

Minnesota Digital Library Coalition

Steering Committee Meeting

November 7, 2005

MINITEX Conference Room, Andersen Library, University of Minnesota

MINUTES

Attending: Kristi Tornquist, Kathleen Flynn, Keith Ewing, Eric Celeste, Bill DeJohn, Todd Digby, Marian Rengel, Steve Harsin, Jim Dildine, Jason Roy, Wendy Lougee, Daardi Sizemore, Michael Fox, Ben Leonard

Project Manager's report

Jim Dildine summarized his written report (e-mail message below). In addition to those project totals, there are still a couple of outstanding projects that could come in to "Minnesota Reflections." The Image Selection Committee has chosen 1923 as the upper time limit for Phase 2. We have plans to procure a photo album and test it as complex object. We are planning to ask that contributors submit projects based on a theme and we would like to see works of specific photographers. The project proposal application form is in the draft stage. Jason Roy pointed out that we are going to ask for a minimum number of images, about 50, and that we are still concerned with a wide geographic representation.

Jim said they are ready to set up Kathleen Flynn to work with the metadata.

Jim raised several issues for discussion. Jim would like to have the Web design group meet to discuss the "Minnesota Reflections" and Minnesota Digital Library pages. He would like to see more contributors participate in the administration of the MDLC. He recommends that images go to MHS for scanning and documents go to the UofM. He also had recommendations on the right to publish statement we are working into the application form.

The Steering Committee discussed at length the right to publish statement. Of concern was including a statement that would not allow people to pull their collections, that we are developing a permanent resource. Steve Harsin recommended that there be an out for both parties. Some people suggested a clause that says people can withdraw their collections at their expense. Eric Celeste pointed out that this is a very significant issue for developing the MDLC. He pointed out that similar projects, such as those of RLG, do not allow people to withdraw their contributions. The committee agreed to language that stressed the perpetual nature of the MDLC. The committee also discussed the need for a blanket authorization that would allow for repurposing the images for educational use and supported adding that to the application form. Jim and Marian Rengel will work on this and take changes to the Management Team for final approval.

Jim explained that the recommendation to send images to MHS and documents to the UofM was to make sure that neither scanning center would become overburdened. MHS and UofM representatives didn't think this was likely and they could deal with scheduling as it comes up. Eric, however, raised a concern with transcriptions and Michael Fox asked if there was any sense that this would be done in-house by people contributing the documents. Marian explained that in the grant application we asked for funding to pay for transcribing half of the documents, that we anticipated contributors seeking to have scanned documents that had already

been transcribed and that we could pay contributors to arrange for the transcriptions of the other documents. The committee recommended that the Management Team discuss the issue of transcriptions.

Management Team members agreed that issues concerning the Web page could wait until we have addressed other concerns and moved other priorities along.

Document Selection

Marian reported that they now have a group of volunteers to work with, including Tim Hoogland and Pat Coleman from MHS, John Chapman from the UofM, Steve Gross from the UofM-Morris, and Jill Kind, a high school history teacher from New Hope. Jim asked if we could use the same form for documents that we are planning to use for images. Marian said that previous discussions of the document project suggested that it should have its own form since there are different issues to consider. The committee supported a separate document application form.

Management Team

Keith Ewing reported that a special subgroup had met at the UofM to discuss work flow issues and lessons we had learned from Phase 1. Topics included how we can handle problems and issues as they arise, how we can clean up metadata, how we can make better use of the acquisition stations that come with CONTENTdm, and how we can simplify and clean up the work flow process.

Sandbox Studio report

Keith shared with the Steering Committee the highlights of the results of the Sandbox Studio's study of K-12 Social Studies teachers. Ninety people responded to the survey and 22 participated in focus groups. Keith highlighted six findings

- 1) The importance of training teachers – Teachers lack time to learn about resources and to develop curriculum. Bill said they are hearing the same thing when they do ELM training. Michael repeated that the way to mitigate this situation is to pay teachers to come to training. Wendy Lougee suggested that we could offer pilot training to a team of teachers from one area. Kristi Tornquist suggested MDLC people going to the school for half an hour to show teachers the resource. Bill suggested picking a region and getting the multi-county, multi-type regional director to help set up training. Time is an issue that permeates everything we do in dealing with K-12. Michael said there is recognition of this reality from the state, which gave money for teacher development in funding History Day curriculum.
- 2) Digital resources must be developed with multiple uses in mind – Teachers prefer to be able to make a hard copy so they can make a transparency. They are still dependent on analog technologies. Eric pointed out the contradiction between this reality and what the MDLC wants to give teachers.
- 3) Teachers want downloadable sets of images – People with limited access/hardware want to use pre-built resources, prepackaged curriculum.
- 4) Develop keyword options compatible with K-12 content issues/statewide standards
- 5) Expand the number of images.

