Attendees

1. Liz Bishoff (Bishoff Consulting)
2. Robert Horton (IMLS)
3. Sue Kellerman (Penn State)
4. Mary Molinaro (Univ. of Kentucky)
5. Matt Schultz (Educopia Institute/MetaArchive)
6. Frederick Zarndt (informal consultant)

Agenda

1. Brief review of workplan changes
   a. Matt reviewed the revised workplan for the Advisory Group
      i. Highlighted the new deadline for the Outline in May
      ii. Draft of the Guidelines will be available in September
      iii. Planning for our October meeting will begin next month (April)
   b. Advisory group members offered several distribution lists for promoting our tech staff hire, including:
      i. LITA, Code4Lib, The Ladders, Dice & Software Engineers

2. Discussion and advice on outline for Guidelines
   a. Matt opened the discussion by asking a couple of framing questions – should we?:
      i. start w/an analysis of initiatives like NDNP (and other) and document what has worked, how easy or hard it has been to meet high standards, etc?; or
      ii. start w/the state of digital preservation more broadly and how archival standards are driving activities and decisions; or
      iii. some other starting point or approach
   b. Frederick recommended starting the Guidelines with some information about what we mean by digital preservation because there is still a large gap in awareness about what constitutes dp
      i. The rest of the group agreed this was important and foundational to lead the document
   c. Mary, Sue and Liz all encouraged us to definitely look beyond just NDNP when documenting the usage of standards
      i. There are lots of other digitization practices that groups have utilized
      ii. We should take stock of the full range of methods and specs that groups have used and are using up to now
   d. Bob and Liz echoed each other - encouraging us to see where our practices line up now with all of these best practices (getting real), and where we need (or want) to go from here
   e. Mary urged us to not avoid getting real and stressing that there are some minimum qualifications for digital preservation
      i. There are practices that groups should not be doing – storing on cd, digitizing to certain low qualities, etc
   f. Bob agreed with Mary, commenting that sometimes that is all that groups “think” they can do, but also expanded on it to urge us to encourage the
element of collaboration and partnerships to get readers to think about opportunities as opposed to barriers
   i. Bob said we might want to take a Good, Better, Best approach
   ii. Matt agreed – less prescriptive and more cost vs. benefit
g. The use of case studies was brought up and all agreed that this would be very helpful to demonstrate decision-making and trade-offs
h. Mary raised the framing concept of risk, and encouraged us to couch digital preservation as a matter of managing risks or threats
i. Liz said that we should make sure to address digital preservation all the way up the chain of creation to digitization – this is where many of the problems can begin
   i. Vendors often times return less-than-preservation-worthy content
   ii. Lots of legacy content as well as more contemporary content
j. Bob encouraged us to consider ending the Guidelines with a section on future areas of study – acknowledging the complexity of contemporary content (new media, blogs, tv news websites, etc.) and preservation issues
   i. Frederick echoed Bob’s comments and encouraged us to document the Guidelines in such a way that it does not quickly outdate itself
k. Liz helped to close our discussion by reminding us that it is okay to maintain a limited scope for the purposes of this current grant project, and to point to the need for future grant-funded investigations

3. IFLA – Paris & Finland
   a. Matt will be following up with Sue & Frederick to make sure they have what they need to highlight our project work at these two meetings being hosted by the IFLA Newspaper Section

4. Monthly schedule reminder
   a. The Advisory Group is scheduled to meet the third Friday of each month from 1-2pm ET
   b. The Advisory Group is available to meet on Friday, April 20th from 1-2pm ET if the outline is in need of any preliminary review before hand-off on May 1st
   c. Otherwise, Friday, May 18th from 1-2pm ET will be the scheduled time for feedback