

Advisory Committee Meeting Notes

Monday, July 28, 2014

9:54 AM

Present: Greg Colati, Michael Howser, Betsy Pittman, Jody Blankenship, Michelle Riordan-Noll, Brett Thompson, Ken Wiggin, Brenda Miller, Liz Shapiro, Elizabeth Rose, Amy Harrell, Jessica Venturo, Mary Anne Stets

Committee commenced at 9:54 am

1. Development Report

The following are up and running: Connecticut History Illustrated site, CTDA stage site for training and testing purposes, PREMIS module, MODS metadata display. The Trinity site is nearly ready. CSL's site is under development. A site will be created in the future for Hartford History Center.

2. Priorities for Development

The Newspaper module, MarcXML module, and a crowd based transcription editor are priorities for development.

3. CTDA Memorandum of Understanding (MOU)

The definition for an organization should be preservation organization. In paragraph 3, the section on archival masters should be further defined as well as who can join CTDA. In paragraph 4, change "the description information metadata will" to "the descriptive information metadata may". In the first bullet, for an institution's obligations, change "it is the creator" to "it is the creator or holder" or something similar. Also, consider adding language about public domain content. How do we deal with subpoenas? We may want to add this into the MOU and use DPLA's example for suggested language. It is necessary to require a name for a point of contact and have a separate document which includes that contact's name that is appointed and maintained by the institution. Add information on content ownership from agreement to the MOU, policy for what to do when institutions go out of business or want to end the relationship with CTDA. Will there be a cost to the exiting institution? We also need a clause for if you pay for storage or don't. Please correct the url that goes to the policies.

4. Agreement

Details on funding sources should be included. Documentation on supported formats and viewers from the CTDA needs to be added as well as posted on the website. In the 4th bullet for Content File Format Deposit and Support Policy Viewers as "determined". Details on who has the ability to make the "final decision" needs to be included as well as a CHO grandfather clause. Remove the FY 2014-15 where allocation is 500GB and just include a reference to the website. We need to make sure acronyms are spelled out and include a glossary of acronyms/terminology. We also need to add reporting for individual institutions for assets.