Chronicles in Preservation Project
Staff Meeting, 04/13/12
Meeting Minutes

Attendees

1. Martin Halbert (University of North Texas)
2. Gail McMillan (Virginia Tech)
3. Mark Phillips (University of North Texas)
4. Matt Schultz (Educopia/MetaArchive)
5. Katherine Skinner (Educopia/MetaArchive)
6. Ryan Speer (Virginia Tech)

Agenda

1. Welcome our Data Researcher/Wrangler (Ryan Speer, VT)
   a. Ryan Speer introduced himself to the rest of the project staff
   b. Katherine provided a brief recap of the project research objectives—see the Grant Narrative (page 1)
   c. Ryan will be assisting Matt with project research, including follow-up interviews with content holders of repository systems and export mechanisms, as well finalizing the Standards Gap Analysis, and preparing preservation readiness plans prior to the test exchanges

2. Workplan Touchbase
   a. Matt provided a brief overview and reminder of our revised current and upcoming project phases
      i. Research Phase is now January-May 2012
         1. Outline for the Guidelines is due to the Advisory Group in May
      ii. Transition Phase is now June-October 2012
         1. First draft of the Guidelines due to the Advisory Group in September
         2. Our first full meeting to review the draft Guidelines, readiness plans, and tools development plan is now also scheduled for October
   iii. Please see the revised workplan on our project wiki at: http://metaarchive.org/neh/index.php/Main_Page#Grant_Submission_Materials

3. Programmer Hire
   a. Martin, Katherine & Matt updated the group on the challenges that they have had recruiting good candidates for the programmer hire position
      i. Primary barrier has been the temporary nature of the position
   b. Martin is communicating with the Digital Scholarship Coop (DSC) at UNT to explore the possibility of a long-term joint position that could serve this project (and the IMLS ETD Project) in the short-term and the DSC initiative more long-term
      i. Matt & Katherine will work with Martin on updating UNT HR required forms and documentation necessary for approving and posting such a position
c. More updates will be forthcoming on our next Project Staff Meeting (now scheduled for June 1st)
d. Matt turned the programmer hire conversation toward a preliminary discussion of the test ingest exchanges and the development requirements that will be needed:
   i. The discussion centered on three possible approaches:
      1. Content holders stage a subset of their collections in whatever fashion presents the least amount of effort for them—as long as it encompasses everything they see as preservation-worthy. In this scenario the preservation sites have to conform completely to the content holders’ situation.
      2. Content holders perform a bit more data wrangling by organizing collections and enriching data and metadata as needed to meet the preservation sites’ available ingest mechanisms. In this scenario the content holders just have to conform to the preservation sites’ situation.
      3. Content holders and preservation sites both conform to the optimal set standards for digital preservation data management and ingest. In this scenario both content holders and preservation sites must data wrangle and develop to more objective requirements
   ii. The project staff were unanimous in the opinion that the development requirements should consist of a combination of Options 2 & 3
      1. May want to start by experimenting with existing interoperability tools (such as BagIt) that can work for the broadest range of content holder content as it currently resides and document what digital preservation standards this approach satisfies, as well as additional areas that could be improved upon
      2. At that point both content holders and preservation sites can invest additional development into more evolved interoperability tools that can satisfy these documented improvements
   iii. Matt requested recommendations for topic discussions for the next Project Staff meeting (now scheduled for June 1st)
      1. Mark Phillips (UNT) suggested that we pull David Minor (Chronopolis) into the call to elaborate on the topic of common ingest mechanisms and data preparation—Matt will be reaching out to David ahead of the next call with that invitation

4. CNI Debrief
   a. Katherine briefly updated the group on her Chronicles presentation at CNI along with Martin & Tyler
      i. Lots of interest and requests from institutions to get involved or follow progress, even if on minor levels
      ii. An interesting use case of ad-hoc faculty scanning of newspaper content was brought forward that needs to be accounted for briefly in the Guidelines