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Digital Archive Committee Minutes
September 18, 2018
1:00 PM

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1. **Large File Upload (>4GB)**

   - Brandon discovered that the process that was put in place to load files is a module called Plupload
   - The Plupload allows the larger files to be initially ingested, and broken down into smaller chunks and stitched back together after they have been completely uploaded
   - It does not work if you are trying to replace existing files
     - If you are trying to replace an object or video that is already on the digital archive, the replace function will not use Plupload
     - In order to get access to the large file upload, you have to create a new object
     - Brandon is looking to see if this can be applied to the replace function as well
   - In the meantime, if you need to replace an existing large file it is best to create a new one, and delete the old one
   - The process for upload large files follows the same upload process or procedure as smaller files
   - Right now the upload size is set to 4GB as the max size
     - Anything larger has the potential to run into a separate issue which is PHP timeouts
     - Uploading over the web there is a potential for timeouts
     - If you have files that are larger than 4GB send those to someone at the Marmot office
       - Marmot will do the upload since they are connected directly to the server
       - Marmot will be able to load the files faster than the PHP time constraints
       - Anyone who is having issues loading files contact Marmot, and they can either walk you through the process or load the file for you
       - Marmot has a couple portable hard drives that can be sent out to members to load files larger than 4GB
         - Members would then send the hard drive back to Marmot
       - Another option is if you have enough space on a Google Drive folder, you can upload the file to that folder and share it with Brandon

2. **DPLA 2nd Ingest Delay**

   - The State Library has decided to temporarily delay the 2nd ingest for the Marmot archive in the Plains to Peak Collective for DPLA
   - They needed to retool a few of their processes and make sure things are running smoother
   - The ingest is delayed until January 2019
   - Closer to the next ingest date, Marmot will work on getting everything scheduled and handled on their end

Round Robin Project Discussion (all)
- Adams State
  - Nothing to report
- Bud Werner
  - John and Alysa are continuing to update all their Three Wire Winter articles and interviews
  - Transcribing and reviewing transcriptions for a collection of interviews that were discovered by a museum that is working with Bud Werner, and ingesting those materials
- CMC
  - Ingesting more digital objects to bolster their history project
- Englewood
  - Selene is working on uploading/migrating images from their existing digital archive
  - They have approximately 2000 images in total and have just under 500 uploaded on the test server
- EVLD
  - Matthew is working on scanning and uploading a photograph collection
  - He is the new digital archive representative from Eagle Valley
- Fort Lewis
  - Eric has a student intern who is actively going through a new collection about the San Juan National Forest going back to the 1920s
  - This collection will be ingested soon
- Gunnison
- Mesa County

- Pitkin County
  - Carol has most the Aspen Hall of Fame videos in now
    - The videos were sent out for transcription
  - Carol has finished editing the videos and will begin adding them to the collection
  - Pitkin used [Rev.com](Rev.com) for their video transcription
    - The Rev.com company in general did a very good job, there were just a few things that Carol had to clear up such as local names and places
- Salida
- Telluride
  - Allison has been working on the local radio's archive (KOTO).
  - She was awarded the CHRAB grant, to digitize KOTO's reel-to-reels and upload them to Islandora
  - She also plans on making transcriptions of these historical newscasts
- Vail
  - In the process of collecting interviews as well as transcribing, scanning and listening to files that will be added to Islandora
- Western State

Other Topics
- How is the committee presentation for MUG going? Do you need anything from the committee members or Marmot?
  - John cannot think of anything at the moment
    - He is working with Alysa to better understanding of her workflow
    - He is getting a better understanding of the infrastructure the Brandon creates prior to the ingest of objects
    - The focus of the presentation is about staff training, workflows and best practices
- What is the process going forward for R&D replacements?
  - The job posting for a full stack developer closed on September 17th
  - The person hired for the position will work alongside of Pascal, and work on some of the backlog
  - Finalizing the developer candidate pool on September 19th
    - These candidates will be asked to a phone interview
    - After the phone interviews, the candidates will be narrowed down to final interview candidates
    - The goal is to try and have someone selected by MUG
    - Marmot is looking to have this person start working during the first couple of weeks in October
- R&D fixed the diacritic display issue in Pika for any archive objects with diacritic characters
  - These objects should be displaying correctly now
  - If you find any examples of the diacritics displaying incorrectly, please send them to pika@marmot.org

Next meeting is Tuesday, October 16th