

Canadian National Heritage Digitization Strategy Steering Committee

Minutes

Wednesday, January 31, 2018, 1:00 p.m.–3:00 p.m. Eastern Time

Chair: Sandra Singh

Present

Clare Appavoo, Canadian Research Knowledge Network
Guy Berthiaume, Library and Archives Canada
Ern Bieman, Canadian Heritage Information Network
Loryl MacDonald, University of Toronto Libraries
Andrea Mills, Internet Archive
Mary Rae Shantz, Toronto Public Library
Sandra Singh, Vancouver Public Library
Martha Whitehead, Queen's University

Present on telephone

Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)
Paul Durand, Canadian Museum of History
Alexandra Freeland, National Research Council (for Kathleen O'Connell)
Karen Fudge-Jensen, Royal British Columbia Museum
Geoffrey Harder, University of Alberta
Heather Menzies, The Writers' Union of Canada
Martine Renaud, Bibliothèque et Archives nationales du Québec (For Maureen Clapperton)
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
Loubna Ghaouti, Bibliothèque de l'Université Laval
Gilles Lesage, Société historique de Saint-Boniface
Michael Moosberger, Dalhousie University
Kathleen O'Connell, National Research Council
Kathryn Ruddock, University of Calgary

Secretariat

Caitlin Horrall, Library and Archives Canada

Observers

Lindsay Bilodeau, Canadian Research Knowledge Network (Observer)
Linda Savoie, Library and Archives Canada (Observer)

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 November 21, 2017 meeting and asked for any comments. There were none and the minutes were approved.

2.0 CONTENT STRATEGY AND SURVEY (Working group)

The Chair expressed her appreciation to the working group for the updated version of the content strategy, saying the new version reflected well the previous discussions. She then asked the working group to present the updated document and she invited comments from the committee.

Members suggested some making editorial changes to the context and purpose section, and aligning the principles in the funding document with those from content strategy. The committee talked about needing to send the survey to the community quickly so the results could be used to inform the funding program. The committee voted to approve the content strategy with the changes.

ACTION

- Secretariat to update the content strategy

The Chair then asked for comments on the draft survey. Members suggesting adding other, newsletters and government publications as options; adding a question about why the respondent would prioritize these materials; dividing the survey into two parts around content and formats; adding a demographic question; and requesting permission to follow up with respondents. They also suggested putting more contextual information around the survey.

The committee agreed ranking the suggested priorities would be a good approach and the results would be useful even if they do not show consensus in the Canadian community.

C. Appavoo said Canadiana had done a similar survey a few years ago and that she could pass on the results.

ACTION:

- Secretariat to update the survey.
- C. Appavoo to send report on Canadiana survey

3.0 FUNDING PROGRAM GUIDELINES (G. Berthiaume)

G. Berthiaume presented the proposed funding program guidelines for comments. The secretariat said she would also send longer, more detailed guidelines. Members suggested adding adherence to standards under the rigorous principle, adding text to exclude multi-year applications, specifying museums under eligible applicants, strengthening the text around sustainability, and opening the impact priority to include items of value to particular communities.

ACTION:

- Secretariat to update funding document and share longer guidelines.

4.0 ELECTION OF NEW CHAIR (ALL)

As the end of the meeting was approaching, the committee decided to select the new chair for the committee. The current chair thanked the committee for their dedication to the strategy and said she had been honoured to be part of this important initiative. In return, members thanked her for her work and expressed appreciation of her leadership.

The committee moved to select a new chair to serve until the end the current term. M. Whitehead was nominated, and supported unanimously. She was elected chair of the committee.

Moved by G. Berthiaume. Seconded by E. Bieman

That Martha Whitehead be appointed Chair of the Steering Committee for the remainder of the term.

CARRIED UNANIMOUSLY

5.0 ACTION ITEMS FROM LAST MEETING AND LATEST UPDATES (ALL)

The secretariat provided progress on the action items from the previous meeting. The chair then asked if any working groups wanted to provide updates on their activities. The file formats working group said they had completed a survey and have a list of people and organizations to whom to send it. They will share the list for input from the committee.

The repositories working group said they would have something to show the committee at the next meeting.

ACTION:

- File formats working group to share list of potential contacts.

6.0 FURTHER BUSINESS

There was no further business.

7.0 NEXT MEETING (Chair)

The Chair thanked the committee. The meeting adjourned at 2:50 p.m. Eastern Time.