## MEETING MINUTES

# Digital POWRR

# Preserving digital Objects With Restricted Resources

### Date: Wednesday, August 15, 2012

### Time: 10am – 3pm

### Place of Meeting: Founders Memorial Library 55

### Attendees: Jaime, Sarah, Lynne, Drew, Stacey, Katharine, Patrice, Meg, Aaisha, Jeff, Matthew

* Project Status Updates
	+ NIU – Grant administration
		- Partner institutions get Memorandum of Understanding (to OSP)
			* NIU to pay travel expenses from Grant funds (keep records!)
			* Get signed and back to Jaime please ASAP
			* Details to follow for each trip on what you can spend
		- Keep track of hours spent working on grant to help record hours towards cost share – When interviewing/spending time with others their average salary can also go towards the cost share for your university. Informally.
			* At NIU Library Dean signs the NIU time spent on grant project hours
			* Until further notice or your OSP provides you with a form, fill out the quarterly document form that Jaime has provided.
			* Community members? – Some small town libraries can provide examples of under staffed underfunded etc. We don’t need to search too hard for them
	+ NIU – Grant Study.
		- Office of Sponsored projects…at NIU…Data management plan requirement for some grant applications. We’re working with OSP to get information about how people have been answering that requirement. And we hope to help provide a good solution to what this answer should become, or a standard/campus answer.
			* OSP’s own data? They currently use Info Ed. Their data lives in NY. What do they do with data that’s locally hosted? How can they contribute to the history of the university?
			* Research compliance, next stop after OSP.
	+ WIU – Jeff
		- Out visiting some historical societies, now that they realize this is really happening they are more apt to be involved. Giving data formats and amounts.
		- Waiting to do the on-campus survey.
		- Not currently hosting historical societies digital data, but do host/hold some of their paper/non-digital data.
	+ IWU – Meg
		- Nothing new from last conference call interview wise.
		- Learning about Banner.
		- Relationship with Campus IT going well, common goals, we need to be thinking about what we are saving. Until that decision is made we are responsible for the data. Selection, Selection, Selection!
		- IT resources can be pooled, things may be unnecessary duplicated
		- Interviews started with e-mail, but then meeting in person makes figuring out what data they have easier.
	+ ISU – Patrice
		- Doing fairly well with Campus IT, they are responsive.
		- TSAC? Group on campus that includes faculty members, was able to get a list of these people/projects to use as a lead.
		- Data Librarian hired, Amanda, on July 9th and they have spoken about how to approach the content collection
		- Survey coming from RSP? Instead of library will hopefully give a better response.
		- People may be protective of sharing data…question might come, when can we share this data?
	+ CSU – Aaisha
		- Picking brains at conferences on surveying.
		- Was focusing on digitizing material, now taking a step back to look at material that is already digital.
		- Looking at collections that already exists from the History portion of CSU/the area.
* Create detailed project timeline
	+ We need a timeline! Here we go! We can present this in October to our advisory group.
	+ It is very typical that we are a little behind from “spinning our wheels”, so no need to worry about making up for the slow first six months.
	+ When we get to the end we’ll apply for an extra six months.
	+ Time shifts Year 1 = July 2012-June 2013 Year 2 = July 2013-June 2014
		- Must finish by June 2014!
			* April 15th 2013? Submit paper.
			* Chuck Thomas is the IMLS contact.
		- We may have to be selective of which conferences we attend. We may not know in enough advance notice to submit proposals.
	+ Educause and many different professional conferences to consider
	+ CFPs? Combining and making a list
	+ We should try to reach beyond our typical holdings/areas and also look for opportunities beyond library/archives conferences.
	+ Attending/Presenting (yup both count) at conferences can also be considered part of cost share from your university if they approve them etc.
	+ Next call-in meeting…let’s talk about how who is going to what conferences!
		- Grants fiscal?? What can we put down as costs for conferences? 60%? What about out of pocket costs? If NIU is able we will help people get to conferences, it all depends on the budget.
	+ Listing conferences on the wiki
	+ Boiler plate for conference paper proposals on the wiki…we need to be on the same page, and will evolve
	+ **Define primary phases of the project**
		- Year 1 – July 2012 – June 2013
			* Current – Working documents on the Wiki of
				+ Conferences

Where we are going, wanting to go, deadlines if possible

* + - * + Boiler plate doc.
			* Mid-September – Mid-November 2012 Survey (Snapshot? Face-to-Face activity)

Who are we surveying? Representative sample?

