

Recollection Wisconsin Service Hub Governing Board
Meeting Minutes
July 22, 2016
DPI (GEF 3 building)

ATTENDEES: Matt Blessing (WHS), Ryan Claringbole (DPI), Ann Hanlon (UW-Milwaukee), Lee Konrad (UW-Madison), Scott Mandernack (Marquette), Cathy Markwiese (Milwaukee Public Library), Stef Morrill (WiLS)

PROJECT MANAGERS: Emily Pfothhauer, WiLS

DPLA Launch update

The official launch date is Thursday, July 28 *[this date was modified following the meeting]*. The date has been pushed back because of implementation issues on DPLA's end, as they're adopting new infrastructure. There are basically three phases to the process:

- a. Ingesting the data from our OAI feed.
- b. Make a copy and run enrichment processes to map to their metadata application profile and to standardize date ranges, etc.
- c. Reindex the whole thing.

Each of the 2nd two phases takes a number of days, and they have had to be repeated.

Recollection Wisconsin is the 5th largest Service Hub. Mountain West, Minnesota, Texas, and Georgia are the largest (with regards to number of records).

Launch promotion:

There will be a page on Recollection Wisconsin to point to for the launch. There is a press kit that other people at the partner institutions have received: press release, sample social media, spreadsheet of collections, and graphics. This afternoon, the kit will go to the Board, Steering Committee, and Metadata Workgroup. Targets have been identified to push out this content, including the local press. M. Blessing has sent a contact on how to get it into the State Journal. L. Konrad has worked with the UW-Madison library communications and have crafted things from the toolkit to use through email and social media from both library and institution accounts. UW-Milwaukee has done the same. Marquette will be sending text to faculty liaisons in Fall. DPI is writing a "Library of the Month" on the DPI blog and will also send out messages to the library systems to post in the blogs and newsletters. On the wisconsinhistory.org website, there are three tiles that get replaced each month. If a logo could be developed to go to the website, it could be posted sometime in the Fall. There will be a push on the 28th, but it's a rollout so that we can continue to promote ongoing. DPLA is making a blog post, too, to highlight some key collections and fun stuff and some national stories that it ties into.

People with usage and analytics should keep track and maybe we can analyze the impact at our next meeting. DPLA is supposed to provide analytics of searches, etc. It's unclear how often and what information they will provide at this time.

Rights Statements discussion

At the last meeting, the group started talking about rightsstatements.org, as it was launched at DPLAfest. A. Hanlon met with Dr. Lipinski from UW-Milwaukee to discuss the rights statements and to get his opinions. The statements were created with a lot of input from experts. One suggestion he had was to have UW-Milwaukee run the rights statements by the legal office, which A. Hanlon is planning to do soon.

Beyond sheer workflow, what are other barriers to implementation and what do we need to think about? The larger partners already have a vetted risk management process when materials were loaded at their locations. For Freedom Summer at WHS, for example, the manuscript donors were contacted and made a good faith effort to collect permissions. They thought they had reached everyone or their heirs and then went ahead and published it. The smaller institutions may have larger challenges with permissions, as they may not have as a developed process. There is a need to educate them and if we approach it the right way, it can enhance access.

The intention is to have a clear set of rights statements that are aligned across all of the collections. For example, in the DPLA portal, you could have a facet on rights and see everything in the public domain, which is not possible now. DPLA is concerned that the rights information in local metadata may be in conflict with the information in DPLA. If you have strict access restrictions, it will be clear from the rights statements in the metadata.

DPLA does not have a timeline about when this might be mandatory. There is a Q&A on Monday for the hubs around these rights statements, more on the technical side of the implementation.

There are statements for "copyright undetermined" and "copyright not evaluated," but we need to be clear about the implications of using those statements, especially when you are calling out unclear rights publicly. If someone complains, it can be taken down. However, if an institution is going to explicitly state that it's unclear, it may be challenging.

Dr. Lipinski is interested in talking with us about the rights statements and staying apprised of developments.

Is this a board initiated project? Is it the Steering Committee? Is it someone else?

The Board could recommend an investigation of willingness and feasibility to get to the rights statements on each record. There aren't other hubs that have implemented them yet, so there are not yet models that can be copied. NYPL will be the first. DPLA is still working on the workflows of how to implement.

Next steps for us:

- a. Start with some collections that are straightforward to determine the technical side and how to make the decisions on what rights are used and develop workflows.
- b. Move to more complex collections in order to determine additional challenges.
- c. Encourage partners to discuss the set of rights statements with legal departments to surface any issues with specific partners.

Funding update

In June, the LSTA Advisory Committee met and authorized a funding category of \$50,000 for 2017-18, to support the Hub.

LSTA runs on a five year plan. Moving forward, they will be evaluating the last five years to determine what will continue. If LSTA money is contributed to the service hub on a more ongoing basis, perhaps there is a way to think about digitizing in a more centralized and coordinated way.

The recent LSTA-funded newspaper project may be a model for how digitization could be done. Public libraries are finding funding to pay for digitization. This could be a model regionally or statewide. The pathway could be similar for other materials.

The group thanked R. Claringbole and E. Pfothenauer for advocating and presenting for the LSTA funds.

Budget update

S. Morrill presented an overview of the 15/16 end of year estimate budget and the 16/17 budget. Overall, the budget is in very good shape.

The group discussed how to think about grant funding received for specific projects. It may be easiest to create supplemental contracts for WiLS project management for the grant projects so that WiLS can run salaries, travel, and other expenses through their budgets without the need to transfer funds in and out of accounts.

