

Minnesota Digital Library Coalition

Steering Committee Meeting

June 16, 2004

MINITEX Offices

MINUTES

Attending

Kristi Tornquist, Bill DeJohn, John Butler, Jason Roy, Michael Fox, Marian Rengel, Eric Celeste, Christine Clements, Mike Kathman, Wendy Lougee, Daardi Sizemore

Project Manager

Hiring of the MDL Project Manager has been delayed by discussions with SCSU Business Office on how to proceed following our failed RFP. Members suggested that Kristi attempt to reach Suzanne Miller, director of Library Services and School Technology in the Minnesota Department of Education, the organization that administers LSTA grants, and discuss with her the offer from the Minnesota Historical Society to contract for this job. (See below.)

CONTENTdm

John Butler is negotiating with OCLC for the purchase of two instances of CONTENTdm, one for the University of Minnesota, one for the Minnesota Historical Society. He's working through some concerns with the language of the OCLC contract.

The committee discussed how the MDLC will use CONTENTdm and who owns it. Production of CONTENTdm content will take place at the U. Testing it with other projects, such as the MHS complex digital object prototype project, will take place at MHS. The management team agreed to discuss guidelines for the use of CONTENTdm.

Rights document

The committee revised this document, which Mike Kathman had drafted. Eric Celeste suggested that we have a separate document dealing with master copies of objects in the MDL. Michael Fox recommended that we be very specific about what we want. Christine Clements asked if we wanted an intellectual property attorney to take a look at the policy. (See page 3 of these minutes for revised version of Rights Document "How institutions and others share content with the Minnesota Digital Library Coalition.")

Financial support for MDL

Kristi Tornquist indicated several opportunities the MDLC could pursue this summer. Minnesota Library Association legislative days is coming up and she will submit a document to persuade the organization to place the MDLC on this organization's legislative agenda. She will also apply for federal earmark funds through the Minnesota State Colleges and Universities process.

Annual meeting

Daardi Sizemore presented ideas for an MDLC annual meeting in the fall. She recommended a mini-conference format with an introduction session much like the session

presented at the first annual meeting in June 2, 2003. The committee supported this recommendation.

Discussion turned to scheduling the meeting. MINERVA will be in November. There may be conflicts with other conferences/meetings. The committee chose Monday, October 25, with October 18 as a backup date. Michael Fox will check on the availability of the Minnesota History Center on those dates. If it is available, the MDLC annual meeting will be October 25, 2004.

Format will be a morning auditorium session to update on the MDL, followed by breakout information sessions and lunch, with a wrap-up session at the end of the meeting.

Invitations will go out once we have a confirmed date.

Project Manager (cont.)

In a phone conversation with Suzanne Miller, director of Minnesota State Library Services and School Technology and the state librarian, Kristi arranged on behalf of the MDLC that she, as the grant administrator for St. Cloud State University, will send a letter to Ms. Miller saying that SCSU will contract with the Minnesota Historical Society to fill the position of Project Manager.

Michael Fox will contact both people interested in the position and tell them of the job posting that will be available soon at the MHS Web site.

Logo/Branding

The MDLC is discussing hiring as a freelance contractor/designer Garrick Willhite to design a look for the MDLC. Jason will coordinate the effort. He, Daardi and the management team will review and discuss the drafts. Deliverables will include original Photoshop files, objects for print and Web use. All deliverables will be stipulated in the contract.

Next MDLC Steering Committee:

Suggested times were noon to 2:30 p.m., July 20 and 10 a.m. to 1 p.m., August 17.

Notes by Marian Rengel (06/16/04)

How institutions and others share content with the Minnesota Digital Library Coalition

The Minnesota Digital Library Coalition (MDLC) will be built through the collaboration of many parties, by digitizing images from Minnesota libraries and cultural heritage institutions. The MDLC will provide access to digital collections for non-commercial, personal, or research use only. Any transmission or reproduction of protected items beyond what is allowed by fair use will require the written permission of copyright owners.

The ownership of any content contributed to the MDLC is retained by the contributor.

When an institution seeks to provide content for inclusion, the MDLC seeks a worldwide, non-exclusive, perpetual, royalty-free license to incorporate that content into the repository, to aggregate it with other content, and to make this content available to all citizens of the world. The MDLC requires only nonexclusive usage rights because it wants to encourage the broadest use and application of digital technologies and images, and because it seeks to reduce duplication of efforts and unnecessary costs. The MDLC seeks a perpetual license because it is trying to create a reliable, ongoing, high-quality electronic resource. Users could not rely on content in the MDLC for teaching and scholarship should it be included for limited periods of time.

Users who seek to make commercial use of the images (such as including images in publications that have been traditionally produced by a press) will be required to seek permission from the appropriate rights holders, and - to the extent practicable – the MDLC will seek to facilitate those permissions by providing contact information for rights holders. The MDLC itself will not make commercial use of the content in the MDLC.

The MDLC believes that intellectual property rights holders and other content providers may well benefit significantly from the MDLC. The MDLC expects that its educational and scholarly mission will resonate with many rights holders. The MDLC also hopes that many content providers and rights holders will appreciate the increased visibility and recognition of their works. Moreover, rights holders may receive increased licensing fees should users of the MDLC subsequently seek licenses from those rights holders to make uses of images beyond those permitted by the MDLC.

Institutions with digital collections housed on the MDLC server or linked to the site provide copyright information as a service to the general public in determining the proper use of an item. However, users are ultimately responsible for determining copyright restrictions, for obtaining written permission, and for paying any fees necessary for the reproduction or proposed use of the materials. The MDLC will not be held responsible for any direct, indirect, consequential, or incidental damages arising out of or relating to the use of the information and materials linked to or found on this Web site.

The Minnesota Digital Library Coalition based this policy on those developed by ARTstor, a non-profit initiative by the Andrew W. Mellon Foundation, and the Colorado Digitization Program. We are grateful for their work.

Adopted by the Minnesota Digital Library Coalition Steering Committee June 16, 2004