



## **Arca Advisory Committee**

Friday, November 22, 2024

11:00 AM (Pacific Time)

Online

### **In Attendance:**

Michel Castagné, Capilano University, *Member-at-Large*

Renee Chalut, Vancouver Public Library, *Member-at-Large non-BC ELN*

Paige Hohmann, UBC Okanagan, *Member-at-Large*

D. Vanessa Kam, Emily Carr University of Art+Design, *Chair*

Trish Rosseel, Douglas College

Tracey Woodburn, Coast Mountain College

### **Administrative Centre:**

Sasha Han (Recorder)

Brandon Weigel

### **Regrets:**

Camille Callison, University of the Fraser Valley

Tanya Nguyen, Athabasca University, *Member-at-Large non-BC ELN*

## **Territorial Acknowledgement**

### **1. Preliminaries: Welcome new members**

D. V. Kam introduced herself in her new role as Chair and welcomed new and returning members to the committee.

### **2. Adoption of Agenda**

B. Weigel added an item to New Business. Agenda was adopted as amended.

### **3. 2025-26 Expenditure Summary**

D. V. Kam presented a brief 2024-25 Arca Expenditure Summary.

#### *2024-25 Expenditure Summary*

- Revenues were lower than originally projected due to overestimated Storage requirements, and, therefore, Storage revenue.
- Other numbers are on target, including carryforward transfers to the Migration budget.
- Ending the year with a small carryforward of \$912.

D. V. Kam also provided an overview of the 2025-26 Arca Expenditure Plan.

### *Revenue Highlights*

- As proposed in 2023, a 5% increase to Service Support and Storage fees was applied to account for higher expenses in the new environment.
- Okanagan College is joining Arca, and their Service Support Fee is included in the plan.

### *Expenditure Highlights*

- Staffing costs are expected to be lower than in 2024-25 as Arca settles into the new environment and less intensive support is required from BC ELN staff.
- Higher vendor expenses are anticipated for discoverygarden's support in the new, more complex environment.
- Arca will transition into BC ELN's new arrangement with SFU Cloud. BC ELN pay the cost of 0.25 FTE, instead of an à-la-carte cost for servers and storage.
  - This cost is being shared between Arca and Illume, BC ELN's provincial interlibrary loan service, with Arca paying 75% (~\$27,000).
- The 2025-26 fiscal year is expected to end with a modest but healthy carryforward of ~\$3,700.

**MOTION:** To approve the Expenditure Plan as presented.

Moved: T. Woodburn

Seconded: T. Rosseel

**Motion carried.**

## **4. Migration Update**

B. Weigel shared updates on the Arca migration to Islandora 2.

### *Projected Migration Expenditure Summary*

- 2024-25 is the last year in which migration expenditures are expected
- Revenues remain unchanged, with some changes to expenditures:
  - Discoverygarden corrected an earlier omission of the Software Fee, which covers standard out-of-the-box installation configuration.
  - A change order was requested to implement a new multithreaded approach for migration, significantly reducing the time required to migrate large sites, for a total of \$4,570 (~15 hours of DGI time).
  - Additional work was required to address access control use cases.
  - DGI initially billed 83 extra hours of work on the MODS migration but after discussions regarding communication, this was reduced by 20 hours, further time savings were found elsewhere in the project plan, and a projected \$25,000 overage was avoided.
  - The Migration Assistant's workload has been reduced from 0.8 FTE to 0.5 FTE, reflecting actual time spent on migration versus other support tasks.

- This leaves \$6,000 left after all planned expenditures to be used as a buffer for any work to address unexpected migration complications.
- If any funds are left remaining once the migration is complete, they could be put towards other desirable but non-critical development.

In response to a question about whether migration expenditures are expected past the current fiscal year, B. Weigel confirmed that all sites are scheduled to be migrated before the end of March 2025 and that expenditures are not planned past that point.

#### *Migration Progress*

- Project is on track, though progress has been slower than expected.
- September: Finalized technical approach and server configuration.
- October: Completed a test migration of Douglas College data in the staging environment to finalize processes and prepare for production.
- November: Attempted the Douglas College migration to their new production site, resulting in some bugs that are currently being addressed; Arca Admin Centre received training to execute migrations independently and on site administration work, which will allow for the creation of the new training programme.
- Hours used and hours remaining are well-balanced according to the most recent update from DGI; the Admin Centre is keeping an eye out for any unexpected work and ensuring communication remains strong.

