

MetaArchive NDIIIP Project

Second All-Project Meeting

Friday, 3/11/05

Meeting Overview:

The second all-project meeting will be focused on preparations for the initial content harvest. Meeting Activities: Review plan for the upcoming content harvest, demo and report on the software testing activities to date, conduct planning sessions associated with the three committees, and undertake group project activities.

Meeting Outcomes:

- 1) Initial Conspectus, including priorities for the initial content harvest,
- 2) Initial Harvest Plan, including detailed timetable for harvest activities, reporting plan, and coordination with the network deployment plan, which will include the plan for synchronizing the content throughout the network,
- 3) Network Deployment Plan, including timetable for specific deployment steps at partner sites.

Preparation for meeting:

- A. Scan all the conspectus entries at URL:
http://metascholar4.library.emory.edu/coll_desc/final/
- B. Review the drafts of the Harvest Plan and Network Deployment Plan, both to be distributed via the listserv on Wednesday, 3/9/05
- C. Review all the links on the LOCKSS page:
<http://www.lockss.org/pub-wiki/PuttingUpAManifestPage>

People planning on attending:

In-Person

Auburn: Aaron Trehub, Beth Nicol
GA Tech: Tyler Walters, Catherine Jannik, Jeanne Downey
FSU: Robert McDonald, Chuck Thomas
Louisville: Delinda Buie, Carrie Daniels
VA Tech: Gail MacMillan
LoC: Caroline Arms
Stanford: Thomas Robertson
Emory: Martin Halbert, Katherine Skinner, Lars Meyer, and (for portions of the day): Johnny Healey, Kyle Fenton, Emily Satterwhite, and Laura Akerman.

Via videoconference

GA Tech: Larry Hansard
Louisville: Weiling Liu
VA Tech: Curtis Carr

Agenda:

<u>Times</u>	<u>Location and Tasks</u>
0830 AM - 0930 AM	<i>Distance Learning Room 217.</i> Sporadic arrivals, informal welcomes, light breakfast provided, preparation for videoconference, review agenda at 9 AM. The conference call number will be activated before 9 AM to coordinate the videoconference setup. To participate, call toll-free number: (888)232-0362, and enter participant code: 782396
0930 AM - 1045 AM	<i>Distance Learning Room 217.</i> Technical discussion w/ videoconference for extended group of staff (Preservation Committee). Presentations will be given by Tom Robertson concerning LOCKSS technology, including archival units, plugins, and manifest pages. Outcomes of the session: 1) semifinal draft of the harvest plan, 2) semifinal draft of the network deployment plan.
1045 AM – 1100 AM	Break
1100 AM - 1200 PM	<i>Jones Room.</i> Review all entries in conspectus database (Content Committee). Goal here is to gain a quick understanding of the collections described and noting issues in the conspectus entries. Prioritization will come in the afternoon.
1200 PM - 0100 PM	<i>Jones Room.</i> Lunch. Updates on discussions so far in LoC affinity groups. Also, brainstorm on potential publications to write jointly and submit.
0100 PM - 0220 PM	<i>Jones Room.</i> Harvest prioritization decisions, identifying all collections to be included in the initial harvest, specific timetable details for activating manifests for all selected collections (Content Committee). Outcome: Initial prioritized conspectus.
0220 PM – 0230 PM	Break. Early departers may go.
0230 PM - 0400 PM	<i>Jones Room.</i> Finalize all three documents produced during the day (conspectus, harvest plan, network deployment plan) and examine next steps in the project (All Committees).

Committee Membership (from proposal):

Steering Committee. Martin Halbert (Director for Library Systems, Emory) will serve as the lead Principal Investigator and will chair the Steering Committee, as well as serving on the Preservation and Content Committees. Emory will serve as the lead institution of the project, and a project Development Site. Halbert has been Executive Director of the MetaScholar Initiative since its inception. Tyler Walters (Assoc. Director for Digital and Technical Services, GA Tech) will serve on both the Content and Preservation Committees. GA Tech will be a project Development Site. Robert McDonald (Asst. Dir. for Technology Services, FSU Libraries) and Chuck Thomas (Head of the FSU Digital Library Center, Florida State University) will jointly serve on the Preservation Committee. Florida State will be a project Development Site. Delinda Buie (Curator of Rare Books, University of Louisville) will serve on the Content Committee. Louisville will be a project Preservation Site. Gail McMillan (Director of Digital Library and Archives, VA Tech) will serve on both the Content and Preservation Committees. Virginia Tech will be a project Development Site. Beth Nicol (Information Technology Master Specialist, Auburn) will serve on both the Content and Preservation Committees. Auburn will be a project Preservation Site.

Content Committee. All Steering Committee members will serve on the Content Committee. Additionally, the following individuals will contribute and advise, although not necessarily in person during project meetings. Dr. Pablo Davis (SAHC Director) for Virginia Tech collections. Naomi Nelson (Curator for Southern Collections, Emory) will work on conspectus development. Catherine Jannik (Digital Initiatives Manager, GA Tech) has a scholarly background in the history of the South, and will work on conspectus development, as well as cooperative agreement analysis. Dwayne Butler (Assoc. Prof., Endowed Chair, Scholarly Communication, Louisville) will analyze intellectual property issues for the conspectus and harvesting efforts. Aaron Trehub (Director of Library Technology, Auburn) will work on conspectus development, with particular focus on Alabama resources. Henry McCurley (Chair, Cataloging Dept., Auburn), will contribute metadata expertise to conspectus development activities.

Preservation Committee. All Steering Committee members may serve on the Preservation Committee. Technical Consultants: Thomas Robertson (LOCKSS Project) is a key project leader of the international LOCKSS project. He has intensively studied the question of how a distributed network of systems can work together for long term preservation of content. Additional Project Staff who may advise, although not necessarily in person during project meetings include: Lars Meyer (Head of Preservation, Emory) will analyze digital preservation issues and provide in depth expertise in strategies for both preservation through content structures and archiving. Susan Coleman (Head, Systems Dept., GA Tech) will assist in developing the cooperative agreement, and assist in planning and implementing the technological aspects of GA Tech's participation in the preservation network. Larry Hansard (Programming & Networking Manager, GA Tech) will participate in LOCKSS software adaptation and management, server administration, and graduate assistant supervision. Susan Parham (Digital Initiatives Tech. Ops. Coord., GA Tech) will work on developing the technical routines that the cooperative will follow to manage the stored digital objects, including metadata needs. Curtis Carr (Dir. Univ. Lib. Systems Dept., VA Tech) will be responsible for systems administration, local software testing, and continuing resources for local and regional support. Jason Knight (Web Development Librarian, FSU) will work on preservation network development and deployment. Weiling Liu (Dir. Lib. Tech, Louisville) will work on preservation network deployment and synchronization issues.