

Montana Memory Project Executive Committee Meeting
March 1, 2012

In attendance:

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

Agenda Items:

1. Review of Minutes of previous meeting - No changes
2. Introduction of new staff – Liz introduced Katie Beal, who will be working 30 hours a week providing technical support for the MMP through September 30. Welcome, Katie! Liz will send out Katie's contact information in the near future.
3. Technical Report
 - Liz has contacted OCLC regarding two issues:
 - a. Speed of loading compound objects – this is a known issue and OCLC is working on a fix.
 - b. Use of diacritics in metadata – Liz has not received a response on this question and will contact OCLC again.
4. Outreach Reports
 - Kathy reported that she has received approval from the Billings City Council to work on a joint project with the Western Heritage Center. The WHC will provide metadata for items that the Billings library has already scanned.
5. Update on Metadata Guidelines review – Janice, Roberta and others continue to work on updates to the metadata guidelines.
 - Creator field – should not be repeatable. Additional creators should be added to the contributor field.
 - Issues Liz will look into:
 - Diacritics
 - Date field – is there any way to migrate to a true date field without losing data?
 - Can we use drop downs in metadata fields?
 - Is there a need for the Relation field? (Using Google Analytics to see if this field is utilized.)

Liz and Janice will work on changes and send them out for the April meeting. We would like to have a good draft to hand out at the MMP Interest Group meeting at MLA on April 11.
6. PPD Reviews
 - Butte Silver Bow Public Archives – Pamphlet File
 - Approved – will ask for clarification on the copyright of the collection and provide resources.
 - Museum of the Rockies – multiple collections
 - Approved – Steve will work with Mike Price to set up the correct number and names of collections.
 - UM Western – Carson Library – multiple collections?

- Approved conditionally
 - Clarify how many collections – one for each type of material (yearbooks, newspapers, catalogs)?
 - Clarify the use of OCR for newspaper digitization.

7. LSTA funds for grants

- Liz asked for feedback on the grant application form that she sent out. Executive Committee members should review the document and provide feedback as soon as possible.
- Liz is still looking at possible vendors for digitization.
- Liz will check with MSL staff to see if grant funds can be used for other costs (ie interns, scanning equipment, etc.). The Executive Committee is in favor of using the funds in this manner.

8. Next meetings:

- The Executive committee will meet at the regular meeting time on April 5 at 9am.
- There will be an MMP Interest Group meeting at the MLA conference in Big Sky, April 11 at 4:30pm. Items to be discussed at this meeting include:
 - Metadata guidelines update
 - Grants
 - Introduction of Katie