

**Southeastern NY Library Resources Council  
Digital Advisory Committee Meeting Minutes  
Thursday, December 3, 2009**

**Attending Members:** Bob Clark; Laura Finkel; Jerry Henry; Tina Kiernan; Helen McClallen; Clifton Patrick; Laurie Shedrick; Susan Stessin-Cohn; Jim Cosgrove; Chris Pryslopski, Chair.

**Attending SENLYRC Staff:** Tessa Killian; Jennifer Palmentiero; John Shaloiko; Zack Spalding

**Excused:** Morgan Gwenwald; Sally Pellegrini; Helene Tieger;

**Meeting commenced at 9:30 A.M.**

**Reports/Discussion:**

- **Minutes:** Minutes from October 8, 2009 meeting approved
- **Updates and announcements concerning HRVH**
  - **HRVH Usage Statistics** – Tessa presented usage statistics for 2008-2009 including number of unique visitors and number of total visits for HRVH. She also presented stats by individual organizations for the period of July-November 2009. Zack can provide HRVH contributors with a link to view their own usage stats.
  - **Sound & Story** - There will be two focus groups conducted by Eileen McAdam: one in Elmsford on 12/11 and one at SENYLRC on 1/7. The focus groups will discuss reformatting analog oral histories to digital formats and are open to all interested parties as well as members of the Voices of the Hudson Valley Advisory Committee. The Greater Hudson Heritage Network has received grant funding to provide training on reformatting audio. The workshop series will be held in both Elmsford and at SENYLRC. The committee reiterated the importance of providing transcripts online in addition to the audio files.
  - **Mini-grants** – Senate House and Maybrook Railroad Historical Society collections are now published. Metadata creation continues at both organizations.
  - **CONTENTdm v. 5.2 upgrading plans** – Zack plans to upgrade in early February. Training on new version will happen immediately after the upgrade. The committee briefly discussed the new image viewer's limitations. Zack may install the old viewer when he upgrades if problems have not been resolved by that time.
  - **Hudson Valley Visual Arts Consortium** - The consortium submitted an IMLS grant. If they receive funding their CONTENTdm server will be hosted at SENYLRC with extra fees associated. They will receive all benefits of membership including training and support. SENYLRC is considering licensing a multi-site server to link the two sites together.

- **Book Chapter** - Jen is currently writing a chapter that, if accepted, will be published in a book tentatively titled *Digitization in the Real World: Lessons Learned from Small to Medium Sized Digitization Projects*.
  - **Intern** - Karen Shea created metadata for the Ulster County Beers Atlas, did some scanning for the Newburgh Free Library and will create metadata for 7 Sanborn maps of Cold Spring once there are digitized by Hudson Microimaging.
  - **Flickr** - SENYLRC is ready to pursue the use of Flickr for HRVH. Jerry, Tina, and Susan agreed to participate in a working group to develop policies and procedures.
  - **Bethel Woods Museum** - John and Tessa recently met with the director of the museum. He is interested in joining the council in the near term for networking purposes. He is not yet ready to digitize.
- **HRVH Historical Newspapers** - A small user study was conducted and changes were made to the site as a result. Zack showed the changes which included a new help section, additional placement of browsing and searching options with explanations. The committee suggested labeling the searching steps with “Step 1” and “Step 2” on the home page; reconciling date ranges in the various places they are mentioned; remove “all papers” from drop-down menu until there is more than one to select. Tessa will work with the Kingston Library to conduct a survey/evaluation of its use by library patrons. John and Tessa met with Ira Fusfeld, publisher of the Daily Freeman. He would like to write a story about the newspaper site.
  - **Fees/Permission policies for reproductions** - The committee discussed the various fees and permission policies organizations have for providing reproductions of items in HRVH. Some have sliding scales based on stated use of the item, others charge a flat fee. The committee suggested another Users Group meeting focus on this issue. The committee recommended that SENYLRC staff solicit current fee structures and policies from HRVH contributors and provide access to them from a central location as a resource for organizations that don't yet have policies. Policies should be accessible from each organizations HRVH “home” page and from each metadata record.
  - **Featured Item (added to agenda)** - The committee discussed linking to a “featured item” from the HRVH home page. Items for this feature will be solicited from the HRVH participants. SENYLRC staff agreed to link to a featured item on a trial basis.

**Meeting Adjourned 11:33 A.M.**