How do we formally survey? Necessary?

* + - * By September 2012 or sooner!!! MOU for test data
			* October 11th & 12th 2012 Advisory Meeting
			* Jan 2013 – Begin Tech Setup of Test Instances
			* Mid-Jan – Mid-March 2013 Survey Rd 2 – Formal?
			* March 2013: 2nd Advisory Meeting
			* April 2013 – MAC (Deadline September 20th for proposals) Held in Indy, IN (Bringing the topic to the attention of archivists) Jeff and Katharine to attend?
			* June 2013 – RBMS (Minneapolis) – Lynne going
			* June 2013 - Tech Setup Complete
			* June 2013 – Commence Technology Testing
			* IRB? Do we need their approval for any informal or formal survey instrument? This may need to occur at each individual institution.
			* Ongoing: development of blog posts on some of the questions we are facing.
		- Year 2 – July 2013 – June 2014
			* July /Aug 2013 Advisory Meeting #3
			* November: Advisory Meeting #4
			* Dec 2013 Complete Technology Testing
				+ Testing includes usability, appearance, access, transferring.
				+ We will want our own copies of the data to use.
				+ Should we be testing self-archival? No, too many steps ahead.
			* Feb 15th 2014 Our full-draft. Gives us time to edit. And advisory group edit.
			* Mid-March 2014 Final advisory group/ In-person meeting. Let’s Cross our Ts and Dot our Is.
			* April 15, 2014: Submit ‘final’ to IMLS for editing/approval
			* May 2014: NIU hosted Conference?
	+ **Break down phases into workflows**
	+ **Create schedule to reflect deliverables**
* Create agenda for advisory board meeting in October
	+ - October 11th and 12th 2012
	+ Flow of meetings
		- Oct 11th 9am – 4(ish)pm
			* On the plane advisors will have packet.
				+ Who we are.
				+ List of digital preservation technology options to make their “short list” (top 5) from
			* (TIMES ARE NOT JUST GENERAL!!)
			* 9-10am – Who we are. Our goals. Our resources. Our communities. Who are the experts.
				+ Do self-assessment tool before meeting so we know our institutional goals. Please.
				+ Reality check in advance before even discussing options.
			* 10-11am – What is digital preservation?
			* 11-12pm – What is DP for a smaller institution?
			* 1-2pm – How would you approach this research?
			* 2-3pm – White Paper questions/topics
				+ For whom are we writing this white paper? Format/contents?
				+ Components – Case study format (How we did it versus -FORMAL)? Prescriptive vs. Descriptive. Empirical & detailed.
				+ Qualitative vs. Quantitative (Mixed methods)
				+ Tiered approach

Gathering data

Presenting solutions

Hyperlinking - document-tiered solutions, different versions, extra information. (lives on the wiki) Pie in the sky versus doable versions.

Choose your own ending white paper!