Going forward, WiLS will be maintaining YTD budgets on a monthly basis, so the Board members can request them at any time.

Ongoing projects update

RAILS IMLS proposal: The group discussed this grant at last meeting. Partners in Illinois, Georgia, and New Jersey are collaborating on an IMLS grant proposal for a cohort model for developing digitization projects, modeled on the ILEAD model that had teams working on projects over an extended period of time. The IMLS grant will feed into the service hubs and DPLA. E. Pfothenauer was approached by RAILS in Illinois because they needed expertise in developing the curriculum and they had attended the WiLSWorld workshop on digitization. Recollection Wisconsin is written into the grant as consultants. The grant was submitted to IMLS in May, they will know in September, and December will begin the grant period. The Wisconsin Hub would benefit because the training materials would be open access and it may be possible to find funding to have a mini-cohort in Wisconsin that would be using the materials.

NEH grant: This one year planning grant started in June. The idea is to identify at-risk oral history collections, specifically about wartime (homefront, veterans, refugees). The bulk of the dollars are to fund a position to go out and assess the collections and some consulting time with AV Preserve to talk through how things would be hosted and preserved. The intent is to come out with a plan to apply for an NEH grant or another grant. The group mentioned the OHMS tool as a potential way to provide access. Two members of the grant advisory committee are faculty members who are thinking about interpretation. Committee also includes oral history experts, technology experts, outreach experts, etc.

Some of E. Pfothenhauer's time is being contributed to the project as in kind. At the end, there will be a prioritized list and detailed information about the collections, along with a white paper. The planning grant is in the Humanities & Reference Resources category, and it is this category where we would apply for implementation funds. UW-Milwaukee offered expertise from their own experience with av digitization and access.

The group discussed if DPLA has any specific initiatives around oral histories. They do have a partnership with Popup Archive, and anyone who contributes to a hub can get a discount on Popup Archive. The amount of oral history in the collection is proportionately low compared to other material types.

Steering Committee

The Steering Committee met in person at Marquette on July 11, reappointed Paul Hedges as chair, revised the statement of purpose to emphasize the community of practice aspect. They will now be meeting every other month and will add some more members from smaller public libraries, local historical societies, etc. They will meet again in September.

It would be beneficial to get someone familiar with Argus and the museum world on the Steering Committee. Right now, there is one person from the museum community. Part of the challenge is that the museum committee is a lot more disparate and it's difficult to identify people.

Mukurtu

There is another IMLS grant on the table that we had originally thought of as a WiLS project but it could be a Recollection Wisconsin project. Mukurtu is a platform designed specifically for tribal cultural heritage materials, developed by Washington State University. They have gone through two grant-funded development phases of the platform and it is expanding in popularity. The latest IMLS request intends to work with a number of partners around the country to help tribal communities in their region to adopt the software and help them move it to the next phase of development. UW-Madison SLIS has been involved through the Tribal Libraries, Archives, and Museums program.

If the Board feels that it would conceptually belong with Recollection Wisconsin as building the community of practice around digitization and access, it could do that. The role would be about identifying the partners and the platform, as well as policies around metadata and training. WHS would be interested in using it, too, and potentially could add photos of archeological materials to Murkurtu and tribal communities could add information to them.

They will know by the end of the month if they received the funding, grant period would start in December.

The ultimate question is if it makes sense as a service hub project. DPLA's mission is about broad access, and this may not be about that, depending on how the data is structured and thought about. It sounds like IMLS is interested in them contributing to the broader national conversation and platform if they receive funding. There are interesting synergies between the hub activities and this project.

Charter for partners

The intent of the charter is to formalize the partners' relationship to the hub. Recollection Wisconsin

has MOUs with some partners, and this charter would outline what all partners would agree to. Who would sign for each institution would be up to the institution.

Suggested revisions/updates to the document:

- Under the commitment of partners, Number 2: the group is not developing the standards and best practices as much as advocating for them. New wording: Play a statewide leadership role in encouraging and advocating for the adoption of standards and best practices.
- Under the commitment of partners, Number 4: The group discussed the purpose of this one. The intent is that we try to ensure that all of the cultural heritage materials in Wisconsin have the opportunity for them to be included in DPLA, and the hub is the onramp to that. It would be helpful for board members to provide some outreach for the project along with the project manager.
- Something to add: Intellectually guided collecting: the evaluation of gaps in the Wisconsin content that the partners would be responsible for identifying where the gaps are. It could be under the umbrella of Number 4 explained above. The Steering Committee also discussed this notion of recommending guidance in terms of thinking about the content as a whole and where the gaps are. There is nothing stating that we are looking at all of the collections of the service hubs as a whole at a high level. One other point in the Minnesota document was about the fact that all institutions have value.
- The group concluded it was good as it stands with two changes:
 - The change in 2. New language: Play a statewide leadership role in encouraging and advocating for the adoption of standards and best practices.
 - Sustainability and Access principles: replace citizens with people.
- The next step is to send out a revised copy and each institution will sign and send back separately. The statement will also be placed on the website with our institutions listed once all have signed.

Elect chair for 2016-17

A. Hanlon has been chair for a year and it's time to discuss a new chair. The role of the chair is to preside at meetings and develop the agenda with the project manager. M. Blessing suggested that A. Hanlon continue in the role. L. Konrad expressed interest in doing it, too, and A. Hanlon was glad to turn it over to L. Konrad, who will serve as our new chair.

Thanks to A. Hanlon for her great work as chair!!

C. Markwiese volunteered to host the next meeting on November 4 at Milwaukee Public Library. We will set dates for 2017 at this meeting.

The meeting adjourned at 1:36.