

Digital POWRR

Preserving digital Objects With Restricted Resources

MEETING MINUTES

Date: Monday, December 4, 2012

Time: 10am – 3pm

Place of Meeting: Founders Library 055

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

- Meeting Outcomes Outlined
 - Preservica Replacement Selected
 - Conference Proposals Assigned
 - Case Study Framework Created
 - Final Paper Outline Updated
 - Tool Evaluation Grid Finalized and Tools Assigned
- Technology Updates
 - Software Requisition/Vendor Negotiations
 - DuraCloud – things are submitted to accounting...now we wait
 - Archivematica
 - Can hire their consulting services (Artifactual systems, ATOM)
 - Scheduled a conference call with them, next week
 - Software is free
 - If we hire them to make some changes, then they add those to the open source version.
 - Installation, distributed...? Spreading the micro-services.
 - Also test the software as if we did not have consultants
 - MetaArchive
 - Should be meeting soon, the board will decide if we can do this
 - We are not able to join MetaArchive for a year testing, memberships are sold in 3 year periods
 - They proposed that we'll be set up on a contracting basis and make their service available to us through a web service
 - Not ideal as we don't get to test setting up a server.
 - Want to learn about set up by talking to other institutions that have joined and set up servers.
 - Distributed does not apply here.
 - Internet Archive
 - No update.
 - Hoppla
 - Download and use.
 - Last update was in 2011.
 - Preservica
 - Hoped to test them, but...
 - Would not allow our proposed pricing for test
 - Don't really seem to be willing to change for our market
 - We will still address this tool and our experiences in our report.

- Quarter million dollar option to buy software...updated software as it comes out, about 100 institutions came together to use that. Not impossible???
- Let's think about that in a year.
- Asked to speak to institutions that are using Safety Deposit Box, but they were not forthcoming with the information.
- Who do we test instead???
- Two options, both were high on advisers' lists
 - OCLC digital archive
 - Secret costs are in putting in and getting out
 - Annual fees are fairly low
 - Backend that claims to work with any front end
 - Free to upload, but charge if you send physical hard drive
 - Pricing based on storage, per 100GB units
 - The more you store the per unit price goes down, starts at \$500 per 100GB unit
 - \$250 set up costs
 - Bit level storage, no migration at basic level
 - Will give migration custom quotes
 - Single individual items for free, download packets are \$250, size of group does not matter
 - No discovery tool
 - You have to have a item ID to get single item back out
 - Maintain two or three copies at single data center in Ohio
 - Not tied to cloud storage as far as we know
 - Big question – what kind of monitoring does it do?
 - Pricing has gone done since initial launch
 - Will they crawl a content DM sytem?
 - Not sure...
 - They may have a tool to help us create packets to send to Digital Archive
 - Chronopolis
 - Out of San Diego Super Computer
 - University of Maryland
 - IRODS as storage
 - Checking and monitoring
 - No front end
 - Service agreements?
 - Not responsible for data going away
- Portico
 - Looking to expand into this market
 - Don't have a tool yet?
 - Would be a lot of work for us

- Rosetta?
 - No website pricing
 - Only other turn key option?
 - What out for legal statements stating that you cannot bad mouth products...
 - Front ends that doesn't need a programmer?
 - CINCH – only web crawling
 - Other tools that create archive information packet
 - Curators workbench?
 - Front end tool?
 - Not tied to back end
 - Prepares packets for dark archives
 - DCape
 - Still dysfunctional? Website still in future tense
 - Seems to have a nice front end, running on IRODS – meg
 - Could contact them and ask if they have anything to test
 - Meg will contact
 - Will go with either Curators workbench or DCape...
 - Contact both and contact advisors
 - Make decision within two weeks hopefully
 - Technology Installation – Staging
 - Starting in Jan through early summer and we are on track!
- Interview Updates
 - What we are learning.....
 - We have talked to over 30 people at NIU from a variety of colleges
 - People are telling us that they are “on their own”
 - Few use college/departments shared drive
 - Can't use it from home easily, too complex
 - Average person uses desktop hard drive, and save to combination of other hard drives, e-mails, USBs, machines(laptops)
 - Using data management plans that are not very savvy
 - Someone told us that faculty members did leave because NIU could not manage data well to go to other schools that manage data better (data heavy researcher)
 - Shared drives (some are backed up to tape drive, that is five miles from campus)
 - Some split on if people care about their data being available in 25 years
 - Some people don't trust the shared drives
 - Some people have outside FERMI lab access and keep their data off campus.
 - 11 faculty at CSU, hopefully 4 more
 - Mostly humanities, they were willing
 - Saving on hard drives, drop box, little university involvement
 - Would like guidelines but not interference or requirements
 - Not really thinking about longevity of their information

