DPLA Steering Committee Meeting

October 23, 2015

Attendees: Angela, Gwen, Tom, Liz, Meghan, Chatham, Nathan, Stephen, Terry, Katrina, Missy, Katy, Shannon, Jillian, Meg Delaney

Symposium: December 2—working group sessions in the afternoon; December 3 symposium; room for 70 attendees with tables, 100 auditorium style; 9-4/4:15. Morning will be plenary session, afternoon small group sessions. Pre-registration November 1, general registration November 4. State Library will do the registration. Looking at limiting to 2 individuals per institution.

Working groups should notify Missy if they want to meet on December 2nd. Could be an all-day meeting of the working group if needed.

Save the date—should be sent to everyone. Will send out today.

Symposium Planning

* Audience: Discussed who the audience of the symposium should be. Directors already support DPLA participation, so focus should be on the implementers.
* Date: December 2, Emily with us pre-meetings,

 December 3 is Symposium, 10-4; Registration 9:30, coffee and registration

* Location: SLO, Board room, Set up with tables accommodate—70; 100 audience style
* Registration: Pre-registration. Need to identify the A and B bucket people from the survey who really need to attend. A= those who have digital collections and are OAI harvestable, B= has collections but not harvestable; C= will have digital collections in 3 years. Final decision
* Registration deadline—November 23

December 2—Meeting of the working groups

Agenda—December 3

9:30 Coffee and Registration

10-10:15 Welcome and introduction—State Librarian Welcome; Angela Introduction to Ohio DPLA project

10:15—10:45 Here’s the DPLA--Emily

10:45-11:15 Here’s one state’s implementation—New York—Kerri Willette

11:15-11:30 Break

11:30-noon Here’s what’s going on in Ohio; survey report—Tom Clareson/Liz Bishoff

12-12:45 Lunch—box lunches

12:45-1:45 What’s cool about DPLA and how OHIO can participate in DPLA panel?

 Nathan, Shannon (promote for end user uses), Terry

1:50-3:30 Break out session (45 minute session)

 1:50-2:35—Session 1

 2:35-2:45—Break

 2:45-3:30—Session 2

3:30-4:15 What the future will bring!!!! (Report out and wrap-up)—Liz Bishoff facilitator

Focus of the Friday afternoon break out session: We discussed what the desired outcomes of the Friday afternoon breakout sessions might be. Suggested three questions that each of the session be able to answer in the reporting out session:

* What is the biggest barrier to overcome by your group and how could it be overcome?
* What has your group learned to move forward? Model procedures that could be used
* What is your group’s top question that still remains to be answered?

Groups could also have 1-2 additional questions for your working group.

Follow-up: Determine what the December 2 plans are as soon as possible, identify if you will need lunches, etc. Notify Angela by November 16 what your plans are by December 2.

Deadline for handouts: November 23rd.

Deadline for AV requests: November 23:

Survey update: 218 responses, there are a few to be entered manually. We are keeping it open until October 26 to add a few more respondents from Historical Societies/Museums. Jillian and Museum Association is helping us with that community. Also working on some cleanup where we have incomplete surveys and cleanup of duplicates. Tom has sent out a first draft of the report earlier this week, asked for comments/questions. Next version will include further analysis

We will post the raw data to the Google Drive after October 26th.

A,B, C classification, we can do some level of that today based on larger collections and OAI-PMH functionality.

Working Groups –Legal, Sustainability, Legal and metadata have questions. Angela will send this set of question on Monday October 26th. Next batch will be sent November 16th. That way maybe we’ll have question back by December 2nd working group session.

We will send our questions to Amy/Emily and then they will send them out to their list of hubs.

Working group reports:

* Legal: Have next meeting November 2, split hubs between group, collecting agreements from different groups, have set up space
* Sustainability: Put our questions for other hubs. Divided hubs up between working group members have questions for the hubs, waiting to get info back. Would be great to plan in advance, to figure out our time together for legal and governance so effective time. Connect the groups before Dec 2nd.
* Advocacy: Talked about advocacy materials and a logo. Reviewed draft agenda, created save the date message, met with metadata group chairs to create metadata training materials. Will schedule next meeting
* Governance: Had an introductory meeting talked about big picture issues, a lot of governance will determine how it’s funded, those that are paying will want influence. How to distribute the work and how to get it done, getting participants, who’s ready to go. Our take away, legal and sustainability and governance need to get together and discuss things.
* Technology: Haven’t met yet, as waiting for survey, have a meeting scheduled for next week, will use the preliminary results, hoped to get start on A,B, C classification, those that are OAI and need to turn it on, B—those that have content and can do CSV, and those that don’t have digital stuff. Who do we think in Ohio who can take on some piece in the project?
* Metadata: Met twice, been reviewing different collaborative metadata standards, reviewed draft work plan, assigned responsibilities, talking with Liz next week about work plan, etc.

Other topics: Reach out to the co-chairs at any time, Liz and Tom also. Let us know what you need.

Next Call: November 20, 2ET

 December 2, 3-5ET Steering Committee Meeting