



ARCA ADVISORY COMMITTEE

THURSDAY, MARCH 17, 2016

Thursday, March 17, 2016

1:00 PM – 2:00 PM

Via teleconference

Attending	
Caroline Daniels / KPU / DLTG Chair / Guest	James Rout / ECUAD
Kim Isaac / UFV	Debbie Schachter / DC (Chair)
Brenda Mathenia / TRU	Don Taylor / SFU
Elizabeth Padilla / BCIT	Anita Cocchia / BC ELN
Shaihida Rashid / COTR	Sunni Nishimura / BC ELN

Regrets: April Haddad / JIBC

MINUTES

D. Schachter welcomed guest C. Daniels, Chair of the Arca Discovery Layer Task Group (DLTG).

1. Adoption of agenda

The agenda was adopted as distributed.

2. Provincial Digital Library (PDL) Update

D. Schachter provided an update on the PDL. The provincial PDL Planning Committee met in-person on March 9th. She reminded the group that there are a number of post-secondary representatives sitting on the PDL Planning Committee, including from Arca:

- D. Schachter, as Chair of CPSLD
- Anita Cocchia, BC ELN
- Caroline Daniels, as President of BCLA

The Planning Committee has released the report of the November 4th meeting, along with an invitation for additional planning committee members, and a call-out for 2 new sub-committees.

The Planning Committee now includes participants from the Royal BC Museum, West Vancouver Public Library, Vancouver Public Library, and Shirley Lew of VCC. The 2 new sub-committees being formed are the Funding Committee and the Infrastructure, Architecture and Metadata Committee.

Plans are moving forward for the May 10th meeting, and a save-the-date message will be issued shortly.

3. Discovery Layer Task Group Update

C. Daniels provided an update on DLTG activities. The task group meets virtually every 2 weeks, and is close to finishing a draft of the functional requirements for the discovery layer, based on use cases. The plan is to begin shopping the functional requirements to vendors, starting with discoverygarden, as there is some indication that discoverygarden may be able to fulfill the requirements with Islandora.

If needed, the requirements will be developed into a response document to solicit proponent responses.

D. Schachter expressed the Advisory Committee's thanks to the Discovery Layer Task Group, and to C. Daniels, who exited the meeting.

4. Storage Options - Backgrounder

S. Nishimura presented a backgrounder which: 1) outlines what is currently understood about Arca's short-term and long-term storage needs; 2) presents some options for meeting storage needs; and 3) lists some next steps.

A survey of the 10 Arca participants and their anticipated storage needs reveals that the current pool of 1024 GB/1 TB will be sufficient for 2016/17. Some sites may use more than 1/10 of available space, but others will use much less, so the pool should suffice. A scalable storage solution should be in place by 2017/18, especially as more sites join Arca. As long as participating sites are mindful of the amount of space they are using in relation to others, the Admin Centre has no concerns for 2016/17.

S. Nishimura reported that discoverygarden (dgi) is in the process of reviewing its relationship with the current cloud storage provider, and is exploring other possibilities (particularly Azure Canada - Microsoft Cloud Services) that may be more sustainable. If there were to be a change in cloud storage provider initiated by dgi, which could be as soon as this May/June, they have confirmed that there would be no cost to Arca for the transition. dgi anticipates that there would be some cost savings for the future with such a move.

Based on current understandings, two possible approaches to long-term scalable storage for Arca are to: 1) continue with the OnDemand managed storage through discoverygarden; or 2) to move to locally hosted storage with a third-party provider, most likely EduCloud.

At the Admin Centre's request, dgi is currently investigating whether EduCloud can meet the technical specifications for hosting Arca. It is important to note that there would be a cost to moving from managed to locally hosted storage - the cost is not yet known. In addition, BC ELN would need to seek an institutional sponsor for EduCloud, as only legal entities may participate in EduCloud services, and BC ELN is not a legal entity. The responsibilities of an institutional sponsor would need to be clarified.

The Advisory Committee expressed its support in moving forward with the following next steps:

- Obtain a quote from dgi on the custom development required to deliver storage usage reports per site.
- Follow-up with dgi's investigation of moving to Azure in May/June 2016.
- If cost savings are realised with a move to Azure in May/June 2016, the Admin Centre will modify the expenditure plan accordingly.
- dgi to confirm that EduCloud meets the technical requirements for hosting Islandora.
- Confirm the dgi cost for moving to a third-party storage provider.

