

MMP Minutes 12/2/10

Present: Molly, Sarah, Tina, Steve Jackson, Janice, Norma, Jennie Stapp, Kathy Robins

Agenda

- Review of Minutes of previous meeting
 - Minutes approved
- By-Laws
 - Molly will post the By-Laws via PDF to the MMP listserv and the MMP About page asking for feedback and marking the document as pending approval
 - The by-laws will be an agenda item during the MMP membership meeting during the spring
- Strategic Plan
 - Date stamp on the document does not reflect on the deadline for individual plan items
 - Sarah mentioned that the State Library wants materials to be part of a long-term preservation solution. This can be either through the OCLC solution or via local solutions. Members will be asked to certify their intention to preserve digital materials via the contributing institution agreement.
 - Requiring the ensurance of preservation will communicate that simply posting materials in MMP does not mean the materials are preserved. An additional step needs to be implemented, either through the digital archive or via a local solution.
 - Janet mentioned that information should be shared with regard to preserving materials, either through training or written guidance.
 - Steve McCann will send out a link to OAIS definitions.
 - Steve McCann recommended adding search engine optimization for MMP (due to news that Google will no longer index MMP at item level [If MARC rec exists in WorldCat, Google *will* retrieve it]. Steve will send Molly language for that objective, re MMP objects being represented adequately in search engines that are exterior to CONTENTdm.. Steve will send Molly language for that objective, regarding MMP objects being represented adequately in search engines that are exterior to CONTENTdm.
 - Jennie recommended the strategic plan be presented to both the NAC and the Montana State Library Commission at their June meeting.
- Technical Report (Tina)
 - 140,886 digital files in the MMP
 - Approximately 10,000 items added in November
 - 23 technical support contacts occurred
 - Discussion of the OCLC “newspaper extension,” which is a tool that allows article segmentation of scanned newspaper pages. Discussion on the benefit of this to end user and relative value of implementing it. Anita Sheets has funding to utilize it.
 - Discussion on the Fort Peck newspaper effects on MMP. Steve said a small % of the papers are now live in MMP. Tina commented that in some searches, the Ft Peck issues comprise 4-5 pages of search results, having the effect of disguising for the end user that non-newspaper results were also retrieved. Steve will present the findings of tests designed to discover if search and display in MMP have been slowed by the addition of these digitized newspapers. Will present at the March meeting.

- Outreach Reports
 - None
- Consolidation of MMP Collections / Upgrade to CDM 6.0
 - Tina has begun contacting owners of orphan collections and collections that are candidates for reorganizing, renaming, or consolidating. She is receiving good cooperation and feedback.
- PPD Reviews – 2
 - Montana on the National Register of Historic Places
 - Project was approved with no dissent
 - Jennie had a question on the description field of the collection. A recommendation was given to clarify this field.
- Addition to MMP Guidelines (Jennie / Sarah)
 - Sarah forwarded an OCLC document on unpublished materials (*Well-Intentioned Practice*, which EC members received in their folders at September onsite in Helena). Sarah asked that members review for the January meeting.
 - Discussion of orphaned works
- Sarah reporting on the State Library Commission
 - The commission approved the NAC recommendation to use \$51,000 in remaining LSTA money to, in part, increase the hours of technical support as well as to further support training.
 - Molly said this will increase Tina's time to 15 hours for the next 10 months of 2011. Money will also be used to enable travel to conduct trainings across the state.
 - Sarah mentioned that the goal for the next 10 months will be to train trainers in order to grow the program.
 - General discussion on how training will work.
- Steve Jackson had a question on policy with regard to including non-montana focused material. This question is with regard to a collection that he is working on.
 - The consensus was that materials should enhance the Montana experience and consist of a preponderance of images of MT but not every image in a collection must be of Montana.
 - Steve also verified that there is a *comma-separated values* text import function for CONTENTdm and there is.