

Digital POWRR

Preserving digital Objects With Restricted Resources

MEETING MINUTES

Date: Thursday, January 9, 2014

Time: 10:30 am – 11:45am

Place of Meeting: Founders Library 409/Conference Call

Attendees: Aaisha, Meg, Patrice, Jeff, Drew, Lynne, Nathan, Matt, Jaime, Danielle, Stacey

- **Annual Interim Report**
 - Completed last one and posted to wiki, feel free to distribute
 - Cost share numbers – everyone has received a number with what hours are remaining. Let Jaime know if you have questions.
 - Jaime will send the report to the advisors with a description of what we need their help with
- **Preservica Testing**
 - Lynne– it will cost us \$1000K to test
 - Training will be on **Feb 3**, with 3 half day webinars.
 - We are paying for less version rather than paying them to come and train us. This is part of their discovery program, which was instituted as a result of dealing with us
 - We will have fully functioning live host, they have raised their limit of data, we can test a Terabyte of data (usually around 20 gb)
 - Webinars will be recorded (Lynne will be on medical leave and will catch up when she returns). Everyone will have their own accounts.
 - They will provide us with documentation, they know they will get an honest opinion
 - They may have a significant product update at same time as our report is released
 - We will still train on current software
 - Part of new release will unbundle storage costs to be more a la carte and more competitive

- Pricing transparency– they understand we want at least some level of transparency, they will talk to their board and maybe give us ranges
- Do the partners want to train on this?– Drew needs to talk to Linda, he won't be able to, but others want to test
- We should have testing done by February, then we will have 3 months of access to the product. Need to test in February to include in the final report
- Final Report – due first of May or April
 - We should double check with Sandra at IMLS (our new program officer) – is that what she is expecting? 8 pages
 - Drew will gather everything and run it through the group
 - Do we need to turn Liz's self-assessment into a narrative?
 - Self-assessment consists of what we learned about our campus, or say that we completed a self-assessment but cannot include it?
 - For the public, we should eliminate Liz's assessment
 - Lynne suggests mentioning Liz's assessment, and then listing other tools available to the public
 - We can always ask her if she would want to release it
- Regrouping
 - Case studies
 - Jaime knows a lot is completed. We had separated the policy gap analysis and the policy. When can we realistically expect to have them written and to Drew?
 - Jaime thought mid-February was good, but we have another product to test
 - Report is due to IMLS on first of May or April
 - We can put together a proposed digital preservation policy. A proposal more than a policy
 - Finished case studies deadline by March 7 to Drew
 - Testing

- MetaArchive: we are going to have a call with Matt Schultz to see how the ingest went, and do a final pull out of objects. In the final steps there, Med had question to matt about how many file replacements they had to do. She asked if they had any data about files that had to be replaced. He said they haven't begun reporting rates of repair. But could be extracted if needed, if MetaArchive's board thought they should. Could we ask them to look at that? Would knowing that stat help us convince others of importance?
- Other Institutions
 - CSU: still working on archivematica
 - ISU: finished, besides Preservica
 - WIU: 1 more internet archive to go, and Linda claims she is done, she will finish by end of month
 - WU: she completed archivematica. Danielle and Annie are willing to talk with her about their experiences. She was not doing Curators Workbench because she could not figure it out. Even working on other stuff, digital commons for IP, and was curious if they could get data out and put into preservation system. She did the bagger test of it, ran the python script and got it bagged, and is transferring to NIU staging server. She wasn't pleased with how the data came out of IR. Here is a problem because they would give her a data dump quarterly, but not be duped.

We need to put together a DP wishlist. What do we want out of products? What functionality do we need? Maybe we should set up a wiki page for the wish list?

- NIU: Danielle and Annie are done with archivematica. Danielle ran into roadblock with Curators Workbench. Lynne did Curators Workbench and had a lot of problems. Is going to be looking at archivematica, at least an afternoon and also poking at duracloud. And Stacey will work on archivematica and duracloud
 - Workshops
 - After face to face on Dec 27, 2013, Jaime told Jackie no thanks since she missed the call
 - Can we get a day with Chris Prom? Day in Champaign with him perhaps? Jaime will contact him and try to get it set up very soon. Also contact Ricky Erway that we are planning on using a lot of her materials in our classes, would you be interested in seeing outline of workshop
 - We should allow people to put in evaluations of the workshop what questions they wished we had answered or suggestions for workshops in the future.
- Miscellaneous
 - Action items from meeting with CARLI
 - Susan Singleton working on having conversations with purchasing and legal and are also thinking of having board discuss it. As updates become available we will let them know.
 - Kyle from UIUC, Stacey will follow up with him
 - Drew spoke with Brandon with tape. You can't monitor files live on tape
 - Anything Else?
 - Reimbursements from October Meeting, Jeff hasn't received yet, Jaime will follow up