

## National Heritage Digitization Strategy Steering Committee

### Minutes

Friday, June 1, 2018, 1:00 p.m.–2:00 p.m. Eastern Time

Chair: Martha Whitehead

#### Present

Clare Appavoo, Canadian Research Knowledge Network  
Jonathan Bengtson, Canadiana.org  
Guy Berthiaume, Library and Archives Canada  
Ern Bieman, Canadian Heritage Information Network  
Maureen Clapperton, Bibliothèque et Archives nationales du Québec  
Paul Durand, Canadian Museum of History  
Karen Fudge-Jensen, Royal British Columbia Museum  
Loubna Ghaouti, Bibliothèque de l'Université Laval  
Heather Menzies, The Writers' Union of Canada  
Michael Moosberger, Dalhousie University  
Mary Rae Shantz, Toronto Public Library  
Carole Urbain, Association pour l'avancement des sciences et des techniques de la documentation (ASTED)  
Martha Whitehead, Queen's University

#### Regrets

Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)  
Alexandra Freeland, National Research Council  
Geoffrey Harder, University of Alberta  
Gilles Lesage, Société historique de Saint-Boniface  
Loryl MacDonald, University of Toronto Libraries  
Andrea Mills, Internet Archive  
Kathryn Ruddock, University of Calgary

#### Secretariat

Caitlin Horrall, Library and Archives Canada

### 1.0 AGENDA AND MINUTES (Chair)

The Chair presented the agenda and asked for any additions. P. Durand said he had an item to discuss under further business. There were no other changes.

She then presented the April and May minutes and asked for changes. There were none, so a motion was made and carried to accept the minutes.

## **2.0 BUSINESS PLAN AND TERMS OF REFERENCE FOR THE TECHNICAL WORKING GROUP (Chair)**

The Chair presented the updated business plan and asked for comments. The committee suggested adding a date to the plan, noting in-kind costs and ensuring consistency of the Technical Working Group title.

The Chair then asked the secretary to present the draft Terms of Reference for the Technical Working Group and asked for comments. Members suggested the Chair position be made a two-year term. They also wanted to ensure the terms reflected goal #2 from the business plan. The committee decided to wait to send a call for membership until after the working group chair was chosen. The NHDS Chair invited committee members to send suggestions for a working group chair to herself or the secretariat.

### *ACTIONS*

- *Secretariat to update Business Plan*
- *Secretariat to update Terms of Reference*
- *All to send ideas for working group chair to NHDS Chair or secretariat.*

## **3.0 FUNDING CALL UPDATE (Secretariat)**

The secretariat said there had been a lot of interest in the funding call and that the evaluation process may include a heavier triage than initially anticipated. The evaluation will take place through the summer.

## **4.0 DISCOVERY PLATFORM DISCUSSION (Chair)**

The Chair said discussions around development of the discovery platform were continuing following the April technical workshop. She said she and the secretariat had followed up with Canadiana/CRKN to get further information about the path taken with the Canadiana tool over the past few years. They have discussed a potential collaboration going forward but the work is still in an early stage. She will update the committee as things progress.

## **5.0 FUNDING UPDATE (G. Berthiaume)**

G. Berthiaume provided an update on a recent meeting with a potential funder. LAC will work on developing a more detailed proposal for the funder through the summer. He also said LAC is looking at establishing a youth advisory council that could provide input into the NHDS.

## 6.0 ACTION ITEMS FROM LAST MEETING (Secretariat)

The secretariat provided progress on the action items from the previous meeting.

## 7.0 FURTHER BUSINESS (All)

P. Durand presented the document *Digitization Best Practices and Recommendations*. He said he is still doing research into access formats and that he saw the document as ever changing. He asked for members to review the document and send him their comments. One member said he would share the document with the CARL Digital Preservation Group.

The secretariat said she had met recently with representatives from Mexico and India who were interested in the NHDS. She also said the Steering Committee in-person meeting would happen in Vancouver on October 16th and that more details would follow. She said she, the chair and CRKN had been talking about hosting a joint-event in October as well. Lastly, she said Isabelle Lussier, an LAC staff, would be working with the secretariat to support the NHDS.

### *ACTIONS*

- *P. Durand to continue developing document.*
- *All to send comments on the document to P. Durand.*
- *Secretariat to send confirmation of October 16<sup>th</sup> meeting in Vancouver*

There was no other further business.

The Chair thanked the committee. The meeting adjourned at 1:55 p.m. Eastern Time. The next meeting is scheduled for September 6<sup>th</sup> at 1 p.m. Eastern Time.