

National Heritage Digitization Strategy Steering Committee

Minutes

Friday, February 8, 2019, 1:00 p.m.–2:00 p.m. Eastern Time

Chair: Martha Whitehead

Present

Clare Appavoo, Canadian Research Knowledge Network
Jonathan Bengtson, Canadian Association of Research Libraries
Ern Bieman, Canadian Heritage Information Network
Paul Durand, Canadian Museum of History
Émilie Fortin, Bibliothèque de l'Université Laval
Geoffrey Harder, University of Alberta
Christopher Hives, University of British Columbia Archives
Allison Lennox, Toronto Public Library
Gilles Lesage, Société historique de Saint-Boniface
Allana Mayer, OurDigitalWorld Organization (for Loren Fantin)
Andrea Mills, Internet Archive
Michael Moosberger, Dalhousie University
Kathryn Rose, Memorial University of Newfoundland
Paul Takala, Hamilton Public Library
Martha Whitehead, Queen's University

Regrets

David Alexander, Royal BC Museum
Guy Berthiaume, Library and Archives Canada
Maureen Clapperton, Bibliothèque et Archives nationales du Québec
Sarah Dupont, University of British Columbia Library
Loren Fantin, OurDigitalWorld Organization
Heather Menzies, The Writers' Union of Canada
Katherine McColgan, Canadian Federation of Library Associations
Loryl MacDonald, University of Toronto Libraries
Kathryn Ruddock, University of Calgary
Carole Urbain, Association pour l'avancement des sciences et des techniques de la documentation (ASTED)

Secretariat

Caitlin Horrall, Library and Archives Canada

Kat Timms, Library and Archives Canada

1.0 AGENDA AND MINUTES (Chair)

The Chair started by introducing new members to the committee, also inviting them to introduce themselves: Allison Lennox, Toronto Public Library; David Alexander, Royal British Columbia Museum; Katherine McColgan, Canadian Federation of Library Associations; Sarah Dupont, University of British Columbia.

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

Next, the Chair presented the minutes of the December 2018 meeting and asked for any comments. There were no additional comments that had not already been incorporated.

The minutes were adopted as presented.

2.0 SECRETARIAT UPDATE (Secretariat)

The Corporate Secretary said that she will remain on the NHDS Secretariat and will continue to be the main contact point but that she has also taken on new tasks related to digitization at LAC. A second person has joined the Secretariat to help with the work. The Corporate Secretary then introduced Kat Timms to the committee, also inviting her to introduce herself.

3.0 SURVEY – DIGITIZATION IN PUBLIC LIBRARIES (A. Mayer)

A. Mayer provided an overview of the [report](#), "Digitization in Ontario public libraries: a fresh look", published by OurDigitalWorld. The report is based on results of a survey conducted last summer with Ontario public libraries, some questions of which concerned NHDS specifically.

For instance, close to 50% of respondents were aware of NHDS, in particular prompted by the 2018 funding call.

In addition, most institutions had engaged in some digitization activities but few had digital preservation strategies, so digitized collections could be at risk.

Members discussed:

- a need for greater collaboration, in particular to build shared infrastructure (e.g. digital collections platforms) to avoid duplication of efforts;
- a need to retain ownership and control of digitized collections, even if using shared infrastructure; and
- the potential to devise local interfaces for shared infrastructure to improve accessibility.

4.0 BEST PRACTICES AND TOOLS (P. Durand)

P. Durand presented two documents.

The [Digitization best practices and recommendations](#) document was completed last fall. Minor translation issues are being addressed, after which a pdf of the document will be posted to the NHDS website.

For the "[Best practices, tools and training grid](#)" document, the committee agreed that it, too, could be shared on the website. Since the tables format could cause accessibility issues, an alternate format will also be provided.

ACTIONS:

P. Durand to finalize the two documents.

Secretariat to post documents to the website.

5.0 UPDATES FROM WORKING GROUPS (A. Mills, Secretariat, Chair)

Technical Working Group (A. Mills)

The Working Group Chairs and the Secretariat will meet on February 15th to discuss next steps for moving forward.

Content Working Group (Secretariat)

The group will meet on February 20th. Agenda items include considering how to update the draft content strategy in light of the survey results, and comments received from the community.

Communications Working Group (Chair)

The discussion of the last working group meeting focused on how to publicize the NHDS. A meeting between representatives of NHDS, Canadiana, CRKN and LAC is scheduled for February 22, to help clarify the different roles of each of these organizations. The Communications Working Group will afterwards work on shaping key messages for NHDS.

4.0 COUNCIL ON LIBRARY AND INFORMATION RESOURCES (CLIR) UPDATE (Secretariat)

The Corporate Secretary provided an update on CLIR "[Digitizing Hidden Special Collections and Archives](#)" grant proposal idea.

She and G. Berthiaume met with representatives from CLIR while in Toronto last week. CLIR very much encourages applications from Canadian institutions partnering with American leads. The Secretariat is currently looking into a possible proposal for CLIR on behalf of NHDS. The Corporate Secretary encouraged Steering Committee members to share their ideas with the Secretariat.

One Steering Committee member noted past difficulties in participating in the CLIR program, in part due to the requirement to have an American partner. Discussions are planned between Canadian institutions and CLIR staff on how Canadian institutions could be better integrated into the programme.

7.0 ACTION ITEMS FROM LAST CALL (Secretariat)

The Corporate Secretary reviewed the list of action items. Most items are in progress (e.g. meetings planned or scheduled).

The Chair asked whether there was new information about the projects funded through the 2018 call. The Corporate Secretary noted that an interim report was due by end of March.

8.0 FURTHER BUSINESS (Chair)

When the Chair asked if there was other business, E. Bieman said some members of the Digitization and Digital Preservation Discussion Group (DDPDG) have been working on a more prescriptive document on the topic of digitization and would like NHDS' feedback, perhaps to be reviewed first by the Technical Working Group. A. Mills agreed that the Technical Working Group would be happy to review it.

ACTION

E. Bieman to share DDPDG document with the Technical Working Group for review and discussion.

The Chair noted that the next Steering Committee meeting is scheduled for Friday, March 8th at 1pm EST.

The meeting ended at 2:00 PM EST.