#### *Traditional Knowledge Labels Module Project*

- B. Weigel is working with a group of Computer Engineering students at the University of PEI to build a Traditional Knowledge Labels (TK Labels) module for the new Islandora.
- The students will begin working on the project in January and are expected to complete the module by the end of March.
- The module will read a Project ID from the item's metadata, query the Local Contexts Hub with that Project ID, and return any TK Labels and Notices that have been applied to the object for display in the repository.
- While the project will allow for the technical ability to display TK Labels in the new platform, it will still be up to individual Arca member sites to set up their Local Contexts Hub accounts, work with researchers to create projects for their collections, and make connections with the communities that their collections relate to.

## **5. Membership Update**

B. Weigel provided an update on Arca Membership.

In the Spring, the Arca Admin Centre met with Okanagan College to discuss their interest in joining Arca. Because it would be a new site with no materials to migrate, the

prospective local administrator was informed they would be welcome to join once the new environment is ready.

Now that the migration has progressed, Okanagan College has officially joined Arca, effective December 1<sup>st</sup>. The new Arca Admin and any staff working on their repository will be receiving training along with the first round of migrated sites.

The Arca Admin Centre continues to follow up with non-library organizations that have previously expressed interest in joining Arca, either as full members or as to the shared hub site, Loupe.

## **6. Follow-up on action items from previous meeting**

D. V. Kam provided updates on two action items from the previous Advisory Committee meeting: (1) revisions to Benefits and Responsibilities to accommodate non-library members joining Arca and Loupe, and (2) the environmental scan to determine the kinds of statistics Arca should be reporting on to communicate the health of the service.

### *Non-Library Organizations in Arca*

At the July BC ELN Steering Committee meeting, Todd Mundle, then-Chair, presented the Arca Advisory Committee's recommendation to explicitly allow non-library organizations in Arca. The Steering Committee approved the recommendation, and the Arca Admin Centre proceeded with revisions to the Arca Benefits and Responsibilities. Revisions were shared with the Advisory Committee for vote in August. The vote passed, and the new Benefits and Responsibilities are currently in effect.

### *Usage Statistics*

At the June 2024 meeting, the Arca Admin Centre asked the Advisory Committee what kinds of usage statistics should be published to indicate the health of the service to external entities. At that time, the Committee suggested an environmental scan to see what statistics are being used as indicators for other repositories. This environmental scan project has been taken up by a BC ELN student and is and is expected to be completed in December. Once the project is complete, its findings will be shared with the Committee.

## **7. BCHDP Update**

S. Han gave an update on Arca's two partnerships with the Irving K. Barber Learning Centre at the University of British Columbia:

### *BC ELN-BCHDP Support Service*

- Currently supporting prospective applicants to the 2025-26 cycle of the BC History Digitization Program with digitization project workflows and grant writing.

- Approximately 30 organizations indicated intent to apply through this year's Early Notice Survey and other channels, with 19 of those organizations receiving support of some kind from the Support Service.
- At least 5 of the supported sites have expressed interest in hosting their collections in Arca if funding is approved.

#### *BCHDP-Arca Hosting Service*

- The season of ingests is about to begin for digitization projects that were awarded funding in the 2024-25 grant cycle.
- Though the Arca Admin Centre typically begins ingest processes for BCHDP projects in early January, ingests of new collections are on hold until the BCHDP Arca child site has migrated to the new environment to ensure that metadata inconsistencies do not throw errors during the migration process.
- The Arca Admin Centre will also be contacting organizations with existing collections in the BCHDP child site to orient them to the new interface in the new year.

### **8. New Business and Wrap Up**

B. Weigel shared an update on the Islandora Foundation. B. Weigel will be representing BC ELN/Arca on the foundation's new Leadership Group. This will ensure that Arca's unique perspective and needs will be considered in all major decisions around the software, and that it remains a useful and sustainable investment for the community.

D. V. Kam thanked committee members for their participation. The next meeting will take place in the Spring before the fiscal year turnover, likely sometime in February or March. The Admin Centre will be in touch about a date in the new year.