

**Montana Memory Project Executive Committee Meeting**  
**February 2, 2012**

In attendance:

Molly Kruckenberg, Janice Kalvig, Norma Glock, Steve Jackson, Liz Babbitt, Kathy Robins

Agenda Items:

1. Review of Minutes of previous meeting - No changes
2. Technical Report
  - Liz gave an update on CDM 6.1 issues – no changes to report.
  - Liz sent email yesterday announcing an update to 6.2 on February 8. Check out the update to see if there are issues. Liz will check the release notes for specifics on the updates.
3. Outreach Reports
  - Kathy gave a presentation to Yellowstone Genealogy Forum in Billings on January 24
4. Liz asked if there are any concerns about the Montana Preservation Alliance partnering with a local library to make sure that Touchstone projects with MMP components can be completed. Some projects have had difficulty finding a local library with which to partner. There were no objections, although the Committee preferred that the MPA attempt to find a local library to partner with the Touchstone group whenever possible.
5. PPD Reviews
  - Havre Hill County Library – Oral History Collection – The Committee felt like the plan is incomplete. Molly will talk to Lauren McMullan to get more details about the project. The Committee expressed concern about how large the files will be and slow downloads. Recommend pursuing Havre-Hill County using a transcript and possibly a short clip of the interview rather than the whole interview. Molly and/or Lauren will ask them for more info and let them know additional guidelines will be developed in the next month about oral histories. Liz will ask OCLC if Content DM can have an option to download the file rather than view it in the browser.
6. Update on Metadata Guidelines review - Roberta Gebhardt, Steve Jackson and Janice Kalvig worked on creating best practices regarding the Metadata Guidelines of the MMP. Janice emailed their suggestions to the Executive Committee on 01/31/12. Discussion about the sub-committee's recommendations:
  - Diacritics – Liz will get information on this about how this is handled in Content DM
  - Title - Eliminate square brackets [] around Titles of photographs
  - Creator – use life dates, changes for name format
  - Subject – used LC authorities
  - Description – added examples
  - Date Original – should this be a date format or stay text? Content DM supports both – consensus is to keep this a text field until a true date option is available – Liz will check with OCLC if this is a correct way to use this. Make Date Original mandatory – take “(if

applicable)” off the guidelines. We will need to re-align the template for this when the best practices are complete

- Type – Physical manifestation - Should we have a drop-down window on the template? – removed image and still image – Liz will check to see if we can get a drop-down list. Consistent types will assist the search process for patrons.
- Contributing Institution
- Contributor – no changes
- Coverage – broken into 2 elements: spatial and temporal
- Date Digital – conform to Date Original
- Digitization Specifications – does not need to display – can be a short entry
- Format – Decided this was the Digital manifestation – get a drop-down list
- Language – Type in the language used, spelled out. Do not use a code. This is not a mandatory field
- Provenance – re-wrote description
- Publisher – re-wrote description
- Relation – other ways of grouping related things – this is not required – Liz will use Google Analytics to see if the field is being used and then remove it if it is not being used
- Resource Identifier – Some contributors are using for a URL pointing to resources on another server
- Rights Management – added examples
- Source – added examples – can use pointer URLs and catalog number

Janice will revise the best practices with the Executive Committee’s recommendations and re-send

7. MLA Meeting – The MMP will have an interest group meeting at MLA on April 11 in the afternoon. This will be a regular Executive Committee meeting for April and contributing members are invited to attend.
8. LSTA Funds
  - Liz reports that the MMP Support Position for a trainer has had 1 applicant so far. This is a 30 hours per week position until September 2012. Applicants with teaching/training and tech background are encouraged to apply by next week.
  - LSTA Grants - \$7500 for libraries/institutions for digitization - 5 grants of \$1500. Liz is talking to a vendor (Backstage Library Works) about digitization, creating metadata and loading content to Content DM to provide libraries with a turn-key means of getting their material in the MMP. Liz will also investigate the possibility of contracting with transcribers for oral history projects. She will send a draft of the grant announcement in the next view days
9. Voting has closed for the Special Libraries Representative on the MMP Executive Committee. The new representative will be announced as soon as results are in and they will join the meeting in March.