

## National Heritage Digitization Strategy Steering Committee

### Minutes

Thursday, September 6, 2018, 1:30 p.m.–2:30 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  
Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)  
Maureen Clapperton, Bibliothèque et Archives nationales du Québec  
Paul Durand, Canadian Museum of History  
Loubna Ghaouti, Bibliothèque de l'Université Laval  
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  
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

Alexandra Freeland, National Research Council  
Karen Fudge-Jensen, Royal British Columbia Museum  
Heather Menzies, The Writers' Union of Canada

#### Secretariat

Caitlin Horrall, Library and Archives Canada

### 1.0 AGENDA AND MINUTES (Chair)

The Chair presented the agenda and asked for any additions. There were none, so the agenda was approved.

The Chair then presented the minutes of the June 2018 meeting and asked for any comments. There were none, so she asked for a motion to adopt the minutes.

Moved by C. Urbain. Seconded by C. Appavoo.

*That the minutes from the June 2018, meeting be approved.*

**CARRIED UNANIMOUSLY**

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

The secretariat said the funding call evaluations were almost complete. The evaluators will make recommendations to the committee soon and the successful projects will be announced in October. A broader analysis of the applications will follow.

## **3.0 RENEWAL OF STEERING COMMITTEE** (Chair)

The Chair noted the committee was reaching the end of its first term and asked members to confirm whether they want to stay for a second term. She then suggested the committee send an email to the community to invite new members.

The committee agreed and suggested it try to get better geographic representation from eastern Canada. One member noted the committee should declare these were unfunded positions in its communication.

### *ACTIONS*

- *Members to send email to secretariat confirming their interest in remaining on the committee for another term.*

## **4.0 TECHNICAL WORKING GROUP** (Chair)

The Chair said she had discussed with A. Mills and K. Ruddock the idea of being co-chairs of the new technical working group and that they had been interested. She asked for the motion to nominate the two.

Moved by D. Bourne-Tyson. Seconded by L. MacDonald.

*That A. Mills and K. Ruddock be named co-chairs of the Technical Working Group.*

**CARRIED UNANIMOUSLY**

The Chair thanked the new co-chairs for stepping forward and they, in turn, stated they were excited to continue this work.

## **5.0 COMMUNICATIONS WORKING GROUP (Chair)**

The Chair presented the Terms of Reference for the Communications Working Group and asked for comments. One member suggested making it clearer that the chair of the NHDS Steering Committee is also chair of the working group.

The Chair then presented a communications plan to raise awareness and encourage investment, and asked for comments. Members supported the document. The Chair asked members who were interested in being part of the committee, to signal their interest to the secretariat.

The chair also invited members to add to the list of target audiences. G. Berthiaume said that Library and Archives Canada had recently put together a Youth Advisory Council to help support the NHDS.

The chair then presented a draft email to the community and asked for any comments. Members made a few editorial suggestions.

### *ACTIONS*

- *Secretariat to update the Terms of Reference to reflect member comments.*
- *Members to send their interest in being part of the Communications Working Group to the secretariat.*

## **6.0 ACTION ITEMS FROM LAST MEETING (Secretariat)**

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

### *ACTION*

- *J. Bengtson to invite P. Durand to present the digitization best practices at an upcoming meeting of CARL's Digital Preservation Working group.*

## **7.0 FURTHER BUSINESS (All)**

G. Berthiaume said he had had some discussions with representatives from the United States who were championing a world digital library. He noted it is an ambitious project, but could be good for the NHDS. The initiative is fundraising now, but it could help give more urgency to the

NHDS. G. Berthiaume also announced a new minister at the Department of Canadian Heritage and a new Chief of Staff.

The chair asked for any more new business. There was none. She thanked the committee and said she was looking forward to seeing everyone in Vancouver.

The meeting ended at 2:30 Eastern.