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Preservation Working Group Minutes for August 30, 2010

Consortium of Academic and Research Libraries in Illinois

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CARLI Preservation Working Minutes

CARLI Office

August 30, 2010

Members Present: Rob DeLand, VanderCook College of Music; Ross Griffiths, Illinois State University; Julie Mosbo, Southern Illinois University Carbondale (chair); Katie Risseuw, Northwestern University (via telephone); Jennifer Hain Teper, University of Illinois at Urbana-Champaign; Lynne Thomas, Northern Illinois University

CARLI Staff Present: Elizabeth Clarage, Susan Singleton

1. Select a recorder – Jennifer Hain Teper
2. Introductions to WG members - all
3. Introduction to CARLI – Susan Singleton.

CARLI sustained 7% cut in the past fiscal year, and is estimating a 13% cut this fiscal year – they are working to keep up all current services. Asking all groups to think about money when they schedule things – regular meetings (VoIP options, etc) etc. All groups are still programmed for one forum per year. Program Planning Committee still exists, but budget is 50% of what it was. But, their budget has not been spent out in past years.

I-Share union catalog moved to VuFind (inspired over 50% of libraries to use VuFind as primary interface). I-Share loan periods standardized. Digital Commons transition over next two to three months – website still current docs, but archived docs go to repository.

4. Communication (wiki, email, phone, etc.) Elizabeth

CARLI website review and overview of CARLI structure.

Communications overview – Adobe Connect VOIP software – hearing is just fine, but need to have microphone on your computer. Will try to use this to replace phone calls (which can get expensive). Wiki – everybody's e-mail is listed there. Brief intro to how to edit and add documents on wiki.

5. Review Preservation Working Group charge

The CARLI Preservation Working Group will advise the CARLI Board and staff on the consortial aspects of preservation and work with the CARLI Executive Director to develop funding alternatives to establish a preservation program. The group may also work with CARLI groups that advise on other programs and services to include preservation elements in training, purchase agreements, and collection analysis

Explanation of the “funding alternatives” statement by Lynne (history) – no permanent funding for preservation activities. Have done some collaborative projects with Digital Collections WG. If it touches on preservation, this group could take it on.

Could expand this group, many working groups have 9 people. Not many funded preservation positions in state. Many more have preservation as a PART of their position, but other full-time job.

6. Announcements

1. Lynne will be out of office for December.
2. CARLI has gone to all electronic evaluations.
3. AvSAP live

4. Connecting to Collections final report in, pulling together for implementation grant by December 2010.
5. New PA at UIUC search on. Any possible recruits. Post to RBMS, CARLI Blog.

Old Business:

7. Preservation Webliography – Intro by Julie to webliography – looking for new sites, group approves new additions.

1. Have you checked your links lately?

Assignment of new reviewers. “who checks which sections” on wiki.

- Elizabeth Clarage: Exhibits, Protective Enclosures and Storage.
- Lynn Daw: General Preservation and Conservation Resource Sites; Mold, Pests, and the Environment.
- Rob DeLand: Assessment Planning, Legal Issues, Library Binding.
- Katie Risseuw: Supply Vendors, Blogs and Listservs, Glossaries.
- Ross Griffiths: Special Collections and Archives, Training, Other.
- Julie Mosbo: Disaster Planning and Response.
- Jennifer Hain Teper: Audio-Visual Preservation, Book Repair and Conservation.
- Lynne Thomas: Digital Preservation and Digitization for Preservation, Grants and Development.

2. Adding New Links.

Do brief annotation for each new link. All updates through August current, but need to look for new links. http://wiki.carli.illinois.edu/pres/index.php/Possible_Links_for_Webliography where we review new links.

Think about additions for next meeting.

Jennifer would like to add AvSAP link.

8. CARLI Newsletter Contributions:

Monthly newsletter blurbs.

Private conservators - Jennifer--June 2010 - for summer – next newsletter September

Brainstorm for new topics:

Staff training (student staff vs. permanent staff options)

Dealing with leaks that can't be fixed – how do you deal with it? Persistent environmental issues...

environmental issues on zero budget... Talking to administration – particularly about those that aren't acute preservation issues. How do you tell the story to get what you need?

Problems with space and how to talk about those problems

How to choose (disaster, digitization, supply... etc) vendors

How to deal with facilities folks and get things done. And how to keep them liking you.

New topic assignments:

Preservation week will be Julie – now on national committee.

September - Julie – Book horror show (Lynne, Jennifer, Ross and others can share pictures) blog entries – Elizabeth will set up

October – Jennifer - private conservators (due Sept. 30th)

November – Katie – assessments – why to do them (due Oct. 31st)

December – Jennifer – assessments – how to do them (due Nov. 30th)

January – Rob – environmental monitoring – taking the first step (due Dec 31st)

9. Workshops Past

update on how AvSAP: Audio-Visual Self-Assessment webinar went

Review of workshop and how it went. April. Evaluations were sent out in late June. Elizabeth is sending Jennifer – went OK, but some technical difficulties. Overall OK.

