

Nevada State Library and Archives
Digitization Initiative Advisory Committee Meeting
August 22, 2008
Meeting Notes

Attendees: Karen Starr, Michelle Mazzanti, Jason Vaughan, Donnelyn Curtis, Phyllis Sargent, Tom Claerson, Dana Hines, Liz Bishoff. Absent: Bill Watson, Daphne DeLeon.

Introductions: Karen asked each participant to provide a brief introduction and including some background on their digitization activities.

- Henderson District PL—just began digital projects using CONTENTdm (CDM), the Library is experimenting posting videos on YouTube and audio using Overdrive.
- UNLV indicated that the Library has been involved in digitization for 10 years. The Library uses CDM (unlimited License). Currently there are 6+ collections on CDM. A new oral history project with transcripts has just been made available. The State Library has just awarded UNLV an LSTA grant for a project on Las Vegas as a boom town.
- UNReno has been digitizing for 10+years using CDM (unlimited license). The Library has recently added a digital projects librarian. Collection includes 15 collections/exhibits, 15K digital images; text, posters, etc. The Library is also experimenting with projects outside the CDM platform. The Library has collaborated with the State Library digitizing maps.
- NSLA also uses CONTENTdm they are moving e-documents to the CDM platform. Additionally the state archives is looking to move some of their collections into CDM.
- CLAN reported that they are looking to move the historic newspapers to CDM.
- The Nevada of Dept. of Cultural Affairs has a mining collection that needs to be moved into CDM.
- The participants noted that currently there is no harvesting across the sites or cross CDM site searching.

Karen's role as the Library Development Officer is to work on statewide projects, Karen is the project manager/facilitator for this initiative. She indicated that her goals to develop a planning document and gain political agreement within the state on the planning process. Karen can make the RFP available is it will help. She also noted that this activity needs to be seen as not being driven by the NSLA.

Project Update and Review: Karen reported that the contract with BCR has been signed and approved. Key next steps include establishing the Leadership Committee which will include members of the library and cultural heritage community. Karen will work with NSLA staff and the Advisory Committee in identifying potential members of the

committee. The Advisory Committee will be asked to work on the survey document, including reviewing potential content and serving as the pre-test group. Additionally the Advisory Committee will work with any working groups, assist in development of the Stakeholder meeting and assist with the community forums. Karen indicated that she recognizes that being an Advisory Committee member is a commitment of time. Bishoff and Claerson, who have worked on a number of statewide and regional collaborative project noted that without the dedication of a planning group like this, the initiative won't work.

Karen noted that the contract is from September, 2008 through June 30, 2008.

Advisory Committee Communication: Liz and Karen discussed options for communication among Advisory Committee and the Leadership Committee. It was agreed that a wiki, listserv and conference calls would be the primary vehicles for communication.

- Wiki: BCR will begin work on the wiki the week of August 25th. The wiki requires a title. The group agreed on the title of: *Digital Nevada: Nevada's Culture Online*; Nevada Statewide Digital Planning. NSLA will send a logo, image, and colors to Liz. Karen will gather background information to be added to the wiki, including but not limited to the Advisory Committee List, links to existing digitization initiatives, etc.
- Listserv: BCR will run the listserv.
- Conference Calls: Regular conference call for the Advisory committee will be second Friday, 11am PDT.

Leadership Committee September Meeting: The first meeting of the Leadership Committee will be September 15-16, 2008 at UNLV Redfield campus. This meeting will include the Advisory committee and Leadership committee

Jason suggest to make the most of the meeting send out a one page survey information gathering document that could be collated that will provide background information about the participants. Everyone agreed this is a good idea.

Agenda for the 1.5 day meeting will include:

- Session demonstrating Nevada digital projects
- Overview of model statewide and regional digital collaboratives.
- Governance models
- SWOT Activity

Leadership Committee Composition: Karen asked people to recommend individuals/organizations who should be on the committee. Karen has opened discussion with Dept of Ed. social science curriculum coordinator and the Washoe County Curriculum Coordinator Social Studies. Liz indicated that including a representative from the K-12 educational community on the Leadership Committee would be a great idea. It was agreed that the committee should be capped at 15, plus the 2 consultants.

Karen indicated that Daphne will send out the appointment letter. Karen has funds to support the travel of the Leadership and the Advisory committee.

Survey: Tom Claeson will be taking the lead on the survey development. He reviewed the survey process and timeframe. Target is to get the survey into the field by mid-October with response by mid-November. There was discussion of how to get the highest response rate possible. Karen can get list for Nevada Museums in addition to utilizing lists of libraries. Need to make the lists as complete as possible to get the highest success rate. The Advisory committee will be asked to identify targeted institutions that we must get information back from.

Statewide Meeting: The statewide meeting is one of the opportunities to gather information from end users as well as the professional community. Karen asked the group whether it was possible to hold the meeting in Clark County? The Advisory Committee felt that was a good idea. While specific dates were possible at this meeting, Liz and Tom put out dates that they were available: November 24-25; December 11-12; December 17-18. Karen asked the group to check their calendars and indicate which dates worked for them by September 2nd.

Follow-up:

- Advisory Committee members send potential Leadership Committee members to Karen by Labor Day
- BCR create wiki
- BCR create listserv
- Claeson begin draft of survey
- NSLA begin to compile lists of libraries, museums, archives for survey
- BCR create a Doodle Schedule for Stakeholder Meeting
- NSLA update the Advisory Committee list
- BCR-NSLA develop agenda for the September 15-16 meeting
- NSLA finalize location for September 15-16 Leadership Committee meeting

Next meeting of Advisory Committee—September 15-16, 2008 as part of the Leadership Committee.