- 6) Work collaboratively with other institutions – Teachers are unclear about what's out there.

Many of these topics could help us look toward more grant funding.

Eric asked about MDLC creating PowerPoint presentations using “Minnesota Reflections” images, but pointed out that we don't know if we've asked the contributors for permission to use the images in PowerPoint. If the teachers need to use the images off line we'll have to come up with something for them. The committee discussed this issue, including the fact that CONTENTdm used to have a plug-in that helped people develop their own PowerPoint presentations, but since that feature is gone, if we want this type of slide show, MDLC would have to create them and make them available. Eric suggested that we might need to go back and ask contributors if we could do this. Wendy suggested adding a second sign-off section to the Phase 2 application to exclude commercial use of the images but to allow educational uses. The committee discussed a second sign off for the Phase 2 application and recommended that Jim and Marian include this. The Steering Committee also advised the Management team to continue to discuss the issue of educational use of the images.

Kristi suggested that we could get educational buy-in if we hired some savvy teachers to work with. Bill added that we could also work with different educational groups such as principals, librarians, and to talk with Suzanne Miller to tap into these groups. Todd Digby recommended contacting the organization of the state's home school network. Bill said that home schoolers are very interested in such a resources and that Mary Parker (Associate director of MINITEX) regularly meets with all of them. There's a tremendous market there, he added.

Marian pointed out that the current LSTA grant does include funding to work with the K-12 community.

Funding

Federal: Kristi and Marian have been in touch with Mary Jacquart about federal earmarks, but with federal funding going to Hurricane Katrina relief and the war in Iraq, it's not looking very good to get such funding.

State: MINITEX did put in a line for the MDLC in its off-year funding request for critical, emergency funding. Bill did this as a pipeline development issue, to help prepare high school students for college.

LSTA announced its FY2006 funding – \$600,000 available in the competitive round. Suzanne Miller was in St. Cloud on Nov. 2 and Kristi (and Mike Kathman) had a chance to talk with her. We've been a little unsure of whether they want us to apply for continued LSTA funding. (We do not fit the two criteria for competitive grants – underserved populations and development of automation resources that can improve connectivity to MNLINK.) Suzanne didn't say we shouldn't apply for an LSTA grant, but she does think we should try for an IMLS leadership grant. Bill said that Suzanne does see us as a statewide initiative and recommends that we develop a proposal and that we emphasize museums and libraries working together. He recommends that we do a letter of intent. Wendy suggested that we try to show Suzanne how helping us can help her build a portfolio of accomplishments.

IMLS grant: Keith and Marian suggested that we need to work as partners to get an IMLS grant. They asked if the UofM or MHS was planning to apply for an IMLS leadership grant in 2006. Eric said the U has not made solid plans. Michael said MHS always does and will

this year, too. Marian asked if each organization was willing to be an official partner on an IMLS grant. UofM and MHS members agreed to work on an IMLS leadership grant as partners and to explore a proposal we could send in under this partnership.

The committee discussed possible topics. Eric is still interested in developing a project on open metadata. Wendy suggested brainstorming where there might be an intersection of collections and to explore what's available in the state: architecture, government documents, social history, communities, legislative history. Steve Harsin asked about an IMLS grant to do user testing, but others pointed out that IMLS expects that you have already done this. Daardi recommended asking contributors what they want to see next and using that as a grant-generating platform. Discussion then focused on the open metadata idea. Eric suggested that we could center it on the MDL and test a "free for all zone" for use comments, input. Keith suggested geo-tagging to map references.

The committee directed Eric, John, Jason, Keith and Marian to continue these discussions and develop a plan.

Home for the MDLC (continued from 10/3/05 meeting)

Wendy recapped the discussion she, Kristi, Bill and Michael had in September concerning a home for the MDLC. The question that came from that discussion was: how do we incubate projects and take advantage of the constituent parts to keep this going?

Michael said that while other digital libraries are focused on cultural heritage, that's not what he sees for the MDL. He sees a catalog and other stuff, all the things of a bricks-and-mortar library, as part of the MDL; it's a larger vision of what the world sees as a library. He asked how that fits in with what we are doing.

