested in and what skills they have to offer, to get a better sense of how to involve them. S. Singh agreed this would be a good idea.

> *ACTION:*
> - *Secretariat to investigate a web form to gather the broader community's areas of interest and skills they have to contribute to the NHDS.*


## 3.0 ACTION PLAN INITIATIVES REVIEW (All)

### 1.1 – Define a content strategy that considers all media types and formats …

J. Bengtson presented the draft content strategy document to the committee for consideration. He thanked the Secretariat for documenting the working group's discussions. He stressed the document is still a draft, but the group wanted to share this early version to ensure it resonated with the committee.

S. Singh said she is very excited to the document and thanked the group for their work. She asked if there were any initial comments. There were none and the committee agreed to discuss the document at the next meeting.

> *ACTION:*
> - *Committee to review content strategy before next meeting.*


### 1.2 – Conduct a survey of international digitization efforts

The working group said they had refined the focus of their action item and were developing a table of international efforts and their metrics. They said they would provide an update at the June meeting.

**2.1 – Define and develop a discovery mechanism**

The Secretariat reported that Library and Archives Canada staff is testing the system with metadata. She invited any committee members to contact her if they would like to be more involved in the metadata testing.

> *ACTION:*
> - *Committee members to contact Secretariat if they want to be part of a metadata testing of the system in development.*

S. Singh reported she was at a joint CARL- Canadian Urban Libraries Council (CULC) meeting and that someone from the University of Toronto had presented about a linked data working group that could be useful. The Secretariat said she is already part of this group.

**2.2 – Develop requirements in digitization and metadata standards**

The working group said they had a call and agreed to help review the consultant's work created under item 2.1. They are also looking further into linked open data.

> *ACTION:*
> - *Secretariat to set up call with 2.2 working group to discuss testing of proposed metadata model.*

**2.4 – Develop best practices for infrastructure**

C. Urbain said the group has a call next week to discuss the action item. She said the group is looking at an open-source data portal and wondered if there is overlap between items 2.1 and 2.4.

> *ACTION:*
> - *Secretariat to contact 2.4 working group to discuss links to item 2.1.*

**2.5 – Research best practices for file formats**

The working group reported they had a draft document with recommended file format resources and statements. The group is now looking for ways to invite comments on the document, including exploring online survey options. S. Singh said the Vancouver Public Library has a subscription to online survey software and might be able to help.

> *ACTIONS:*
> - *Working group to contact S. Singh regarding Vancouver Public Library's survey software.*

- *Secretariat to arrange separate call to discuss web requirements.*

## 2.6 – Recommend policies for copyright

The Secretariat said the RightsStatement.org steering committee is reviewing the NHDS's expression of interest in the consortium.

S. Singh said she learned CARL is actively working on orphan works and that she would follow up with them to see how a copyright event could help advance their work. She also said she learned Simon Fraser University has developed a risk-based framework for orphan works that could be of interest. She said she would follow up with them and forward that information to the group.

> *ACTIONS:*
> - *S. Singh to follow up with CARL about their work on copyright review.*
> - *S. Singh to follow up with Simon Fraser University about their risk-based approach to orphan works.*

## 3.2 – Investigate training opportunities

The working group said they were gathering tools, training material, guidelines, workshops and labs related to training. They will then do a gap analysis and report back at the next committee meeting.

## 3.3 – Help smaller and under-represented communities

The working group said, as discussed under item 2.5, they had sent recommendations for website functionality to the Secretariat and proposed having a call with interested committee members to discuss the recommendations. They were also looking at other non-technical ways organizations that have digitization capacity could help those that don't.

## 3.4 – Develop a communications plan

The working group reported they are creating more targeted information about the NHDS for endorsement by the committee. They are also developing a communications survey. They will share updates at the next committee meeting.

## 3.5 – Establish contact with international counterparts

Although not an international partner, the Secretariat reported she had attended a multi-institutional semantic web meeting at the Bibliothèque et Archives nationales du Québec. The group is looking to advance semantic web technologies in support of Quebec's cultural plan.

**4.3 – Develop a governance model**

The Chair said she would speak with the Secretariat on this item and they would resend the draft governance document for review.

> *ACTION:*
> - *Chair and Secretariat to discuss governance document and resend to committee.*

**4.4 – Identify risks**

There were no risks to report.

**4.0 FURTHER BUSINESS** (All)

One member asked if a Slack channel or other similar online space could be set up to give access to the work that people are doing. S. Singh suggested the Secretariat follow up with those interested to find a way to stay in touch more intentionally between meetings.

> *ACTION:*
> - *Secretariat to add online collaboration discussion to upcoming meeting on web requirements.*

**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.