

National Heritage Digitization Strategy Steering Committee

Minutes

Tuesday, October 16, 2018, 8:30 a.m.–11:00 a.m. Pacific Time

Chair: Martha Whitehead

Present

- Jonathan Bengtson, Canadiana.org
- Guy Berthiaume, Library and Archives Canada
- Donna Bourne-Tyson, Canadian Association of Research Libraries (CARL)
- 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
- Martha Whitehead, Queen's University

Present on telephone

- Ern Bieman, Canadian Heritage Information Network
- Loryl MacDonald, University of Toronto Libraries
- Kathryn Ruddock, University of Calgary
- Michael Moosberger, Dalhousie University
- Pam Ryan, Toronto Public Library
- Carole Urbain, Association pour l'avancement des sciences et des techniques de la documentation (ASTED)

Regrets

- Clare Appavoo, Canadian Research Knowledge Network
- Maureen Clapperton, Bibliothèque et Archives nationales du Québec
- Loubna Ghaouti, Bibliothèque de l'Université Laval
- Alexandra Freeland, National Research Council
- Karen Fudge-Jensen, Royal British Columbia Museum

Secretariat

- Caitlin Horrall, Library and Archives Canada

1.0 AGENDA AND MINUTES (Chair)

The Chair presented the agenda and asked for any additions. C. Urbain said she would like to discuss a presentation opportunity under Further Business. There were no other additions, so the agenda was approved.

The Chair then presented the minutes of the September 2018 meeting and asked for any comments. There were none, so the minutes were adopted as presented.

2.0 FUNDING CALL UPDATE (Secretariat)

The Secretary said funding decisions had been shared with applicants for funding and would be announced publicly after the Steering Committee meeting. She said she would work with the content working group to identify relevant points for analysis.

Members talked generally about how to build capacity; the challenges with defining local and national interest; collaboration; the long-term impacts of project funding; and digitizing for preservation versus access. They also talked about how best to articulate the importance of this work with policy makers through such groups as Library and Archives Canada's Youth Advisory Committee.

ACTIONS

- *Secretariat to discuss funding call analysis with content working group.*
- *Secretariat to talk to Library and Archives Canada's Youth Advisory Committee to explore options for gathering feedback.*

3.0 STEERING COMMITTEE RENEWAL (Chair)

The Chair presented the names of those who expressed interest in joining the Steering Committee. She noted there was also interest from an Indigenous librarian. Members suggested some potential members might be better aligned with the working groups to match their skills and interest and to avoid having two members from the same subject area or organization.

Members also talked about expanding the number of committee members and the challenges that could present. They agreed to accept the new members as discussed and revisit the committee's governance in the coming year. They talked about updating the pledge form online to make it more explicit and effective.

Moved by J. Bengtson. Seconded by H. Menzies.

That the list of interested new members be approved as amended.

CARRIED UNANIMOUSLY

The Chair said her term was ending and that the committee would elect a new chair at the next meeting. She thanked the departing members for their contribution in supporting the NHDS in its initial stages.

ACTIONS

- *Secretariat to update Terms of Reference to reflect increase in maximum number of committee members.*
- *Secretariat to contact and welcome new committee and working group members.*
- *Secretariat and chair to revisit governance in 2019.*
- *Secretariat and chair to look at ways to make online support form more explicit and effective.*

4.0 RELATED NATIONAL AND REGIONAL INITIATIVES (Chair)

P. Durand gave an update on the 8-member Preservation and Access Committee started by CRKN to help guide the Canadiana platform. The goal is to prioritize work, look at metadata, and plan the future of the platform. The group is also looking to support the continued certification for the Trusted Digital Repository. The Chair said conversations with Canadiana and some members of the Steering Committee are ongoing to see how Canadiana and the NHDS can best complement each other. The Chair also said some members had similarly met with Portage, to identify possible collaborations.

Members asked about validating the requirements for the discovery tool. A. Mills said the technical working group could help with this.

J. Bengtson talked about the upcoming CARL digital preservation event as part of @Risk North 2. The goals are to assess digital preservation readiness, identify collaborations and find opportunities to increase capacity.

ACTION

- *Secretariat to discuss discovery tool requirements with the technical working group.*

5.0 TECHNICAL WORKING GROUP UPDATE (A. Mills, K. Ruddock)

A. Mills told the committee she and her co-chair will welcome 8 members to the technical working group. The co-chairs had met to prioritize the group's work and plan a meeting of the entire working group in the coming weeks.

6.0 COMMUNITY ENGAGEMENT (Chair)

The Chair said she, Carole Urbain and Rebecca Ross from CRKN had agreed to work together to advance activities from the communications plan. She asked if members had ideas for outreach.

Members suggested posting updates to listservs. They also shared ideas for events where NHDS could present.

ACTION

- *Secretariat to create list of potential listservs where news of the NHDS could be shared.*

7.0 ACTION ITEMS FROM LAST CALL (Secretariat)

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

P. Durand said he would share the digitization best practices and recommendations document with a discussion group in Ottawa, after which it could be translated and posted online.

ACTION

- *Secretariat to have digitization document translated and posted when finalized.*

8.0 FURTHER BUSINESS (All)

C. Urbain said she will present the NHDS on November 14th at the Congrès des professionnels et professionnelles de l'information. She invited interested members to contact her to co-present.

The Secretary gave an update on the RightsStatements.org work.

9.0 NEXT MEETING (Chair)

The committee agreed to meet again in December. The secretary said she would also plan meetings for 2019.

ACTION

- *Secretariat to send upcoming meeting invitations.*

The meeting ended at 10:40 AM Pacific.