Attendees

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

Agenda

1. Feedback on Draft Outline for Guidelines
   a. Matt started the call with a thorough overview of the draft outline
   b. The following additions were encouraged:
      i. Introduction Section
         1. Katherine clarified that the audience was shaping up to be fairly diverse, including faculty who are scanning and amassing digital newspaper content in the course of their research, but that we will continue to keep the scope geared most heavily toward libraries, archives, and other cultural memory organizations, and where possible addressing opportunities and needs from commercial publishers.
      2. Bob Horton recommended that we consider grant funders as a key audience with a vested interest in applying the Guidelines to funded projects
      3. Liz Bishoff encouraged us not to gloss over the relationship of digital preservation standards, and the group agreed that this should be given preliminary treatment in the context of the essential to optimal spectrum
   ii. Background Section
      1. No major additions or changes were suggested here as of yet
   iii. Guidelines Section
      1. An “Administrative” section was added for recommending overall essential/optimal curatorial strategies
      2. The Summary Matrix listed as item xi may very well be its own Section 5 – Preservation Options. This will be a matrix per the description. Further discussion may center on making this an appendix document or a formal part of the Guidelines—needs consideration
   iv. Data Wrangling Section
      1. Frederick Zarndt alerted the group to an upcoming METS-ALTO meeting that is evaluating incorporation of user-corrected OCR (via systems like Veridian)—not yet scheduled
   v. Preservation Options
      1. See comment 2 above under Guidelines Section
Chronicles in Preservation Project
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vi. Trends Section
1. Sue Kellerman stressed the importance of accounting for the trend in the expansion of online photo archives

c. The Advisory Group agreed to spend the interim period before the next call on May 18th giving the outline some additional review—further feedback will be shared on that call

2. Additional Items Covered
   a. The group discussed the upcoming IFLA meeting in Finland, and the need to follow-up with Frederick & Sue about preparing a brief presentation or poster for that audience—Matt will schedule a time to meet
   b. Matt was joining the call from the Michigan Archives Association conference and attended some sessions on web archiving that had some interesting information of relevance to the Chronicles project—he will work to document some brief notes and follow-up items