Kathleen had pulled together mission statements we had written and shared them with the committee. Kristi reminded the group that "Minnesota Reflections" was a pilot project, not an end in itself. Bill also shared a handout of resources available and asked "What is the Minnesota Digital Library?" Wendy shared her image of the MDL as an umbrella organization and asked if there was a difference between the umbrella and that which populates the umbrella.

Eric pointed out that the MDLC is doing two things: digitizing and developing a common repository of metadata. Kristi said that we really do need to set up an entity that is the MDLC and suggested that doing so should be our goal. Eric offered the idea of making MINITEX the umbrella and the MDLC something that is under that umbrella.

The discussion then focused on MINITEX as either a home for the MDLC or a parent organization under which the MDLC fits. Bill posited that we could see how we shape the MDLC as a way to make the state library stronger. Wendy made it clear that MINITEX has to be affiliated with the UofM Libraries for copyright issues. Eric supported continuing to develop a critical body of content. Wendy said it is not a foregone conclusion that we only manage what we own.

Kristi asked how these ideas fit in with the plan to develop a grid that the Minnesota Historical Society was working on. Michael explained that that plan is for a cultural heritage grid, which starts with MHS and then reaches out to others to form a network.

Keith sees the MDLC as an umbrella organization that provides content and technologies. Wendy sees that as the path to a federated system, one that stimulates creation of objects and allows people to search across resources, where the content is not all in one place. Eric pointed

out that we are already doing that by giving the master copies of the digitized objects back to the contributors.

Choosing to house the MDLC in MINITIX could limit where we go for funding and might limit how much MINITEX can ask for in funding. The committee asked Bill to summarize at the next steering committee meeting the pros and cons of housing the MDLC in MINITEX.

Next MDLC Steering Committee meetings

10 a.m. to 1 p.m., Monday, Dec. 12, MINITEX conference room, Andersen Library, University of Minnesota.

10 a.m. to 1 p.m., Friday, Jan. 6, 2006, MINITEX conference room, Andersen Library, University of Minnesota.

Notes by Marian Rengel (11/7/05)

MDL Steering Committee Update

Jim Dildine, Project Manager

11/04/05

(For: 11/07/05 meeting)

General Overview:

The following is a summary of the Minnesota Reflections online images, images held by MDL, and the number of project participants:

Scanned images held by MDL:	6543
Images Outstanding from Type C:	250
Total potential project images:	6603
Total potential projects (separate institutions):	57
Total institution w/projects online:	53
Total project mages/records online (9/28/05):	5297

Current projects and issues:

- * The Selection Committee met 10/05/05 to decide the parameters of photographic materials for the next round of projects. [Summary: images to 1923; scan a photo album as complex object; all projects must form some type of narrative (ex: work of a specific photographer; specific subject)]
- * A documents selection committee has formed [I have no other information]
- * Website design process-the web committee should meet to discuss further development
- * The metadata volunteers are ready and will be trained/oriented as soon as technical issues are resolved
- * Daardi and I have created a survey draft, which is waiting review
- * A draft of the Phase II project proposal is waiting review
- * The scanning institutions met to discuss workflow issues
- * I have attached the Project Manager Summary, created for the LSTA grant final report, for those interested in reading it [plus the chronology of project highlights]

Discussion:

- * The administration of MDL by the participant organizations
- * MDL needs to become a stand-alone entity; we need to investigate incorporation
- * A home for MDL
- * The process of acquiring permanent funding
- * I would like to establish a material scanning policy, which entails the University handling the document scanning; while MHS does the photographic scanning.
- * Wording for permission to publish statement [see: Phase II Application;

"I (We), the undersigned, hereby give permission to the Minnesota Digital Library Coalition (MDLC) to use digital copies of the materials described herein for MDLC online projects (at the MDLC Web site only). I

(We) also understand that the Minnesota Digital Library Coalition is not the content or copyright holder of images displayed at the Minnesota Reflections Web site and that all such rights and responsibilities remain with the contributing institution. I further understand that to obtain permission to use images (not regarded as public domain materials) researchers and other users must contact an authorized representative of this institution and that the necessary contact information will be provided by this institution and available at the MDLC website."

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* The acquisition of materials is once again the major issue for the project. I believe that acquiring the images (3700) will be possible, assuming the selection process remains flexible. The process for acquiring documents needs some clarification (at least for myself!)

James Dildine
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Of course, there have been the predictable encroachments of microfiche, computers, fax machines...I make use of these things, in fact I find them entertaining; but they have nothing to do with the life of the mind. --The Archivist: a Novel, by Martha Cooley