Chronicles in Preservation Meeting
Minutes
01/18/2012

Attendees

1. Kenning Arlitsch (Univ. of Utah)
2. Bill Donovan (Boston College)
3. Mike Furlough (Penn State)
4. Martin Halbert (UNT)
5. Cathy Hartman (UNT)
6. Sue Kellerman (Penn State)
7. Gail McMillan (VA Tech)
8. David Minor (Chronopolis)
9. Mark Phillips (UNT)
10. Matt Schultz (Educopia)
11. Katherine Skinner (Educopia)
12. Hannah Tarver (UNT)
13. Jody Thompson (GA Tech)
14. Frederick Zarndt (Consultant)

Agenda & Minutes

1. Timeline, deliverables & tech staff hire update

   a. Timeline & deliverables
      i. Currently in the Research Phase of the project which runs through the end of February – we're currently completing our Standards Gap Analysis, investigating repository features, updating our Partner Case Studies (Appendix B on the project wiki), and studying existing interoperability tools
         1. Our big deliverable here is the outline for the Guidelines – that will be ready by the end of this month; along with the Standards Gap Analysis mentioned above
            a. We will need to schedule a good time to follow up with the Advisory Board Group in mid-to late-February (see below under Scheduling future calls)
      ii. Beginning in March and running through July will be our Transition Phase, where we will wrap up most of our research into repository features and existing interoperability tools, but most importantly we’ll begin drafting the Guidelines in the form of a brief white paper – which will give us the foundation for semifinal writing and edits during the Development Phase (July 2012-April 2013)
         1. Deliverables during the Transition Phase include - aiming to produce a first draft of our Guidelines, updating our Partner Case Studies (Appendix B), and producing a draft Interoperability Tools Development Plan.
         2. And then of course we have an all-project meeting slated for June, and all of the above materials will be reviewed at that meeting (see June 2012 Meeting below).
b. Tech staff hire update
   i. The Software Engineer position description and hiring materials have
      been created, and are currently moving through UNT’s HR system –
      Martin Halbert will have more updates for the project staff later this
      week – stay tuned
   ii. This is a joint position between the Chronicles Project and the IMLS
       ETD Project (www.metaarchive.org/imls)
   iii. We look forward to sharing this position with the group and we may
       look to all of you who are willing and able to post on your various
       channels to expand our recruitment base – we may be able to make
       this a semi-remote position – we’ll see what UNT HR allows
   iv. We will also be following up with Gail McMillan to schedule a time to
       begin talks for recruiting a Data Wrangler from VA Tech – stay tuned

2. Update on project research for Guidelines
   a. Documents in progress (see project wiki: www.metaarchive.org/neh)
      i. *The Chronicles Collections Survey Report* has been made available to
         all project members - outsiders must request
         1. Katherine Skinner (PI) and Matt Schultz (Project Manager)
            have compiled the additional research questions from that
            report and have added a few more (see *Items for Further
            Research* on project wiki) – many of these will be addressed
            during our investigation of repository features, and study of
            interoperability tools
         2. The Project Staff would welcome any additional questions
            from the Chronicles Committee or Advisory Board Group –
            please email those to Matt or Katherine
      ii. *The Standards Gap Analysis* is still in-progress
         1. The Advisory Board Group has reviewed and supplied
            recommended resources
         2. Matt recently added a CRL report that Martin shared – see
            under Additional Resources on the last page of that document
      iii. *Partner Case Studies* that were included as part of our NEH proposal
            (Appendix B) will be updated after we’ve completed the *Standards
            Gap Analysis*, and further investigation of repository features
      iv. I have also added the Minnesota Historical Society’s pilot newspaper
          ingest project documentation (see under *Grant Research* on the wiki)
          – a big thanks to Bob Horton for providing those

b. DDP tech discussions
   i. Katherine and Matt had a great conversation with Mark Phillips (UNT)
      & David Minor (Chronopolis) on 01/17, and talked about upcoming
      technical approaches, talked about content needs and our systems’
      current features for meeting those needs, which will get documented
      in the *Partner Case Studies* and later in the project timeline when we
      produce the *Comparative Analysis*
c. **Practical Next Steps**
   i. Matt & Katherine will begin outlining the *Guidelines* and aim to share that with the Advisory Board Group by mid-February – that will set us up to get feedback, make adjustments, and have our roadmap for further drafting beginning in early March.
   ii. Matt will be aiming to complete the *Standards Gap Analysis* by mid-February – and may fire a targeted question or two at the Advisory Board Group & the Project Staff during that process – stay tuned.
   iii. Chronicles Committee follow-up
      1. In February/March we may need to schedule some brief follow-up conversations with content holders about their repository systems where those seem to intersect with future ingests – namely data management aspects and export implications – Matt is following up to get contacts for the appropriate technical staff at content provider sites?
      2. Matt and Mark Phillips are going to begin coordinating at brief intervals on investigating repository features and studying interoperability tools until we get our Software Engineer hired and up to speed.

3. **June 2012 Meeting**
   a. **Planning on the call**
      i. The group discussed the prospects for convening our first all-project meeting in conjunction with ALA in Anaheim (June) – several project members will be attending so this is a good possible candidate
      ii. Cathy Hartman (UNT) suggested trying to coordinate a meeting in conjunction with the annual NDNP partners meeting in D.C. at the end of August – this seemed very logical and ideal for most project members
         1. Cathy volunteered to follow up with the necessary contacts at NEH and the Library of Congress to determine viability and logistics – stay tuned, we will continue to follow-up on this and share updates
      iii. 2012 USETDA (held in June) is also a possible candidate worth following up on
      iv. Look for correspondence from the Project Staff and we will be sure to follow-up on our February calls with more details

4. **Future Project Outreach**
   a. **Upcoming Presentations**
      i. Martin will be presenting a poster for the project at the upcoming iConference in early February – we’ll look forward to a debrief
      ii. We continue to look forward to and track the Newspaper Archive Summit in late 2012/early 2013.
      iii. If ALA becomes our meeting place for the first all-project meeting the ALCTS Newspaper IG is also an opportunity worth following up on
b. Listservs & other communication channels
   i. The Project Staff would greatly appreciate the Chronicles Committee & Advisory Board Group taking a few minutes to identify some relevant communication channels that we can use to distribute project updates
      1. Please send Matt any listservs, blogs, forums, etc and he will add it to our Project Outreach page:
         http://www.metaarchive.org/neh/index.php/NEH_Project_Outreach

5. Scheduling future calls
   a. Matt will send out a Doodle scheduler for a mid-to-late-February Advisory Board Group call – this call will be used to get feedback on the outline for our Guidelines
   b. Matt will also send out a Doodle scheduler for and end-of-February Chronicles Committee call – this call will be used to update on research progress, feedback on the outline, and an iConference debrief – we will also plan future project calls for Transition Phase
   c. Finally, Matt will set up phone calls with technical staff at content holder sites to get more info on current repository systems – he will cc project leads and invite them to join if they are willing and have the time.