



Arca Advisory Committee Chair Agenda

Monday, November 15, 2021
10:00 AM to 11:30 AM Pacific
Virtual Meeting

In Attendance:

Camille Callison, University of the Fraser Valley, *Teaching Universities & Technical Institutions*

Gregg Currie, Selkirk College, *Rural Colleges*

Paige Hohmann, BCRDH, *Member-at-Large non-BC ELN*

Karen Meijer-Kline, KPU, *Member-at-Large*

Todd Mundle, KPU, *Chair*

Trish Rosseel, Douglas College, *Urban Colleges*

Hillary Webb, Emily Carr University of Art+Design, *Member-at-Large*

Administrative Centre:

Anita Cocchia, BC ELN Executive Director

Jane Jun, BC ELN co-op student (Recorder)

Sunni Nishimura, Arca Partnerships Coordinator

Brandon Weigel, Arca Manager

Regrets:

Richard Hayman, Mount Royal University, *Member-at-Large non-BC ELN*

Kevin Stranack, University of Northern BC, *Small Universities*

Preliminaries

The agenda was adopted as tabled.

1. Migration Update

B. Weigel provided an update on the Islandora migration. Conversations with multiple vendors confirm that a migration to Islandora 2 (previously known as Islandora 8) is a more substantive move than originally thought. Beyond the basic data migration, Arca will need to build an entirely new infrastructure, along with new maintenance processes and automation to support that infrastructure.

All vendors emphasized that a Migration Assessment project is a necessary first step. This preliminary project and report scope out all the necessary activities, metadata mapping and transformation, and architectural changes that relate to the migration.

Based on conversations with vendors and other repository managers, this sort of assessment is standard practice for migrations, and is a necessary investment which can be used as a basis for a migration regardless of which vendor does the actual

migration work. The assessment can also be used as the basis for any fundraising efforts that Arca wishes to pursue.

The proposal from discoverygarden is \$16,000 USD (approximately \$20,000 CAD). This is the lowest quote received, likely because of discoverygarden's close familiarity with Arca and its infrastructure.

The assessment can also support efforts to seek external funds to support the migration, such as innovation grants and provincial cross-sector funding. Hiring someone to assist with this exploration is recommended.

The migration assessment should take six weeks from the time it is scheduled. The timeline for the actual migration is unknown, and could only be set when the assessment is completed. However, while Drupal 7's end-of-life is November 2022, discoverygarden have indicated that they are able and willing to continue supporting Islandora 7 sites beyond that date, meaning our timelines are flexible.

MOTION: to take the necessary funds (up to \$25,000) from the 2021/22 Arca Expenditure Plan Targeted Carryforward to perform the migration assessment and the fundraising exploration

Moved: T. Rosseel

Seconded: H. Webb

The motion was carried unanimously.

A question was raised regarding DigitalBC's difficulties harvesting content in Arca. B. Weigel noted that he had met with Dan Sifton in September and helped them to optimize their harvesting processes. DigitalBC's issues with harvesting Arca are fully resolved.

2. Small Institutions Shared Site

A. Cocchia described a new initiative for Arca to support smaller BC ELN institutions. In recent years, several smaller BC ELN sites with limited content and resources expressed interest in joining Arca. These limitations preclude them from having their own full Arca site. The Admin Centre is exploring offering these organizations a single shared site, for which they would share storage and costs.

This approach is similar to the BC Historical Digitization Program site, in which multiple organizations host content in a shared environment. The first step will be to survey potential participants to understand their needs and interest. Results of the survey will inform next steps. The Admin Centre will keep the Committee updated on its progress.

3. Admin Centre Update

B. Weigel provided an update from the Admin Centre.

Recent outages

In October, Arca experienced several days of instability. This was due to a confluence of two issues: a problematic software update, and automated attacks on unprotected domains.

The latest version of Cantaloupe, an image processing service, was found to cause cascading memory leakages, which stressed the Arca servers. At the same time, automated bot attacks discovered the bcrdh.ca domain, which along with kora.kpu.ca was not part of the Cloudflare firewall implemented in 2020 due to their custom domains. The attacks coming through this unprotected avenue combined with the Cantaloupe memory leak caused frequent Fedora crashes.

After Cantaloupe was downgraded, the system became stable again. The Admin Centre is working with KORA and BCRDH to configure their Cloudflare accounts. Arca is currently running smoothly.

This incident brought to light the need for more rigorous support during the later part of the Pacific workday. BC ELN staff are checking the Arca Office email account regularly after Eastern Time hours, and processes are in place to allow staff to handle certain levels of troubleshooting during the Arca Manager's off-hours or vacations. However, it was discovered that some members have been sending support requests to personal email addresses rather than the Arca Office account, which resulted in slower responses to urgent requests. Reminders will be sent to Arca Admins indicating that support questions should come to the Arca Office email to be dealt with expediently.

Local Contexts and Traditional Knowledge Labels

B. Weigel met with the Local Contexts team about their new Hub, where researchers, institutions, and Indigenous communities can organize around digital heritage projects and create Traditional Knowledge labels and notices. The Hub's technical infrastructure, which has been in development for nearly ten years, is now fully in place, and in a stable enough state to support final development of the TK Labels badge module that Arca had begun building in 2019. The TK Labels module is functional, and will be launched once styling is finalized.

