

NOTES

Recollection Wisconsin DPLA Service Hub Governing Board Quarterly Meeting

November 3, 2017
Madison Public Library

PRESENT: Matt Blessing (WHS), John de Bacher (DPI), Ann Hanlon (UW-Milwaukee), Lee Konrad (UW-Madison), Scott Mandernack (Marquette), Cathy Markwiese (Milwaukee Public Library), Stef Morrill (WiLS)

PROJECT MANAGER: Emily Pfothauer (WiLS)

Hub updates

DPLA membership

DPLA just announced that they hired a new executive director, John S. Bracken of the Knight Foundation. He starts in December.

The DPLA membership is moving forward. WiLS has paid and will now invoice the partners. E. Pfothauer will check in on invoice contact. We can use regular WiLS membership and coop billing contact, unless you have someone else you'd like to send it to.

E. Pfothauer did receive a response from DPLA on the letter we sent re: collections use. The role of the Network Council and Advisory Council will be to identify priorities and decide how to work on these priorities. We did agree to one year of membership at this point, and asked for at least a plan around marketing. They have had a lot of staffing changes and are just setting up this governance structure, so time will tell what will happen. The group discussed the role of DPLA and what might the future hold.

DPLA Network Council

Met for the first time by phone in October. A. Hanlon is going to be the Wisconsin representative, but E. Pfothauer sat in due to a scheduling conflict. They reviewed the governance model and next steps going forward. The big thing is that they have scheduled a face-to-face membership meeting in lieu of DPLAFest, which will go to every other year. The membership meeting will be annually. In 2018, it will be March 13-14 in Atlanta at Georgia State University.

They are still forming the Advisory Council, which is a smaller group of members that will work more closely with DPLA staff. It's likely this will happen next year. There will be a nomination/application process.

The next Network Council meeting will be in December, and then should be quarterly by phone.

WiLS project management contract

Group reviewed MOU. S. Morrill added fiscal sponsorship to the financial activities, and will bring that agreement to a future Board meeting. Language will also be added about legal documents and how they will be handled. The group was comfortable with the document.

The group discussed the partnership commitment letters. It was suggested that the letters be included along with the invoice for DPLA. All of the partners are contributing different things in-kind. Some are very specific and some are more vague, so having it defined would be helpful. E. Pfothauer will connect with each partner to populate the letter and will send an electronic copy.

IMLS grant project

The two-year grant officially starts December 1. The title is “Curating Community Digital Collections.” The goal is to work with smaller institutions with digital collections who aren’t preserving or managing or maintaining the collection. iSchool at Madison and SOIS are partnering on the grant, and will be placing students with host institutions to do short-term projects to help move the efforts forward. There will be a training with the students and the host institutions to learn procedures and skills ahead of time. Each of the pairs will have a mentor who will be the expert advisor for the process. The project coordinator (1/2 time) will help each institution to determine needs and develop a plan. Vicki Tobias, formerly of UW-Madison Archives and who has been teaching at the iSchool will be the project coordinator. The grant also covers 15% of Emily’s time and the travel and stipends for the students. There will be six placements in the first year, and 10 in the second year. There will be a call in early 2018 and there will be people on site in the Summer 2018. The sites can be repeated from year one to year two.

The host sites do not have specific parameters. There are 2 sites committed already: La Crosse Public Library and the College of Menomonee Nation. The other sites will be determined via an application process. There is a surge of county record keepers, and the group discussed if the grant could include local government records. Because it’s a service hub project, it would have to be service hub relevant.

There is an NHPRC grant that Wisconsin Historical Society is working on around developing protocols for state agencies records. It will eventually apply to local records agencies, too.

The project supports the goals of the service hub to support the content partners. It will also generate educational resources and develop the communication network for all partners. It will also increase awareness in the state of the service hub’s role in digital preservation.

Those who are hosting with Milwaukee Public Library may perceive the hosting as their digital preservation plan, though it really isn’t preservation, just public access.

UW-Madison is contributing an interim stable storage and redundant space for the project and materials. The goal is to “get the boxes off the floor” and get things less chaotic so if there was a trusted digital repository, it’s ready to be moved to that. For CUWL, the recommendations related to digital preservation were to deal with the first step of just basic storage, which ties nicely into this project.

WiLS will be the fiscal agent, and will be handling all the payments.

The group discussed the application process. The pre-proposal was just two pages, and received feedback to help develop the final proposal. They were interested in it coming from a consortium. It will also raise the awareness of Recollection Wisconsin and there are publicity opportunities through local papers, etc.

A. Hanlon did a workshop about digital projects at the local history conference and it was full! A number of the topics they discussed could serve as their own workshops. They are especially interested in rights management and reformatting, including audiovisual materials.

WiLS digital preservation initiative

Many of the Board members were at the summit WiLS hosted at the end of August. The report was presented to the WiLS Board on 10/31/2017.

Over the past year, WiLS has had a strategic initiative to start statewide conversations around digital preservation. At the same time, CUWL Task Force on Digital Preservation has been doing similar work and conversations. Both WiLS and CUWL did similar surveys to collect information. What we learned is that it is a big barrier for people, including some of the basics like storage. WiLS hosted a summit of about 20 people to brainstorm around different areas. The big recommendations were that people wanted to keep conversations going through a communication network. The other was an initiative toward shared storage as a pilot.

