

NOTES

Recollection Wisconsin DPLA Service Hub Governing Board Quarterly Meeting

August 3, 2018

State Archives Preservation Facility, Madison

PRESENT: Matt Blessing (WHS), John DeBacher (DPI), Ann Hanlon (UW-Milwaukee), Lee Konrad (UW-Madison), Scott Mandernack (Marquette), Stef Morrill (WiLS), Judy Pinger (Milwaukee Public Library)

PROJECT MANAGER: Emily Pfothenauer (WiLS)

GUESTS: Vicki Tobias (WiLS)

Report and discussion: Year 1 of Curating Community Digital Collections IMLS grant

Guest Vicki Tobias presented an update on the CCDC project, which is an IMLS Laura Bush 21st Century Grant project. The project provides education in digital stewardship for students and also for cultural heritage institutions in the state. It is a team-based experience, with each team including iSchool or SOIS graduate student, host site supervisor, and a professional mentor.

In Spring 2018, Vicki visited each site and help the site supervisor develop a framework for a project plan that was fleshed out at a three-day immersion workshop in May. Emily and Vicki developed the immersion workshop. The challenge was to create a workshop with different levels of experience in the topic areas. The three-day workshop included local experts, mentors, and Emily and Vicki presenting content. The curriculum was designed with the background and capability of the sites in mind so that everyone would be able to work with the content. Some sources for the content were the [Digital POWRR](#) program, Digital Preservation Network and AVP. There were hands-on opportunities to work with tools they would use during the course of the project, along with information about digital preservation planning and other useful topics. The workshop also started the participants down the path of participating in a community around digital preservation.

The students will visit the sites at least one time a week this summer. They will do the rest of the work virtually. Students receive academic credit and a stipend. Their work is implementing the project plan to help the site move forward on the NDSA Levels of Preservation. Each institution is different, but generally they are developing a project plan for preservation and working on some aspect of the key activities:

- Completing an inventory
- File organization and better intellectual control of files
- Improving and reviewing digitization workflows and quality control of digital content
- Implementing file checking tools and workflows
- Storage and backup workflow
- Creating a policy and sharing it with staff and volunteers
- Outreach to the community (where possible)

The students are all creating a glossary to articulate what is meant at an individual site by terms they are only using locally.

Vicki has done a second visit to each site. Each team has a mentor with experience in digital preservation to provide support. There is an email list for the group, and the students are using it for questions. The students are also using a Slack channel.

Year 1 projects will be wrapping up in the coming month. The whole group will reconvene virtually on August 17 and each team will spend 7-10 minutes presenting their progress. E. Pfothauer and V. Tobias will be convening a panel at WLA. Year 2 is coming soon! The application process will begin in November, and V. Tobias will be doing outreach in the Fall to recruit for the various roles.

To follow along with the project, see <https://recollectionwisconsin.org/digipres>

Some lessons learned:

1. Having the pre-application period helped people draft better project plans and gave insight into the projects and institutions.
2. To help people understand what the project is about, the outreach will be modified to make it clear that this is for preservation, not digitization.
3. The visits to the site prior to the workshop helped the participants better hone their projects and helped with time during the workshop.
4. Some pre-workshop assignments were necessary in order to help with the variety of levels of expertise among participants. However, the teams have dug in and worked hard to master the content. They've been willing to do more than what was expected.
5. With all of the sites, there is a lot of groundwork before they are ready to put into storage. UW-Madison will be contributing storage for a minimum of 3 years once sites are ready. Some of them already had more redundant storage than was expected.

The next step for digital preservation is beyond storage: there will ideally be a technology system for this, but all of this work must happen in order to get the materials ready for preservation.

The group discussed the benefits to the graduate programs at UW-Milwaukee and UW-Madison, as it is creating a practicum program.

The training material and documentation will be shared with anyone who wants to use them. Some of the things developed for the training (inventory template, etc.) will also be available. These are helpful for the DPLA service hub role related to preservation.

We've learned that this is a teachable skill if it's brought to the level needed by the institutions, which is helpful, and this may be a model for other DPLA hubs. It may be possible to build a toolkit that makes this program easy to replicate elsewhere.

Fundamentally, grant-based digital preservation isn't sustainable. Having these projects to get things ready makes sense to do as grant projects. Further conversations are needed around digital preservation platforms and sustainability. This project is instilling into librarians so this isn't a "special project" anymore but a core piece of librarianship. It's really reorienting library work.

Would WiLS be a place to test, develop, and implement practicum opportunities and they could be developed around topics of emerging librarianship?