- Care about information in course management system, but not sure about backups from that and getting data out of it
 - Meg
 - Why should the university care? Shouldn't it be my responsibility
 - Service for helping manage his "file folder hell", would be interested in that
 - Keeping data of promotional videos? Worth it?
 - Patrice
 - Moving forward, ISU did not accept NIU IRB
 - 5 people interviewed now
 - Contacting more people for more interviews from Surveys sent earlier
 - Jeff
 - Handful of interviews, similar answers to NIU
 - Standard university – somba server, some use it some keep it on their own machines
 - No more faculty interviews this semester, but working with people who are around all the time
 - Director of bands, what to do with student concerts
 - University television station, local
 - New campus in Moline, new formats are popping up
 - Wrapping up some interviews in the spring semester, that's fine.
 - Collecting objects from interviews??
 - Objects from IRs of your universities?
 - Where is the data we are testing coming from?
 - Partner institutions
 - Fill in from NIU digital holdings if necessary
 - Meg passing through again to get objects
- Tool Evaluation Grid
 - How to Approach It
 - Follows OAS model as closely as possible
 - Hopefully it will make sense to everyone, so some other models are incorporated as well
 - If you find some sort of an issue with the definitions, (or table as a whole), let us know so we can make it the best table possible
 - Really use the notes field so that when we are looking at it in a year we can easily remember what we were thinking about it
 - Finalize the List of Tools
 - Divide and Conquer
 - 1-Jaime
 - 2-Lynne
 - 3-Jeff
 - 4-Patrice
 - 5-Nathan
 - 6-Stacey
 - 7-Meg
 - 8-Aaisha

- 9-Sarah
 - 10-Drew
- Final Paper Structure
 - How It's Shaping Up
 - 4-8 pages long...but contain references to other resources
 - Case studies turn into paragraphs...
 - Tools and reports need to be in appendix
 - Recommendations stay in
 - Lit review – paragraph, major pieces that influence us the most, look at our bib for more!
 - Case Study Framework
 - By the end of next semester finishing up our case studies
 - Bios and back story...what does it look like?
 - # of students and faculty
 - Budget /endowment institutional
 - Carnegie classification
 - Academic programs/Colleges/Departments? Included?
 - Types of data
 - Number of staff devoted to preservation
 - Who is actually doing the work??
 - Vested in the solution currently
 - Organizational roles
 - Digital preservation budget?? (no one has it)
 - Library specific – software, programs, platforms, systems resources
 - State of digital objects on campus, how are they organized? How close are you to being able to put these into a DP system in an organized manner? (self-assessment survey?)
 - Does central IT want library help with digital preservation? Can you find out how they feel about it?
 - “Oh-crap” moment, what made us realize DP is important? (may fit into self-assessment survey)
 - Are you reaching out on campus anywhere? (could be included in self-assessment survey)
 - Self-assessment survey
 - What has been achieved thus far?
 - “Oh-crap” moment may fit here/be included
 - Keeping this to the library, not the parent institution!
 - Segway from library set-up to the campus in the interview summary
 - Campus-wide interviews
 - Builds on self-assessment going from library to campus level.
 - Are we really responsible for all the data on campus? No, but we are providing leadership and expertise and possibly some resources.

- We need to know what kind of data the library might have throw at it in years to come, even if they don't have it now.
 - If we are successful, people will want to piggy back, but if we don't think about that ahead of time we won't know if the tools we pick will be able to handle that.
 - Building trust between the campus and library.
 - Discussion of should we even be responsible for this data?
 - Objects that have been through a selection process
 - Awareness Building
 - Policy/Program Creation
 - Seeing how far you can get along in the process?
 - Best practices versus reality
 - Acquiring rights?
 - 10 Principles
 - Case study as a hole
 - Where are we now?
 - Where are we headed?
 - Where are the gaps?
 - How do we get there?
 - 10 principles
 - Discuss which we have available...
 - How do we set this into practice?
 - What about a new section of this is how we think we should take the next steps?
 -Patrice's policy analysis (take this approach with number 3)
 - GAP – Where are we now? (not equal to) Where we want to be?
 - Problem – What's preventing us from closing the GAP?
 - Strategy – What's the solution?
 - Which tools we think would work on our campus/in our library.
 - Policy – How do we direct persons/organizations toward those strategies?
 - Finish gathering data and writing case studies by beginning of next Fall.
- Conferences and Publications
 - Conferences to Target
 - SAA – New Orleans – Aug '13 (Lynne & Meg)
 - JCDL – Indy – July '13 (Jaime & Lynne)
 - Panel with Chuck (checking on ASAP)
 - RBMS – Minn. – Jun '13 (Lynne)
 - CARLI – Nov '13 - (Lynne)
 - ALA – Chicago – Jun-July '13 (Aaisha)
 - ALA – LasVegas – Jun-July '14
 - MAC – April '14 (Jeff)
 - LOC Dig Pres – July '13 (Jaime)
 - Post-Project Publications

- Database Instruction (optional)
- Un-conference
 - Throw one for dissemination?
 - Set the agenda the morning of
 - That-camp???
 - Lynne is going to reach out to research that-camp(how-to) and un-conference