

## InDiPres Membership Meeting Minutes

APRIL 14, 2017

- Welcome and Introductions (Weir)
  - Butler University (Franny Gaede, Janice Gustafarro, Sally Childs-Helton, Julie Miller), Columbus Indiana Architectural Archives (Tricia Gilson), Do It Best Corp (Autumn Strahammer), Indiana State Library (Connie Rendfeld), Indiana State University (Stephen Patton, Cinda May, William Knauth), Lebanon Public Library (Eric Spall), Rose-Hulman Institute of Technology (Ryan Weir), Sullivan County Public Library (Jordan Orwig)
- Approval of August 11, 2016 Membership Meeting Minutes (Gaede)
  - Eric Spall moved to accept, Ryan Weir seconded. All in favor.
- MetaArchive/InDiPres Membership Report (Rendfeld/May)
  - General News: We are officially members of MetaArchive as a collaborative membership. We run a LOCKSS server as part of the MetaArchive network. This server is at ISU and at some point, as InDiPres, we will ingest content from other MetaArchive members. This does give all of us opportunities to participate on committees, receive grants, etc. Hoping to have MetaArchive steering committee meeting in Indianapolis this year.
  - Interest from Columbus Architectural Archive, PALNI on behalf of PALNI institutions— will hit the goal of 20 institutional members. Continuing to do promotion and reach out to others.
- InDiPres LSTA Grant Update
  - Received an extension to end June 30, will be able to keep William Knauth to get more content ingested.
  - 3 Objectives
    - implement the InDiPres governance structure,
    - continue educational efforts by assisting InDiPres members with the creation of digital preservation plans and policies [Digital Preservation Policy Development Workshop held at ISL 9/15/16]
    - ingest InDiPres members' digital content into the MetaArchive Digital Preservation Network [1st ingest: 3/1/17, 2nd ingest: 3/29/17]

- InDiPres Preservation Policy Workshop
  - 13-15 people attended. Worked to focus on small, mid-size organizations and non-library organizations.
- Ingest Pathways Working Group: Guidance Document Report
  - Sent October 14, 2016. Folks involved with MetaArchive, digital preservation experts. Participants discussed and decided on ingest methods, digital content workflows. Assigned areas of focus began to work on Guidance Document.
  - Purpose of the guidance document: documentation of the work of the 16-17 InDiPres grant, one of the major deliverables for the grant. Provides education on organizing and preparing digital collections, assistance to members preparing for ingest, guide for effective ingest for future InDiPres content.
  - Organized according to InDiPres grant document guidelines: introduction, local digital collection management, digital preservation plan creation, content preparation, ingest pathways and workflows, and a technical appendix.
  - Editing schedule: First draft completed 4/13, draft will be sent out early next week to members of the working group, plan conference call about the content, comments incorporated to final draft, which will be distributed for final comments, and then finalized in mid-May.
- Report on Status of Ingest
  - Grant goals: 1 collection ingested and preserved from each member; digital preservation workflows; MetaArchive infrastructure in place and functional; technical infrastructure; Guidance Document
  - Major goal nearly reached: 11/12 members have collections preserved in MetaArchive as of April 2017, 120+ GB collection data preserved.
  - Collections largely consist of images [digitized archival material] also lots of born-digital and digitized video content. Diversity of content in the project.
  - Collection data transfer: flexible during first cycle of ingest. Have done hard drive transfer, web transfer. Plan in process to standardize this process using a web interface to avoid security issues.
  - Future collection ingest: MetaArchive infrastructure is established and functional; procedures and lines of communications reliably

transfer collection data from members; metadata and collection processing protocols are decided upon and tested; InDiPres ingest process is recorded and described in Guidance Document; grant collaboration is on track

- ? about testing getting content back out again: We have to rely on central MetaArchive organization for that process. InDiPres member institutions can have a MetaArchive account to check on collections.
- ? about documentation of “disaster planning” tests: available on website, which is being upgraded right now.
- ? about whether this was a sole preservation strategy: this is a dark archive, you still want a copy to provide access to constituents from your copy. Interest in having an open server to store copies of local content so each institution wouldn't need to maintain individual local storage.
- ? about security of a potentially open server: introduces new security questions. MetaArchive accepts encrypted files.
- Technology Committee
  - Technical Infrastructure aka Staging Server and LOCKSS Cache (Patton)
    - Web server for website being managed by Franny
    - MetaArchive LOCKSS Cache is the final destination for all of our content and content from other MetaArchive members
    - Staging platform: initially a giant NAS that went dark after things were loaded. Minimum space necessary to serve as a hot point for MetaArchive: 90 GB. But that workflow required deleting files.
    - With original LSTA grant, purchased hard drives that could be mailed to and from members. Also purchased NAS system for large video collections with 12 TB space and multiple collection points. Discussion of using this NAS as an ingest point. Now using ReadyCLOUD to create an FTP point on this system. Also portable. However, it doesn't support [Bagger](#) or [Exactly](#), so number of fault points for file corruption are increased.
- Outreach Committee
  - Website (Gaede)
    - Franny's working on the website! Update coming soon
  - Conference Presentations and Publications (Rendfeld/May)
    - Indiana Memory DPLAFest, Indianapolis, September 23, 2016

- Digital Preservation 2016, National Digital Stewardship Alliance, Milwaukee, November 10, 2016
- ILF, Indianapolis, November 10, 2016
- Forthcoming publication: “InDiPres: A Statewide Collaborative Approach to Digital Preservation.” *Digital Libraries Perspective*, 33(4) 2017.
  - Discussion about publication in open access venues
  - Proposal submission in conjunction with MetaArchive: ALCTS PARS Digital Preservation Interest Group, ALA Chicago, June 25, 2017
  - ISL wants to host webinars on digital preservation issues, also looking for guest bloggers on the Indiana State Library blog
- Nominating Committee Appointments (Weir)
  - Ryan Weir will serve as a second person for the finance committee
  - Julie has volunteered to help facilitate elections for communications officer, chair, Chair-Elect
- Open Discussion / Other Business (All)
  - Grant will continue into June, so what’s next for ingest? ISL newspapers are ready to go. Lebanon has more digitized film. Butler is interested in backing up repository content, but needs a plan for prioritization. Sullivan County has more yearbooks to ingest. Working on digitization project with Sisters of Providence.
  - Working on knowledge-sharing to make sure we can continue doing ingest once the grant ends
  - There are a few points in the process where Bagger/MetaArchive asks for a collection description, but providing that for ingest would be helpful.
  - Request for examples of what would be good to include with ingest materials: inventory sheet, file names
  - Outreach to Academic Libraries of Indiana at their Annual Meeting in May
  - Outreach to Society of Indiana Archivists and museum group
- Adjournment
  - Sally Childs-Helton moved to adjourn, Eric Spall seconded. All in favor.