* + - * + Raw data from this paper/research could be used for further research.
				+ Template for evaluation of tools/platforms?
				+ Length….30-50pages is a goal.
				+ Charts and graphs are our friends!!
			* 3-4pm Wrap-up, info for evening/next day
		- Oct 12th 9am – 3pm
			* 9-10am Timeline for Project
			* 10-11am Top 5 Tools/Services
			* 12-1pm More in depth on Tools/Services
			* 1-2pm Other Questions/More Tools/Services
			* 2-3pm Other Questions/Closing/Wrap-up
			* 3pm deadline is a must have!
	+ Topics that need to be discussed
		- Day One – “Basics”
			* Introductions
			* Defining DP
			* Doing the actual research
				+ Writing the white paper
		- Day Two – Nuts and Bolts
			* Timeline
			* Tools/Services (in-detail)
				+ Who do we call?
				+ What do we set-up?
				+ Etc.
	+ Questions we need answered (Some of these are covered in agenda)
		- What is your philosophy/view of Digital Preservation? Define DP?
		- Field of Expertise? Vision?
			* How does entropy/apathy/lack of $/staff change this?
				+ Smaller size means “throwing more away” and less options, where do we find the savings? Can we gain from collaboration? (yes)
		- Surveys? How does it work? How can we make one? Do we need it?
			* Methodology? Necessary?
				+ Ask IMLS as well if this is necessary.
		- If this was your study how would you approach this?
			* Components of white paper?
			* Who is the audience?
		- What’s your short list and why? Services versus tools.
		- What technology do we need to be setting up? (Put this on wiki, let Advisors look at it, and then they can bring their shorts lists(5-6) from the long lists, perhaps a ranking??? Maybe commentary?)
			* Preservation services versus tools?
				+ We need both. Combining tools?
			* What technology do we think is in play??
				+ In budget, MetaArchive, LOCKSS, Duracloud…

MetaArchive had a somewhat hub and spoke set up option…IMLS may not like this? They have various levels of membership to look into.

* + - * + Vendors set up structure? Etc.
				+ Platforms?

Open source - Chronopolis, Archivematica, Hoppla, Roda, DAITSS,

Paid – PANIC, OCLC, Rosetta(Exlibris), Portico, Preservica(Tessella)(connected to Amazon), Google Cloud, Amazon Cloud, Carbonite, Dropbox?, RackSpace, WindowsAzure, JISC (UK only),

digitalpreservation.gov/tools for a list

* + - * + Models? – Microservices(MERRITT)(breaks things down into discreet processes, also different institutions can perform different roles.), DCape (ingest only),
				+ Services

Paid – Bagit Jhove

Open source - EchoDepp

* + - Other questions…and/or things that keep us up at night.
			* Media, legacy media
			* Metadata insanity – value added?
			* Naming conventions for files?
			* Data curation checklist?
				+ We need to come up with this. From speaking to someone to fully processed data, what EXACTLY is involved?
			* Chain of custody?
			* Lessons learned from their digital preservation?
				+ One thing I wish I had known that nobody told me? In intro?
			* Who else should we be talking to?
			* E-mail? What are we gonna do? HELP.
			* How do you have a central location? How do you do this at your institutions? Do you have to move everything to a central server or group of servers? Privacy in this situation? Mandate versus opt-in? Gather + hunt?
			* Preferred formatting of files versus what actually happens?
				+ Should we try to create a better format?
				+ Tiered saving with what format we are given.
				+ Up-sampling?? Migration?
			* Finished versus “Live” documents?
			* What is the best way to help people, or teach them how to do digital preservation? Education, outreach, coercion.
			* How should we work with the University of North Texas? How do our grant projects compare?
			* How much data or what kind of data is enough to test?
* Metadata discussion
	+ Understanding what we know and don’t know
	+ How is metadata currently created/managed on our campuses
* Next Conference call??
	+ 10th of September, 9am.
	+ What to do before then/work on?
		- Check out the wiki (Living docs) (We’ll get on providing Logins)
			* Conferences
				+ Boiler Plate Proposals(Common Slides For later/after October)
				+ Yay Jeff and Katharine for volunteering for 1st conference
			* Platforms and Services List (Late September, small edits)
			* Boiler Plate for MOUs ASAP
		- Who are you going to bring to the October meeting?
			* Individuals who would find the meeting relevant.
	+ By September 28th short (2-3 para), who we are, what we’re doing, why we’re here and what are our challenges and resources.
		- Can use *Planning for Digital Preservation: A Self-Assessment Tool* as a starting point.