Digital Archive Committee Meeting   April 19, 2016

2. Update on Family Metadata: Race/Ethnicity & Gender
- Gender Identity/Expression
  - Google doc available describing more in detail
  - No controlled vocabulary; use guidelines
- Race/Ethnicity
  - Controlled vocabulary added to choose from
  - Open notes field available for self-described terms
- Guidelines for these sections:
  - Optional; do not have to add; collapsible menu available
  - Only enter information if the person/object/entity is self-described, not what your idea or impression may be
  - Use Google docs for further clarification/ask questions

3. Islandora Update – Jordan
- Gunnison visit- setting up scanner, developing training documentation
- New to Entity Shortcuts: Training document for Adding Place Entities, Adding Person Entity has been added
- Documentation for first-time users logging in
- Clarifying terms for External Links: External Link Options for XML Files doc
- Migration: Middle of Fort Lewis migration; cleaning up EVLD; lots of content added through these migrations
- Graphic Designer for UI: Developing icons, working with Explore More bar, how to fill in Explore More bar for particular items when other items don't relate
- SurveyMonkey for verbiage and word choice of different Explore More bar (History vs. archive vs. community, etc).
- Survey on Large Collaborative Project: building a larger collection through shared resources
  - Everyone voted, most of Cohort 1.
  - 10/12 libraries interested in participating in some capacity
  - Concerns: enough staff, right content for archive, timing, cost
  - Ideas: Apply for CIPA grant, smaller grants at $5k to fund these projects?
  - Narrow topic choice in June: leave last ½ hour of meeting to discuss (no sub-committee will be created)
    - Suggestions from survey: Railroads, ranching, rivers/water, mining, history of winter rec/skiing

4. Pika Update – Mark
- Setting up oral histories, videos
  - Added Transcription section: clicking on timestamps now sends you directly to that minute mark on video
  - Subjects still visible; more subjects the better

- o Related People are now visible including production staff
- ● Related Pika links: will be hidden if using them elsewhere.
    - o Manually add related content to specific titles in library catalog
- ● Related Objects: collections, items from other libraries
    - o "World War II" relates to Camp Hale (EVLD), related Pika links, video from Oral Histories (Bud Werner), Three Wire Winter, and related people if they are tagged in a photograph together in another collection
    - o Choosing what we want to associate and relate; how to eliminate unnecessary data
- ● Explore More bar changes: tons of information immediately available on UI
    - o Associated Organizations; Events; People; Digital Public Library of America box (can scroll through results); Related Subjects; Related Images
    - o From the Catalog: results for books, items in library
        - o This is where relatedPika links will display; these links may be more reliable than using subject headings/search
- ● Staff View: new Archive permission; just like current pika, "Staff View" is on page
- ● Q: Do we want to assign subject headings to entire collections?
    - o Consistency will be better integration across collections
    - o You don't want to repeat information in multiple places in records
    - o Possible need for clarity/standardize on how to/when to use subject headings for Pika

5. Round Robin:
   - ● Bud Werner: finished writing staff instructions; adding entities; training staff
   - ● CCU: Thesis project ready to go
   - ● EVLD: updating/refining existing entities for Red Book
   - ● Fort lewis: postcards ingest Islandora; updating locations
   - ● Garfield: oral history training; adding entities
   - ● Gunnison: training; scanner set up; finalizing workflow/guidelines
   - ● Salida: ingesting oral histories; test collection set up
   - ● Vail: recruiting volunteers; planning training; sending off oral histories for transcriptions
   - ● Western State: export PP; moving files

Meeting end at 2:00 PM

Next Meeting May 17th   1:00-2:30