Video.js module upgrade - Subtitles Feature

B. Weigel contributed an upgrade to the Islandora Video.js Viewer, allowing it to display transcripts or subtitles when viewing Audio or Video objects that have that data. The process of getting this improvement into the core Islandora code is illustrative of Arca's situation in the current software environment: while we are

Islandora 7 “power users”, still building and improving the software, most of the community’s development work is focused on Islandora 2.0. This makes it difficult to get attention on code improvements like this, which must be approved by community members in order to become part of the core code, so developments and changes in this environment are very slow. While Arca can remain stable in Islandora 7, only after migrating to Islandora 2 will we be experiencing new and exciting changes to the software.

In response to a question about Islandora 2 features, the Admin Center will post a link about Islandora 2 with additional information accessible to the committee.

4. Partnerships Update

S. Nishimura provided an update on three Arca digitization partnerships:

National Heritage Digitization Strategy

S. Nishimura sits on the newly-formed Advisory Committee of the National Heritage Digitization Strategy (NHDS), to maintain communication channels between national heritage digitization initiatives and Arca/BC. The NHDS Executive Committee includes Jonathan Bengston (UVic, Executive Chair), Clare Appavoo (CRKN), David Alexander (Royal BC), Ry Moran (UVic), Paul Takala (Hamilton Public Library), Carole Urbain (McGill), and Leslie Weir (LAC). The Advisory Committee is made up of close to 50 volunteer members from diverse types of institution across Canada.

S. Nishimura participated in the community consultation step of the strategic planning process, which includes surveys and focus groups. BC participation was on par with Ontario and Quebec.

For the next step, the Advisory Committee will use the Consultation Report as a foundation. The NHDS Executive and Advisory Committees, as well as members of the Technical Working Group, will undergo a planning exercise to identify and validate high-level goals and priorities for an updated strategic plan. The Committees will also brainstorm potential activities and initiatives.

The Advisory Committee Terms of Reference can be found at <https://nhds.ca/nhds-advisory-committee/>.

BCHDP Support Service

The BCHDP Support Service is a direct result from S. Nishimura’s study leave work, surfacing gaps in support for small GLAM sector organizations working to bring their content online. It is a three-year pilot service in partnership with IKBLC to address some of those gaps, such as:

- Support for addressing copyright for collections
- Connecting small GLAM orgs with digitization service providers
- Support managing digitization projects and hiring digitization staff

- Assistance with completing grant applications

As with all BC ELN work, the goal is to provide equity in this area, and to leverage its expertise in project management.

Updates since March:

- Issued an Early Notice survey in order to connect with organizations intending to apply for the BCHDP grant early in the process. 54 responses were received, while 20-25 applications per year is typical.
- Hired 3 part-time students on contract to assist with support and build infrastructure.
- Actively working with 7 sites that should be ready to apply for this funding cycle.

S. Nishimura noted how this was a great learning experience for both her and the students in terms of the challenges faced by organizations trying to bring digital content online, and the opportunities for post-secondary institutions to engage with their communities and support digital content creation.

Indigitization

Indigitization is a BC-based collaborative initiative that facilitates capacity building in Indigenous information management and is a collaboration between Indigenous communities and organizations, the Irving K. Barber Learning Centre, the Museum of Anthropology, Northern BC Archives (UNBC), and Xwi7xwa Library. Indigitization joined Arca for a three-year pilot, and is providing \$10,000 per year to:

- set-up and maintain an Indigitization Arca site,
- support ingest of content, and
- provide support and training to Indigitization staff.

This partnership provides Arca with the opportunity to learn about the needs and use cases around Indigenous content, and helps us to understand how Arca can be made to be a welcoming place for Indigenous communities to host their content. Digital sovereignty is a primary concern, and Indigitization's interest in Traditional Knowledge labels and access control can inform other members as well. This functionality is of real importance to Arca partners hosting any Indigenous content, such as the BCRDH partnership with the Enowk'in Centre

Several Indigenous communities have expressed interest in the Indigitization site, and a meeting has been set with one of them to discuss their access control needs. A news release is planned for late 2021 or early 2022, once the Indigitization team have their service model in place.

There are synergies between the BCHDP Support Service and the Indigitization partnership. Some of the responses to the Early Notice survey were from Indigenous communities who were looking to digitize community content. One of these is Nuxalk Radio in Bella Coola, a project to digitize voice recordings in a

language that has only three native speakers. While that project does not meet the open access requirements of the BCHDP grants, they were connected to Indigitization. Leveraging investments made in Arca and expanding outreach and support beyond the post-secondary sector enriches the Arca repository and platform.

Clarification was sought on how TK Labels relate to access control in the Indigitization site. TK Labels are only metadata; access control is done in the normal way with Drupal controls and XACML policies.

T. Mundle thanked everyone for their reports, commenting on Arca's exciting growth and the effort being put into its infrastructure. He praised the concrete outcomes of S. Nishimura's study leave, and the work being put into providing access to materials.

5. New Business and Wrap Up

The next meeting will take place in the Spring. The Admin Centre will send a Doodle poll to select a date.