During the November meeting, we could talk more about next steps with collaboration and coordination of digital preservation activities. It would be helpful to share documentation among the Board members who have it before the meeting.

Budget and funding updates

Review YTD budget

S. Morrill reviewed the YTD budget.

State budget request

The group discussed the progress of the state budget request.

2019 DPLA membership

This officially starts September 1. The Board discussed last year if Recollection Wisconsin would sign on as members. They are offering a small discount for paying two years in advance, which would be \$19,000 instead of \$10,000/year. Over the last year, they have been more member oriented and customer-service oriented. The staff has been responsive to questions. They are taking a step back to engage members during the strategic planning process and generally trying to be more thoughtful about implementing what members want and need. Recollection Wisconsin has been able to be more engaged. A direct benefit is that Recollection Wisconsin will be the pilot for DPLA Local, which is a custom branded set of data from DPLA, hosted by DPLA, as a potential alternative SiteSearch platform search. There is a test site available using the Recollection Wisconsin service hub data.

There was a discussion about increasing traffic and making our resources more internationally/nationally and seeing some of the outcomes. DPLA has just begun that effort. What we have to evaluate for this single year is the new structure in place. There are not yet outcomes from these changes. A. Hanlon is on the outreach workgroup. Others from UW-Milwaukee are on the technology and metadata subcommittees. Missouri and Massachusetts were ones who did not want to participate, and they've now signed on as members.

The group generally felt more comfortable doing a one-year renewal.

MOU for WiLS

This MOU is essentially the same as last year, with the addition of the 25% time of the NEH position for two years. Shawn Vesely, a 2016 iSchool graduate who is a veteran himself, has started in this position. Specifically, Shawn will be working with the Steering Committee, updating and creating procedures, usage statistics and outcome measurement, and supporting training and community of practice work.

DPLA updates

- Visit from John Bracken: He will be visiting Madison on September 7. The Steering Committee is meeting that day in person as well. It may be valuable to invite directors and have a smaller meeting. It would make sense to have a social drop-in lunch at University Club. WHS will cover the cost of the lunch.
- Network Council: The marketing/outreach committee had their first meetings and they want to be able to work with the assessment committee to see what usage DPLA is getting and

marketing to a broader audience. The Network Council is working on a document to share information about hubs with one another.

- Advisory Council: They are meeting monthly. The last meeting included a report from the information gathered by the strategic planning consultants so far. The group has also developed some operating principles of the governance structure. They meet in person in September in Chicago to provide feedback on the strategic plan. It's still not been decided how this group will be represented on the DPLA Board and the role of the Board has been unclear.
- Staffing changes: Kelsey Shepherd left to work with IMLS. Emily Gore left to work for the [Digital Preservation Network](#)
- DPLAFest is April 16-18 in Chicago. The public-facing days will be April 17-18.
- DPLA Local: The demo site is using Recollection Wisconsin data. The primary interest in this seems to be in sharing things about the state, rather than things contributed by the hub. There will be options on how this can be configured.
- DPLA also just released a lists function to save items.

Hub updates

- LSTA program officer visit: Dennis Nangle is the current program officer and will be doing a site visit in Wisconsin next week. John, Stef, Lee and Emily will meet with him on Tues afternoon.
- NEH grant project: Staff person has been hired. The first step will be coordinating permissions and then getting the materials to Madison to ship to the vendor for processing. He will share an update at November or February meeting.
- The Steering Committee has been working on a case study from a historical society to provide outreach to the historical societies. The Council of Local Wisconsin History works closely with WHS, which has two local history field representatives. They have an annual conference. There are 400 local historical societies in the state.
- DPLA finishes their quarterly metadata ingest in July, and we have moved to their new ingest system. No issues have come up. New Content Partners: UW-Eau Claire, Waldemar Ager Association, Madison Public Library, Dane County Library Service, Kilbourn Public Library
- Paul Hedges at WHS is partnering with the George Mosse Center and they have two full-time interns for the summer. They are dealing with oral histories from the 1960s from Jewish residents around the state. Those will be part of the Wisconsin Sound Archives and then Recollection Wisconsin and DPLA. UW Madison is doing some work on George Mosse annotations in his books. It would be nice to develop a pipeline to the content and learning team at DPI about these projects. There may be a way to do periodic features to get information to the school administrators.

Identify board chair for 2018-19

Scott Mandernack will be chair for 18/19. Judy Pinger has volunteered to be chair for 2019/20.