

MMP Executive Committee Minutes 1/6/2011

Present: Molly, Sarah, Tina, Janice, Norma, Jennie, Kathy

Agenda

- Review of Minutes of previous meeting
 - Norma made a motion to approve the minutes. The minutes were approved unanimously.
- Technical Report
 - The MMP now has approximately 150,000 items.
 - The most visited collections were the Central Montana Photographs, Butte Digital Images, and Livestock Brands.
 - Tina was asked to provide technical stats in an email to Sarah and the the entire MMP Membership on a monthly basis, including how many total collections are in the MMP. Janice asked if all contributors could be informed annually of the usage stats for their collections (# of unique visitors, most-seen objects, etc). Tina said that it was possible though will require some work on her part as these stats can be surprisingly difficult to gather.
- Outreach activities
 - Jennie reported on a 1-day state government Tribal Relations Training seminar for 200 state employees. In the course of the seminar she learned the state Office of Indian Affairs website (<http://tribalnations.mt.gov/>) has links to all tribal newspapers. Jennie will send the Office of Indian Affairs links for Native American newspapers available in digital form, e.g. the Salish Kootenai News and Ft Peck Newspapers. A link to the Indian Law Portal is already available on their main webpage.
- Consolidation of MMP Collections / Upgrade to CDM 6.0
 - Tina reported that two of our collections are being tested in the ContentDM 6.0 sandbox website.
 - Tina will continue to review MMP Collections and work with contributing institutions to make changes and consolidate when appropriate.
 - Sarah will send all MMP contributing institutions an announcement about the upcoming CONTENTdm 6.0 release. We will be asking contributors to look at MMP in the new interface on the test server and offer feedback.
- PPD Reviews
 - There are no new PPDs to review this month.
- Change to Contributing Institution Agreement
 - Molly asked the committee to approve adding a bullet about responsibility for digital preservation and use of the OCLC Digital Archive to the Contributing Institution Agreement. Norma suggested adding the MMP Mission Statement to the bottom of this document and this was approved.
 - Jennie made a motion to accept the revised Contributing Institution Agreement; Norma seconded the motion and it was approved unanimously.

- OCLC Newspaper Extension
 - Sarah reported on her efforts to learn more about the CONTENTdm "newspaper extension." She reported that the FlexLoader is not restricted to National Digital Newspaper Project (NDNP) participants, however, it does seem to be designed for large bodies of XML data in METS Alto format. MHS tested it last summer with NDNP page images and data and it worked. The NDNP technical standard is very high and challenging for most organizations to meet.
 - The group decided to wait to make any decisions about newspapers until Steve reports on the successes of his newspaper digitization project. At that point, guidelines specific to newspapers will be added to the MMP guidelines. The MMP Guidelines could link to the NDNP Technical Specification.

- Addition of OCLC's Digitizing Unpublished Materials Statement to MMP Guidelines
 - The Executive Committee was sent a link to OCLC's statement "Well Intentioned Practice for Putting Digitized Collections of Unpublished Materials Online" to review (<http://www.oclc.org/research/activities/rights/practice.pdf>), with the thought to add a link to this statement to the MMP Guidelines. The committee approved this addition. Jennie will make the change to the guidelines.

- MSL Options for Content in the MMP
 - The MSL will be removing all digitized content from MMP but would like to maintain metadata records for the content within the MMP. These "pointer" records would contain PURLs, which would link to the digitized content available on the Internet Archive (<http://www.archive.org/>). This would apply to all of the MSL's state government document collections on the MMP (e.g. it would not affect the Will James or Rosetta Kamlowky collections). MSL will continue to add these records as more of their digital content is added to the Internet Archive.
 - Should the executive committee approve this action for their MMP collections, this will be a policy decision and a precedent to allow other institutions to do the same. If approved, guidelines would need to be developed to ensure that those creating pointer records have adequate metadata records and that the digital content to which they are pointing meets current MMP guidelines.
 - Pros – allows the user more access to these records; the link to the digital content could open in a new window, maintaining the connection to MMP.
 - Cons – having "pointer" records overwhelm the MMP to the point that users get more hits on "pointer" records than to actual content.
 - MSL will do a test batch of "pointer" records for the Executive Committee to review for the February meeting. Jennie will also put together an explanation of the reasoning behind why MSL would like to pursue this option.
 - The executive committee will make a decision on whether or not to allow "pointer" records at the February meeting.

- Digital Archives Update
 - Sarah has been working with Trish Pierson of Butte on setting up their use of the statewide Digital Archives subscription. They are the first new library to take advantage of the subscription.

- Sarah mentioned that anyone that has issues with the use of the Digital Archives should use the ContentDM support for questions and be sure to specify that they are using the MSL statewide Digital Archives subscription.
- Other News
 - Sarah will send out an email to the contributors' listserv regarding the upcoming upgrade to ContentDM 6.0.
 - Sarah will also be letting the library community know about the availability of the scanning sets. Inquiries should be directed to Sarah.
- Next Meeting: Thursday, February 3, 2011