Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Tuesday, November 21, 2017, 10:00 a.m.–3:00 p.m. Pacific Time
Chair: Sandra Singh

Present
> Clare Appavoo, Canadian Research Knowledge Network
> Guy Berthiaume, Library and Archives Canada
> Paul Durand, Canadian Museum of History
> Geoffrey Harder, University of Alberta
> Gilles Lesage, Société historique de Saint-Boniface
> Heather Menzies, The Writers' Union of Canada
> Andrea Mills, Internet Archive
> Mary Rae Shantz, Toronto Public Library
> Sandra Singh, Vancouver Public Library
> Martha Whitehead, Queen's University
> Angela Williams, Royal British Columbia Museum

Present on telephone
> Ern Bieman, Canadian Heritage Information Network
> Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)
> Loubna Ghaouti, Bibliothèque de l'Université Laval
> Michael Moosberger, Dalhousie University
> Carole Urbain, Association pour l'avancement des sciences et des techniques de la documentation (ASTED)

Regrets
> Jonathan Bengtson, Canadiana.org
> Maureen Clapperton, Bibliothèque et Archives nationales du Québec
> Loryl MacDonald, University of Toronto Libraries
> Kathleen O'Connell, National Research Council Canada
> Kathryn Ruddock, University of Calgary

Secretariat
Caitlin Horrall, Library and Archives Canada

INTRODUCTIONS (All)

Committee members introduced themselves and talked about one digitization activity underway in their organizations.

1.0 AGENDA AND MINUTES (Chair)

The Chair presented the agenda and asked for any additions. The secretariat said she could talk about the website in further business. C. Appavoo said she could also talk about the proposed CRKN-Canadiana merger.

The Chair then presented the minutes of the October 23rd meeting and asked for any comments. There were none, so she asked for a motion to adopt the minutes.

> Moved by G. Berthiaume. Seconded by G. Harder.

> *That the minutes from the October 23, 2017, meeting be approved.*

> **CARRIED UNANIMOUSLY**

2.0 DISCOVERY TOOL PROTOTYPE (Secretariat)

The secretariat gave a presentation on the discovery tool prototype. She suggested the tool could be used not only for discovery but also as a platform to encourage new ways of analyzing data from national collections. She said organizations would decide for themselves what material they want to include in the tool, but that guidelines could be drafted to help with these decisions. One member suggested a working group could help develop standards and processes to support the tool.

ACTION:

- *Secretariat to arrange call for a working group on the discovery tool.*

3.0 FUNDING DISCUSSION (G. Berthiaume)

G. Berthiaume said the NHDS had received the anticipated $1 million donation and the committee should discuss how the funds should be used. He said the donor had stipulated the funds be used for digitization from analogue to digital, while supporting preservation and access too. He said Library and Archives Canada (LAC) would use existing resources to distribute the funds.

The committee discussed creating a funding program for projects that digitize and contribute the digitized material to a repository and the NHDS discovery tool. They also said the program should encourage organizations to contribute in-kind support and to include partnerships with other organizations.

The committee also thought the funding should go to discreet projects that could be completed in no more than one year. These projects should meet standards set by the committee; align with the NHDS content strategy; and be chosen from a range of communities.

They suggested asking the community for priorities.

[At this point, the Committee agreed to prioritize discussion of action item 2.4 because working group members had to leave the call early]

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

2.4 – Repositories

The working group presented a document for consideration. The secretariat said she could help translate the document for the next meeting. The committee agreed the document should include instructions about minimal conservation; not include information about research data (given the work already going on outside the NHDS on the subject); and a complete list of known repositories.

ACTIONS:

- Working group to work with the Secretariat to translate and re-distribute the document.
- All members to review document and make comments especially around the list of repositories.

3.0 FUNDING DISCUSSION (Cont'd) (G. Berthiaume)

The committee returned to the finance discussion. They suggested a jury of five to seven people could be chosen to assess proposals. Those jurists should be outside of the NHDS to ensure impartiality. The secretariat could act as a non-voting liaison to ensure the projects meet the spirit of the NHDS. The jurists would need to have technical and content expertise, and have French and English representation. The jury could make recommendations to the Steering Committee for review before the recommendations are sent to the Librarian and Archivist of Canada for final approval.

The funding working group said they would work with the secretariat to come up with a proposal for consideration of the members for the January meeting.

ACTIONS:

- Members to send ideas for jurists to the secretariat.
- Secretariat to work with the funding group to draft a set of rules for the next meeting.