- Conduct further investigation into what would be involved in having an institutional sponsor for EduCloud.
- In preparation for 2017/18, explore models for storage allocation and cost structure.

5. Council of Prairie and Pacific University Libraries (COPPUL) Synergies

A. Cocchia reminded the Committee that at the last meeting the group expressed its support of continuing to explore the possibility of Arca-COPPUL synergies, where Arca members would have access to digital preservation services via COPPUL's Digital Preservation Network, and in exchange COPPUL members would have access to Arca services.

A. Cocchia reported on a second conversation with the Andrew Waller and Corey Davis of COPPUL. Further discussion has clarified that COPPUL is still in the process of building digital preservation services (Archivematica-as-a-Service) through its Digital Preservation Network (DPN), and is not in a position to offer the services yet. As this is the case, initially Arca services would be offered to COPPUL members, and Arca members would be offered DPN services at a later date.

A question was raised about whether opening Arca up to out-of-province libraries posed any concerns. A. Cocchia affirmed that the Ministry of Advanced Education had not expressed any concerns about the concept of BC ELN partnering with COPPUL, as it is an established, well-known organisation with existing relationships. The group affirmed that it has always been the intention to eventually open Arca up to other BC memory organisations (public libraries, museums, archives, etc.). A partnership with COPPUL for preservation services only strengthens what Arca has to offer those organisations.

The Committee expressed continued interest in moving this idea forward, and agreed that a Letter of Intent or partnership agreement between the two consortia was desirable if endorsed by both the BC ELN Steering Committee and the COPPUL Board of Directors.

ACTION: The Arca Advisory Committee will bring a recommendation to pursue an Arca-COPPUL partnership to the May 30th BC ELN Steering Committee for endorsement.

6. Draft Arca Participant Benefits & Responsibilities

The Committee reviewed a draft of the Arca Participant Benefits & Responsibilities. S. Nishimura provided context for the document:

- This document is modeled on the same approach for other BC ELN services such as AskAway and WriteAway.
- As with the other services, once finalised, the Benefits & Responsibilities will be published on the Arca website.
- Eventually the Arca Service Support Fee model will also be available on the website and linked to this document.
- It is important to have this in place for BC ELN partner library participants before we begin to work on how non-BC ELN entities might participate in Arca.

There were no changes suggested to the draft document.

L. Padilla asked about how discovery layer participants might fit into the Arca Benefits & Responsibilities. The group agreed on the need for a separate piece to address discovery layer participants, who would not necessarily be Arca participants.

In light of the COPPUL partnership discussion, the group agreed that another piece of the Benefits & Responsibilities will need to be worked out for non-BC ELN entities.

ACTION: The Admin Centre will finalise the Arca Participant Benefits & Responsibilities and will bring the final version to the Advisory Committee for approval.

ACTION: The topics of Arca Discovery Layer participant and non-BC ELN entity benefits & responsibilities will be added to future meeting agendas.

7. Admin Centre Update

S. Nishimura provided an update on Arca Admin Centre activities. Highlights included:

- 1 new site has requested to join Arca for April 1, 2016: Capilano University. The Admin Centre will work with discoverygarden to get Capilano set up and trained. An announcement will be sent out once the new sites are live.
- With Capilano University joining, the number of 2016/17 Arca participants is 11, bringing the 2016/17 Service Support Fee down to \$5,787 per site.
- B. Weigel has implemented usage statistics modules on the main Arca site that include a real-time usage map showing where in the world items in the repository are being downloaded and viewed. Instructions have been sent out to the Arca sites on implementing this for individual sites, and online training sessions will also be scheduled.
- On March 14th, the Admin Centre was invited to speak about Arca to the LIBR 551: Library Systems and Automation class at UBC iSchool. Students were very interested in the fact that so much momentum is building in the province around Islandora. The Admin Centre is looking into the possibility of making a Virtual Machine instance of Arca available for SLAIS students to learn on.

8. New business

B. Mathenia shared that on March 17th TRU officially launched Arca to its campus community.

9. Next meeting

Next meeting is May 19th, 2016 at 1:00 PM.