



**ARCA ADVISORY COMMITTEE
THURSDAY MAY 4, 2017**

1:00 – 2:00 PM
Via teleconference

Attendees:	
April Haddad / JIBC	Debbie Schachter / DC (Chair)
Brenda Mathenia / TRU	
Shahida Rashid / COTR	Anita Cocchia / BC ELN
James Rout / BCIT	Sunni Nishimura / BC ELN (Recorder)

Regrets: Kim Isaac / UFV; Don Taylor / SFU

Minutes

1. Adoption of agenda

Agenda was adopted with no new business.

2. Arca Service Support & Storage Cost Sharing Approach

The current Arca Service Support Fee was established at the launch of the service, when there were only 7 early adopters. The service has now doubled to 14 participating sites, differing in size and type. Some sites have uploaded large collections and are requesting the use of more storage space, while others are using less than 1 GB. The Advisory Committee reviewed and discussed three possible options for an alternative service support fee model:

- *Option 1: Flat Fee* - Continue with current flat fee where all costs, including all storage, are shared equally among all participants.
- *Option 2: Hybrid* - Share operating costs (including a basic amount of storage) equally among participating sites, but charge for additional storage at vendor rates.
- *Option 3: Minimum Service Support Fee* - Determine a minimum service support fee (including a base amount of storage), with additional storage available at different levels for set costs that are not directly tied to the vendor's charge for storage.

After discussion, committee members agreed that no additional options were required, and that more information about each option was needed, including examples of high storage use and low storage use. The Committee also requested that the Admin Centre provide a recommendation with rationale.

ACTION: The Admin Centre will provide more detailed examples for each of the three options and bring them back to the Advisory Committee at the next meeting.

3. BC Digital Library Update (BCDL)

A. Cocchia provided an update on the BC Digital Library.

- Information can be found on the BCDL website currently hosted on BCLA website <<https://bclaconnect.ca/provincial-digital-library-pdl/>> as well as in regularly issued Communiqués.
- The BCDL Steering Committee and its Admin Team have developed Steering Committee Terms of Reference to refine its purpose/membership.
- A BCDL prototype/proof of concept of the technical infrastructure was developed and demonstrated at the April 2017 BC Library Conference. Attendees were able to see how the BCDL is able to harvest and display records from diverse sectors across the province.
- At the conference session, members of the museums, archives and public library communities spoke about the importance of digital libraries to their communities. The Chair of the Library and Archives Canada (LAC) National Heritage Digitization Strategy Steering Committee, Sandra Singh, spoke about LAC's national strategy and intent to leverage local initiatives.
- Next steps for the Steering Committee include moving the prototype to production, determining how to continue partnering with Our Digital World (Ontario), alignment with LAC, developing project sustainability, metadata standards, and how the spoke and hub model will work.

4. Admin Centre Update

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

- *Growing Collections:* Arca now holds over 27,000 objects in 174 collections. Douglas College and UFV have seen particularly large increases as they have ingested newspaper collections.
- *Migration to Amazon Web Services hosting:* discoverygarden made the decision to migrate the Arca Islandora installation to Amazon Web Services Canada servers as soon as they became available early this year to mitigate performance and reliability issues with CloudA hosting. The migration was done at no charge to Arca, a testament to the healthy partnership between BC ELN and discoverygarden. The migration has made a big difference to how fast Arca loads and displays.
- *Possible SFU hosting:* Exploratory talks were held with SFU's Chief Information Officer regarding the possibility of hosting Arca at SFU's Data Centre. This partnership would reduce costs, leverage existing infrastructure, and provide a sustainable, scalable storage solution for Arca.
- *Partnerships:*
 - The Admin Centre provided an Arca demo session for COPPUL libraries; Brandon University has expressed interest in joining Arca and is seeking funding.
 - Ontario College Library Services (OCLS), a consortium of Ontario college libraries, requested assistance from the Arca Admin Centre to migrate their III Vital repository to Islandora. This experience helped to enhance the Admin Centre's technical expertise in several key areas, which will save time and resources in the future when other BC repositories are migrated to Arca

- *Server architecture upgrade:* Facilitated by discoverygarden, Arca partnered with the Washington Research Libraries Consortium and the University of Missouri to fund the development of an architecture upgrade to improve the performance of multi-site Islandora installations. This partnership provided a precedent for future development partnerships that can significantly bring down development costs.
- *Staffing Update:* Sadly Brandon Weigel, Arca's technical lead, will be moving back to Ontario this summer. He will continue to provide Arca technical support remotely for the time being.

5. New Business - There was no new business.

6. Next Meeting

There was agreement that a meeting during the summer was not necessary. The Admin Centre will send out a Doodle poll for a meeting in September.