

Minnesota Digital Library Coalition

Steering Committee Meeting

September 24, 2004

MINITEX Offices

MINUTES

Attending: Kristi Tornquist, Joan Roca, Keith Ewing, Bill DeJohn, Michael Fox, Daardi Sizemore, Marian Rengel, Jim Dildine, Jason Roy, Eric Celeste, Mike Kathman, John Butler, Kathleen Flynn, Christine Clements (by phone)

Project Manager report

Project Manager Jim Dildine provided the committee with an overview of his work since beginning in August. (Handout distributed.) He also shared information on a spreadsheet he keeps for contacts, ideas and projects.

Minnesota Reflections – to date we have 10 written, in-hand project proposals and 31 verbal commitments from enthusiastic people. This totals about 4500 images, factoring in the 500-image threshold for MN Reflections.

Physical delivery is becoming an issue. How will we handle this. Bill DeJohn repeated his offer to use MINITEX courier services. People could also put the images in FedEx and bill the current grant. Many organizations do not want the images to leave their buildings. Michael Fox recommended that Jim talk to them about transfers as if the objects are loans to another institution and that MHA is going to treat them as any loan, with an agreement form, tracking records and insurance. Michael suggested that putting institutional safeguards around the process of getting objects to the digitization center will mediate the situation. The committee agreed that we do not want to set up an expectation in participants' minds that Jim or anyone else will go to the collection and digitize the images. Bill suggested that if we do come up with an MDL agreement form, people will be more comfortable with sending images to the two centers. Eric Celeste reported that he has been looking around at the UofM for a form they could use that would be similar to the MHS loan form. He would need to go to special collections to see what they have.

Jim reported that the discussion on digitization is taking place on multiple levels. John Butler raised the concern that organizations expect MDLC to create "exhibits." Jason Roy pointed out that the MDLC discussed that organizations could do that for themselves.

The people Jim talks with have a growing understanding of metadata and what we need for the MDL.

Content/participant selection for "Minnesota Reflections"

Michael Fox reported on behalf of the management team that they have been discussing this. We have broad outlines in the application. We will need to refine those and establish criteria. In the application we establish geography, subject matter and usability as three criteria. We will need a selection committee and anticipate them meeting twice. That committee will consist of the management team (John Butler, Jim Dildine, Keith Ewing, Michael Fox, Marian Rengel), plus a representative of the user community (preferably K-12), the photo curator at the UofM and Jason Roy from MHS. They are hoping to meet in mid-October and mid-January.

Eric asked if the management team had any idea of how many images could be processed this fall and said the U was speculating that they could do a few hundred this fall and most of the production in the spring. Michael said that sounded reasonable. Keith Ewing suggested that we needed prototyping of the delivery system, of the loan form, etcetera, in the fall. Eric recommended that they do about 500 in the fall to learn the process, test the specifications and maybe redo objects as needed.

Benchmarks for “Minnesota Reflections” project

Michael Fox handed out a draft of Minnesota Digital Library Benchmarks, a timetable of tasks and objectives. The committee discussed the benchmarks and suggested revisions. Issues concerned the spreadsheet for metadata ingestion, and the acquisitions manager in CONTENTdm, and where we might want to install the client software for CONTENTdm.

Jason Roy, John Butler, Jim Dildine and Eric Celeste make up the metadata team.

Several people raised the issue of disseminating information on the Minnesota Digital Library development, including Michael and Eric, who recommended creating white papers on projects and distributing them as .pdf documents, or putting them on the Web site. John Butler asked what practices people had in mind for dissemination. Mike Kathman recommended that the metadata ingestion spreadsheet could be one thing to tell people about.

Ingestion methods (2.d. on benchmarks) could include the spreadsheet, the acquisition tool, finding someone who uses Past Perfect to help explore how to move information from that program into CONTENTdm. Committee members also focused on CONTENTdm training, asking who would be trained in that step: us, clients, users? Actually, 4.a. discusses training the CONTENTdm users. Joan Roca recommended adding to 5, promoting connecting with library and museum communities. He suggested that we need some materials to publicize the MDL effort. Bill DeJohn offered the MINITEX booth at the State Fair as a place to spread the word of Minnesota Reflections and the Minnesota Digital Library project. Will we have MDL stuff to showcase by August 2005? MINITEX is funding the booth but needs bodies to work at it.

Potential funding

Kristi Tornquist reported that she submitted through Minnesota State Colleges and Universities a request for federal earmarks for start-up costs of \$5 million. She also got the MDL listed on the Minnesota Library Association legislative agenda, though that request needs to be firmed up, so that the MDL becomes part of the state’s library request. She put \$4 million in that request.

Bill DeJohn reported discussing the Minnesota Digital Library project with Suzanne Miller, the new director of the Library Services & School Technology division of the Minnesota Department of Education. She sees the MDL very much as a statewide initiative. He recommended that we invite her to the MDL annual meeting. Mike recommended that we develop a clear sense of what we’re asking for and what we need. Michael asked what it would cost to continue Minnesota Reflections. The committee also recommended inviting Suzanne Miller to a Steering Committee meeting yet this year.

Discussion followed on actions the MDLC can take to work toward long-term funding. Bill recommended that we provide Suzanne Miller with quick facts on what we’re doing so that she can take them up to the Institute of Museum and Library Services (IMLS). Mike pointed out that the major costs are personnel and digitization, and maintaining and developing infrastructure. Eric’s rough estimate is that it would take a few \$100,000 to keep Minnesota

Reflections going. He also reminded the committee to think bigger than Minnesota Reflections. Keith estimated that it would take about \$250,000 to \$300,000 to stay where we are but to move forward and begin looking at newspapers and audio files will cost much more. Other suggestions included: expanding what we're doing with photos, moving into cutting edge digitization projects such as maps and video, including the word "sesquicentennial" in any legislation to capture the impact of that anniversary; seeking additional funding from the Minnesota Legislature to support working with K-12 since we are actually bringing content into the classroom, develop a strategic plan for the MDLC. Kristi suggested that she begin having those discussions with people involved with legislative funding.

Kathleen Flynn and Bill suggested talking with K-12 community about applications for Minnesota Reflections. Mike recommended that once we have some Minnesota Reflection projects up, we have a class use them and see what they do with them.

Kristi asked if we want to be looking at other funds.

CONTENTdm and licensing

John Butler reported that he is getting close to having a finished contract with OCLC for the purchase and use of CONTENTdm. They are still working out some language details.

Garrick Willhite contract

Contract was sent to Garrick earlier this week and Marian is awaiting its return.

Member form

Daardi distributed a draft of the MDLC membership form. (Handout distributed.) Committee discussed recommendations. Daardi will revise for further discussion.

Annual Meeting

Keith shared an updated schedule. Marian reported that catering was arranged. She will work with MHS on audio-visual and technical support needs. Everyone should get handouts for the packet to Marian by the end of the day Oct. 20.

Next MDLC Steering Committee:

Committee discussed two days in November, the 15 or the 19 from 10-1 at MINITEX, depending on Suzanne Miller's availability. The committee also set a meeting on December 10, from 10 to 1 at MINITEX.

Added notes:

- Christopher James, a new communication person at University Libraries, may be able to advise on communication issues for the MDLC.
- CONTENTdm training is under development for the MDLC personnel who will need it.

Notes by Marian Rengel (9/24/04)