

CTDA ADVISORY COMMITTEE NOTES

February 6, 2015

1:30-3:00pm

**Manchester Community College
60 Bidwell Street, Manchester, CT**

Present: Jodi Blankenship, Greg Colati, Jennifer Eustis, Amy Harrell, Debbie Herman, Michael Howser, Betsy Pittman, Jessica Venturo, Ken Wiggin.

Absent: Brenda Miller, Michelle Riordan-Nold, Elizabeth Rose, Liz Shapiro, Mary Anne Stets

1. Welcome and introductions (5 min.)

Welcome everyone. If you've looked at the latest statistics, the CTDA has grown tremendously. It is a pleasure to be a part of this project and to have everyone here.

2. Recording and keeping minutes for the meetings (2 min.)

These meetings are organically growing and taking shape as the program evolves. We will take turns hosting the meetings. The agenda and meeting scheduling will be coordinated by the folks at UConn. Jennifer will record the notes and post them to the main website.

3. Website and communications mediums changes (10 min.)

Our website and forms of communication are growing. The website continues to be reorganized. Now, there is more general information, list of services, a glossary, and pages for policies and governance. More changes will come as the CTDA grows. With that growth in mind, the CTDA is committed to keeping primary services free for most institutions.

4. Updates (Infrastructure & Content) (5 min.)

We continue our goal to separate the presentation and management services. This will help ingest processes and speed up slow response times. We have a general CTDA collections and management sites. For those with their own site, or channel, it is an option to have a separate presentation and management sites. For larger institutions, this could be helpful. With this separation and the creation of CTDA general collections, Connecticut History Illustrated becomes solely a presentation site of all things Connecticut.

We are in the process of developing our harvest server using the open source platform, Repox, developed by Europeana and used by several DPLA service hubs.

What does our general architecture look like? Staging sites are where users test functionality and add test content. The development sites are for administrators to test software module enhancements and upgrades. There is no connection between development, stage, and production sites. This means that content added in one cannot be migrated to another; you must ingest that content again in the other site.

CTDA General Collections (<http://collections.ctidigitalarchive.org>): There was a request and need for a site where any type of content could be added, not just content about Connecticut. This general collections site is just for that purpose. Here, you can discover content about Connecticut and more. This is also the primary harvest site where we will harvest for iConn and DPLA. As this is a presentation site only, there is no login on this site.

CTDA General Manage (<http://manage.ctidigitalarchives.org>) is the site where participants add and manage content to the CTDA. Content can also be designated to appear in CHI either using the MODS data entry form or in the MODS xml file. To help people manage their own content and ensure participants work only with their content, this site uses namespaces and a policy access language called XACML to do this.

CHO-CHI migration: There was a total of 16 participating institutions and 11 have been migrated. CHS is almost ready to go; MODS xml files are being created to then match to the master images and readied for batch import. For those institutions that still need to migrate, we will work with them to get their content in CTDA. There will be no renewal of ContentDM after the UConn's fiscal year close when the server will be shut down.

The CTDA now has 25 participants. It is a good mix of private, public, archival, or museum type institutions. We are well over 150,000 digital assets and 9316 OAI records! The reason we have so many digital assets is that the majority of participants are creating books! This is something we never anticipated. We have a large variety of content and formats.

5. Grants and Projects update (5 min.)

Liz Shapiro has a grant that will work to create a consortial collection management system using Collective Access. As part of this grant, funding has been requested to create an automated process to get records from Collective Collections to the CTDA.

Remembering WWI: This grant has proposed to build on the work done with the eRegulations project with CSL. This project allows eRegulations to be automatically ingested into the right collection and site in the CTDA. Building on the project, this grant will build automated ingest processes and work on developing compound objects and newspaper functionality as well as using METS to ingest.

We want to leverage projects and grants to build new functionality and improve the system.

6. Discussion: Draft CTDA Service Catalog (15 min.)

The goal is to ensure that core services such as preservation and harvesting remain free or at a low cost. The further participants go from these core services, the less we could justify the time and resources on those services and thus created for fee services. Even with this, all of fee based services are heavily subsidized. Currently, UConn subsidizes about 85% of the costs. The service catalog will be updated with the suggested changes: 1) provide examples as to what 500GB is in terms of resources (i.e. 500 hours of video or 11,000 high resolution photographs); 2) flesh out the meaning of digital services and provide what is and what isn't covered (i.e. do you deal with video conversion?).

Question: Training? We provide training for participants and extra training for site administrators. We are also going to develop hands-on workshops to give people the keys to more effectively add and manage content.

Question: Should I keep a copy of all my master images? No. Participants can access their content at any time and access all the data from the manage dashboard.

Question: Back-ups/Recovery/Replication? Currently we have storage redundancy. We are working towards geographically distinct recovery. We are looking at APTrust. Another option is to consider Best's storage facility. As we work on this and our options for storage recovery, we are also thinking about TRAC and being TRAC compliant, which has requirements for geographically distinct recovery.

Question: When do charges start? No one will be charged right now because we're still developing our services. We will also try to keep our costs low. Currently costs are based on a 5 year span.

Question: What about exceptions such as Bibliomation? Bibliomation is an exception and as such can talk with us about options.

7. Discussion: Draft Channel Service Agreement (40 min.)

This is a good document to have as not all services can be totally subsidized. Suggestions to improve the document: 1) do not include the fees in the SLA. Not having the fees will help in that users only sign once or when there is a change in the agreement; 2) create an invoice or annual work order; 3) be sure to include a payment due date and what happens when fees are not paid; 4) provide language on what happens when either party wants to terminate the agreement; 5) add in a clause about when and how fees are created and changed; 6) flesh out the introduction so that those not in the midst of the project such as administrators know what this SLA is and the benefits of it and what it adds on top of the free services.

8. Discussion: Committee structure and policy changes (5 min.)

It's time to set up the Technical Committee and need people who understand hardware and software for this. This Committee can keep assessing what we're missing, look for funding to complement that, look for new functionality, look at what others are doing and what we want to

take away from that, balance development requests from participants, and prioritize funding requests so that there is no duplication. A call for nominations will be forthcoming.

For the moment, there is no need for a Funding or Financial Committee. Grants and funding can be discussed and prioritized in the Advisory and Technical Committees.

9. Other?

UConn is in the process of creating a research data repository. There has been talk among the partners that an institutional or records repository is needed. For example, what do we do with long-term but not permanent records? These records are not appropriate for DPLA but need to ultimately need to be archived. There is a need to archive these records and meet any legal requirements in the process.

10. Next Meeting

Let's schedule meetings using a Doodle Pool. Our next meeting will be in April. Our host will be CHS. Meeting details, dates, and information will be posted on the Advisory Committee page.