**DPLA Meeting Notes**

**12/18/2014**

**3:15-5:00 pm**

**State Library of Ohio**

**Attendees:**

In-person: Gwen Evans, Missy Lodge, Katy Klettlinger, Terry Reese, Shannon Kupfer, Jillian Carney, Angela O’Neal

Phone: Janet Carleton, Katrina Marshall, Meg Delaney, Paula Brehm-Heeger

*Notes by Angela O’Neal*

1. **Introductions**
	1. The meeting began with introductions of meeting attendees.
2. **Discussion**
	1. The group discussed the DPLA application process and determined that we were likely not going to be ready to apply this cycle.
	2. Terry gave some background on his experience starting a Service Hub in Oregon.
		1. Help desk environment and responsibility of Service Hub. In his experience, the Service Hub did a lot of metadata changes, which can sometimes cause friction with partners to update metadata.
		2. Everybody has to agree on metadata application profile.
		3. Oregon used an LSTA grant to get started. Used service-level agreements for big collections but didn’t always sign by small institution.
		4. Biggest challenges:
			1. Geocordinates
			2. Controlled vocabulary
			3. Getting everyone to agree on metadata types/vocabularies
			4. Are there validator tools?
	3. OhioLINK has a technology structure and is familiar with OAI-PMH output, so they could be a potential technology partner for the project.
3. **Issues to be worked out as part of the process (in addition to technology)**
	1. **Governance**
		1. Formal MOU
	2. **Staffing**
		1. Do we have one central staff or focus on a model where organizations act as leaders for their field/unit or geographic area?
			1. For example, the Digital Hubs could support public libraries in their regions, while Ohio Memory could support historical societies and museums.
			2. Community leads work with institutions to get metadata up to par.
			3. How do we get small institutions online?
	3. **Cost recovery/fees**
4. **Funding**
	1. **Knight Foundation**
		1. DPLA is interested in working with us because we have a Knight Foundation community in our state (Akron)
	2. **LSTA grant**
		1. The group felt that our next step is to write an LSTA grant to the State Library of Ohio to ask for planning funds for this project.
		2. The grant would focus on planning the various aspects of the project:
			1. Technical pieces (possibly a test or deliverable product)
			2. Governance
			3. Education
			4. Benchmarking
		3. It was suggested that a consultant be contracted to work with us on this process. Tom Clareson and Liz Bishoff were suggested since they are working with other states on DPLA planning.
5. **Next Steps**
	1. **Write a planning grant**
		1. $40,000 range
		2. Need to identify a consultant
		3. Need an institution with no overhead and easy grant management (one of public libraries or OHC)
		4. Identify matching funds
	2. **Meet again in January after the OhioDIG meeting**