

Present:	Lyn Hart	John Jacob	Bob Vay
Susan Catlett	David Z. Hayes	Jodi Kosti	Gary Worley
Jay Gaidmore	John Jaffe	Gail McMillan (scribe)	
Jim Gwin	Diane Jacob	Susan Riggs	

Jaffe

- Distributed agenda.
- Announced he is stepping down and David Hayes, Radford University library director, will be the chair and liaison to the VIVA Steering Committee. Jaffe will continue to participate in the VHTF during a transition period.
- Led the discussion about the IMLS grant proposal (due. Feb. 1) to digitize and provide access to Virginia's resources documenting the Struggle for Freedom.

Discussion covered:

The grant proposal will need to address issues such as preservation, intellectual property, open source, long-term access...

Intellectual property

- Each institution should deal with the IP issues per that university. For example university counsel at VT gave permission for theses and dissertations to be scanned and made available but with restrictions to its own university community.
- Perhaps we can use the Creative Commons. See <http://creativecommons.org/>
- Address the rights management with the grant. The work of getting the permissions could be funded by the grant. Some materials will be in the public domain.

Access

Some institutions only want to make snip-its available to use as enticements to bring people into the library. Others want users to have full access online. Could be urban vs. rural institutions, as well as open vs. restricted access. Our grant will attempt to accommodate each institution's goals while satisfying the granting agency that our goals are public access. Another situation might be digitizing for preservation now and provide restricted access initially, but have the goal of broadest access later.

Access management. We agreed that we must offer centralized storage and access to those institutions that want and need it. But distributed storage and access must also work, i.e., links from EADs to on- and off site resources. We expect to garner support from several universities so we can offer storage and access for those institutions that need it. Display vs. archival use could be a model for other libraries or consortia.

Training component: Bob and Bradley will distribute a draft of their ideas. We want to be sure that training covers standards and best practices for individuals scanning, but also for production scanning and quality control for larger projects.

Perhaps we will need to provide a variety of scenarios in our grant proposal, e.g., centralized digitizing or not, training or contracting for services, etc. VA has a disparity of schools and we want to be able to

include every higher education institution that is willing to provide primary source materials for digitizing and online access.

The question was raised whether VIVA would support a digital repository, which could include our project, particularly in light of its recent decision to fund multimedia collections such as films for the humanities, e.g., PBS. Without VIVA's commitment to our efforts, central storage and access is not likely to be looked on favorably by granting institutions, even if we are able to get regional institutional commitments to long term preservation.

We hope that emphasizing standards, best practices for digitizing, our model for cooperative digitizing and access, the breadth and interaction of our institutions, and the like will override VIVA's lack of technical infrastructure.

We will turn the negatives, the problems, into positives. Emphasize that we're addressing the issues: IP, standards.

Digitizing focus: we must present a compelling topic.

Discussion led to keeping the Struggle for Freedom as the umbrella but highlighting Virginia's unique role so that each institution that wishes to participate can by including from their Special Collections materials about

- Revolutionary War
- Civil War
- Massive Resistance
- Civil Rights
- Women's Rights

We can mine our institutional archives. Private universities may have different documents. We are concerned that some institutions may be sensitive about having their records on these issues made public. But our goal is to tell a whole story and present materials in context in light of the times. We are sensitive also because people are still alive who were active during Massive Resistance and the Civil Rights era.

Include as many analog formats as possible

- Publications (e.g., book scanning and OCR)
- photographs: (e.g., Desegregation in Prince Edwards Co. @ GMU)
- newspapers and news reports
- government records
 - state
 - municipalities
 - universities
- correspondence
 - official
 - personal
- audio recordings
 - tapes (e.g., oral histories)
- microforms
- reel-to-reel

VH database remains the central source of links to the next grant. All that gets digitized will have EAD finding aids. Grant participants must commit to EAD FA at some point or MARC bibliographic record, etc., where appropriate. Links to search within your institutional repository as well as VH database.

Within the grant period we will commit to Massive Resistance materials but Struggle for Freedom and VH is still the umbrella.

Digitization Training Workshop led to discussion of equipment.

Equipment: may be needed to help those who are equipment poor. Discussion led to recommending that scanning equipment would not be purchased with this grant money but rather than institutions with experience and equipment help with those that don't have it. Archival quality is what we'll seek funding for. Software and storage for digital objects will be funded.

Backup and maintenance. Institutional commitment to long-term preservation/access. IT vice presidents will need to commit for their universities and library directors will need to for VIVA if we store other institutions digital materials.

Brad and Bob will offer media standards and budget info.

Conclusion: We need to resurvey VIVA Special Collections during the next few weeks. Struggle for Freedom is umbrella theme of the grant proposal while highlighting Massive Resistance and the variety of formats to be digitized.

Subcommittee: Gail, Bob, Brad, Jodi, Susan C. Gail McMillan will put out the call for collections to be digitized again for broader VIVA SC participation. We want to know whether processed, finding aid in VH or commit to it if grant funded, etc. Will you house your own digital materials or do you need a VIVA institution to do this for you? Gail will contact subcommittee by Election or Armistice Day with the results of the resurvey.

Acknowledged the outstanding look of the new VH brochures that Gary Worley, Director of Digital Imaging at Virginia Tech printed. Many requests for additional copies. Email David Hayes telling him how you've used them, your clientele's responses to them, how your library/special collections has benefited from them, etc. so that he can request that VIVA fund additional printing. Gail will put a PDF version online.