NEW ITEM: Canadiana and CRKN merger (C. Appavoo)

C. Appavoo said CRKN members had voted in favour of a proposed merger between CRKN and Canadiana and that Canadiana would vote on the issue in December. She said a business proposal had been developed to show how the integration could happen and said this is an evolving process with a lot of discussion between the two organizations. She said members of both organizations had expressed confusion about the connection between Canadiana and the NHDS. She suggested drafting some communications material to help clarify these roles.

ACTIONS:

- C. Appavoo to work with the communications working group and the secretariat to draft some communications lines around how CRKN, Canadiana and NHDS differ.

4.0 Content strategy

The working group presented a revised content strategy and asked whether it should be a left broad or more closely tied to the grant program.

Members asked if the content strategy could more closely align with the original priorities for the NHDS outlined in the strategy. They also suggested adding a purpose section and more clearly articulating a vision for the NHDS.

One member suggested three parts: the vision (what we want); the policy (the stuff that fits); the strategy (in pursuit of this, over the next 3 years, this is what we suggest we prioritize when given the chance)

Another member suggested polling the organizations who pledged their support of the strategy to have them identify the priorities.

The working group agreed to redraft the strategy by April to support the grant proposals.

ACTION

- Working group to update content strategy and create message to community to help choose priorities.

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

1.1 – Content strategy

Discussed previously (agenda item 4.0).

1.2 - Evaluation

The working group said they had looked at different national strategies and shared their results with the group. They suggested once the content strategy is developed, they could develop a logic model.

2.1 – Discovery tool

Discussed previously (agenda item 2.0).

2.2 – Standards

It was agreed this working group could be re-scoped to focus more on the obtaining and managing data for the discovery tool and documenting the ingestion process. M. Whitehead expressed interest in joining this group.

> *ACTION*
>
> - Secretariat to rewrite this action item and to share discovery mechanism documents through Google Drive.

2.3 – Policy

It was agreed to leave this discussion until the discovery tool is more mature.

2.4 – Repositories

Discussed previously.

2.5 – File Formats

The working group stated they had a survey completed in Google forms and are working with National, Provincial and Territorial Archivists Conference (NPTAC) to update guidelines on audio-visual digitization.

2.6 – Copyright

Members agreed this topic is important but they recognizes that a lot of work is underway in other communities.

> ACTION
>
> - Secretariat to identify communities and activities around copyright in Canada, particularly with regards to orphan works.

3.1 – Operating model

Members agreed to leave this item until more projects have been identified.

3.2 – Training

The working group said they have completed an environmental scan and are drafting a survey for the community. They will then send and provide recommendations based on the result.

3.3 – Under-represented communities

The working group said encouraging partnerships in the funding program would support this item by providing opportunities for large and small organizations to work together on projects. Members suggested the content strategy survey could be used to solicit organizations that would be interested in these types of partnerships.

> *ACTION*
>
> - Secretariat to add to content strategy survey a question about partnering

3.4 – Communications

Members said they need to tell a more urgent story around the importance of digitization. They also talked about promoting the NHDS work through social media. They talked about contributing funds to hire communications support. The chair said she would update her communications material. C. Appavoo expressed interest in joining this group.

> *ACTIONS*
>
> - Secretariat to add governments at all levels as a stakeholder and to change "serious" researchers to "professional."
> - Chair to update video and two pager.

3.5 – International counterparts

There was nothing new to report on this activity.

4.1 – Funding

Members talked about the importance of advocating in support of the strategy to attract more funding.

4.2 – Promoting funding

There was nothing new to report on this activity.

4.3 – Governance

There was nothing new to report on this activity.

7. GOVERNANCE (CHAIR AND MEMBER REVIEW) (Chair)

The chair noted that Maureen Clapperton, Director General of the National Library, will be the new Bibliothèque et Archives nationales du Québec representative on the committee.

G. Berthiaume nominated Sandra Singh for another term as chair. The motion was seconded by H. Menzies.

Moved by G. Berthiaume. Seconded by H. Menzies.

That Sandra Singh be appointed Chair of the Steering Committee for a second term.

CARRIED UNANIMOUSLY

6. ROLES OF WORKING GROUPS AND SECRETARIAT (Chair)

The chair asked for comments on the role of the working groups and the secretariat. The committee agreed the structure was working well. The committee also agreed the face-to-face meeting was helpful to see how all the actions tied together. One member suggested updating the action plan to reflect more of the strategic thinking behind the actions.

ACTION

- Secretariat to update action plan to show better link among actions.

9. NEXT MEETING (Chair)

The group discussed having another in-person meeting in Toronto around the time of the OLA SuperConference.

ACTIONS

- Secretariat to send poll to find time for meeting in Toronto in January/February.
- Secretariat to send invitations for teleconferences for later in 2018.