Elizabeth – evaluations overall positive. Technical difficulties by and large gotten over.

New Business:

10. Workshops Upcoming:

1. Collections Care workshop in late February/early March 2011

Originally planned for fall 2010, but now needs to be spring 2011.

Gaylord supplies by Andrew for 20 attendees – Julie will pester Dick Blick again for vinyl erasers and glue brushes Looking for location near Bloomington-Normal

Jennifer can assist for hands-on portion

Julie will look at setting date shortly

2. Illinois Fire Service Institute workshop August 2011

Disaster planning person from NIU now on maternity leave – don't know when she's planning on coming back. Brad Bone did unplanned intro last time

If we want to have fire marshal need to set that up in advance.

Need to get in touch with IFSI soon to set this up.

Could send out pre-program reading list for disaster planning info so we can have more presentations related to fire safety and risk.

Could do DVD over lunch again

salvage wheels very popular should do those again, if we can't, could use Betty Walsh's salvage at a glance.

Confirm that there shouldn't be a charge – Elizabeth will confirm.

Should we offer it once or twice? Try once and see how it fills. Opened to local non-CARLI attendees.

Could we use CARLI helpers to help with the interaction of the group?

Keep participation capped at 20? 25 might be too many to fit into space logistically.

Limit attendance to 2 people per CARLI institution. Limit those who have previously attended to last priority before just opening up to community.

ISU can supply books and media for burn

UIUC will supply shelves

Elizabeth will confirm date with IFSI for one date – Elizabeth will nail down date with IFSI

T/W/Th of week of 18 and 14th of July – Elizabeth will confirm with IFSI

Jennifer will be lead organizer, Julie and Elizabeth will serve support

11. Review of August 27th, 2010 meeting regarding Northern Illinois University's interest in working with CARLI institutions on an IMLS National Leadership grant for institutional repositories and a state wide digital preservation system.

Lynne had 8 people in room and 10 or so on phone. Overall, all needed to go back to their home institutions. Needed to talk about costshare – 50/50 costshare required for NLG. Figure 5 partners – need about \$200K from NIU and about \$60K per partner. Will send e-mail by Sept. 15th stating

participation level, main contact person, etc. to start writing and budget.

White paper didn't go anywhere b/c there's no money. Need to do something so this is the next possible step. IMLS national leadership grant next logical step – innovation – leveraging things that are out there already. Survey found that lots of institutions have nothing set up in DP. Hub and Spoke IR system tied into digital preservation. Leverage what exists out there already to move smaller institutions into an IR system. May not get funded first time, but plan to resubmit. CARLI is not formally endorsing this as a CARLI partnership – just member institutions partnering. Will hand-pick partners from those who submit interest and support for grant. State Library mentioned need to partner with the “Illinois Century Network”. Works to improve network around state. Maybe try to work with UIUC GSLIS as partner for interns in programming – NIU knows somebody working for DuraSpace. Final product would be scalable, sustainable and usable as a model. No big movement on this until at least Sept. 18th. Until then just collecting applications.

Very clear that there is considerable interest in this, but will be challenging to get good group together to make a solid grant proposal.

12. Interest from the CARLI Digital Collections Users' Group to create a collaborative Digital Preservation subcommittee.

They don't really have a strong vision of what they want to do, but interest in looking at various topics. In the past we have worked with them to develop various workshops. Did a joint forum in July 2009. Very well received.

Proposed subcommittee could take on educational component of what was laid out in white paper (tiered preservation program). DCUG also wants white paper to come to something, but wants to partner with PWG. White paper requested that a formal task force be established through CARLI, but that has yet to happen – haven't heard back. Was suggested to be a 3 year term – this could do educational component. Sent it in March 5, 2010 and got buried. Should expect response soon? Copies and discussion with Board in June.

Should PWG take this on?

Need different levels of education than what CARLI and UIUC did with ICPSR earlier this year. Need to do introductory level workshop and then advanced level topics. Need to know that not all institutions have formal set up for digital preservation – not one key staff contact.

General consensus that PWG should take on educational component. DCUG is doing series of monthly webinars. Julie will send out draft e-mail and then set up phone call with DCUG about next steps.

Set up FY11 meetings:

Thursday Oct. 14th conference call 10-12

Thursday Dec. 2nd conference call 10-12

Thursday Feb. 10th conference call 10-12

Monday April 18th in person 12-2

Thursday May 19th conference call 10-12

13. 13. Other business Elizabeth – other group created video podcasts on particular topics instead of webinars. Could be something we could do for digital preservation. If we find them we could push existing ones out, too. General consensus that this is a good idea to pursue for us.