A lot of these considerations are pointing toward Recollection Wisconsin as a service hub doing the work and being the home for this type of work. The WiLS Board felt this made sense. It also aligns with the IMLS grant, so it makes sense for it to be part of the service hub.

At the August summit, there wasn't a lot of IT staff represented. The CUWL Digital Taskforce talked about the issues about communicating and translating to IT, and will be doing some training around this topic. When the IT people talk about storage, they are talking about something different. The group discussed some of these issues.

The next steps are to share the report with the summit attendees. The report can be brought to the CUWL Digital Taskforce to figure out how the groups might be able to work together.

There is a Wisconsin general records schedule for libraries and if we can use the schedule to remind them that there are public records law to increase interest and encourage their municipalities to think about preservation. Compliance issues could light better fires and everything can be managed in the same system. Once something is digitized, there is another level of risk and responsibility.

"Unharvestable" content and Recollection Wisconsin

Background: the Wisconsin Public Library Consortium (WPLC) had an LSTA grant to add historical newspaper content to the Wisconsin Newspaper Association (WNA)/WHS database for recently published newspaper content, which is available through BadgerLink. The LSTA grant digitized WHS microfilm and added the content to BadgerLink.

For the historical content, there is an access point that is available to people out of state, provided through the WNA. This access is separate from BadgerLink. The question posed to WPLC is where should this get promoted/shared/discovered because no one is going to go to the WPLC site for this content. It can't be harvested for Recollection Wisconsin, but they suggested the link for the content live on Recollection Wisconsin website as a collection level record.

The group discussed the harvesting of newspapers with DPLA. Currently, Recollection Wisconsin harvests a handful of newspaper content. There isn't a huge value-add because we don't harvest the full-text, but they are still records and they link to the resources. The WNA content is not "harvestable" through DPLA because it isn't technically possible.

There are a couple of things that we can do:

1. Title-level record in Recollection Wisconsin
2. Add a page to the Recollection Wisconsin site that helps people find historical newspaper in Wisconsin. If Recollection Wisconsin is the discovery point, then we should link to major collections that are not harvestable.

The group was supportive of the second option. The NDNP could also be linked from the site. E. Pfothauer will check with M. Blessing to make sure he is comfortable with that.

Budget review

The carryover is not finalized, as WiLS has not yet had the audit.

Also, the amount of project management for WiLS will be reduced to \$75,571 to reflect the MOU and the partner contributions for DPLA will be reduced by the WiLS amount. It won't impact the bottom line, but it will make it clearer.

We do have an informal Nicholas Family Foundation commitment, but have not yet received the funds.

L. Konrad mentioned that SiteSearch is going to be going away. There are currently two harvests happening at UW-Madison: one for DPLA and one for SiteSearch. WiLS will talk with UW-Madison about next steps.

The website redesign amount is an estimate.

This budget does not include the IMLS project. We will figure out how to show it for future budgets.

Reports from DLF

There was a session on Hyku. That project's next steps are an IMLS grant to look at migration to Hyku and to create workflows. A. Hanlon moderated a panel about harmonizing description practice across museums, libraries, etc. It included what standards are being created by organizations. When they talk about reformatted materials, it's focused on individual items instead of multiple items with relationships. There may be an interest group developing around it.

Recollectionwisconsin.org website redesign

Progress is being made on updating the website. It will be a nice visual improvement, and will also expose the guidelines and make the pathways to participate more clear. It will be a WordPress site, as the current site is. We will be moving the site to https and it will be hosted with the WiLS sites on Bluehost. The hope is that it will be done by the end of the year.

Steering Committee

The committee met in person in Madison in September. Michelle Bickert, DPLA staffer based in Milwaukee, gave a presentation on DPLA's current and upcoming initiatives.

Gail Murray at DPI was selected as committee chair for the coming year.

Committee discussed priorities for the coming year. One of the main goals of the committee is to develop a community of practice around digital cultural heritage initiatives in Wisconsin. We have a lot of documentation and resources already available -- the challenge is connecting organizations to this information. A focus on communication was suggested -- raising awareness of the Hub and its resources among Wisconsin libraries and museums.

P. Hedges helped adapt some code from North Carolina that looks at an OAI feed to check it against the required metadata elements to show what records are missing required fields. It can also be used to view all of the data in a particular field. The tools are new and have not been widely promoted.

The Steering Committee meets again in November by phone.

Metadata ingest and new collections

The UW-Madison refresh was in September and last ingest was completed by DPLA in October. Next reharvest will take place in December.

Two collections from UWDC were added: The Dictionary of American Regional English (DARE) and a collection from Mills Music Library. Both of these collections have implemented the standardized rights statements. This has helped to figure out the workflow for the rights statements.

Rights Statements implementation

UW-Milwaukee has been testing some rights statements, and now that the workflow is figured out, their statements will be available in the next harvest, which will happen in December and go live in January.

Quarterly meeting dates for 2018

February 2: Will be a video call

May 11th in Milwaukee

August 3rd in Madison

November 2nd in Milwaukee