



**ARCA ADVISORY COMMITTEE  
THURSDAY NOVEMBER 19, 2015**

**Meeting Minutes**

Thursday November 19, 2015  
1:00PM – 2:00PM  
Via teleconference

Attending:	
April Haddad / Justice Institute of BC	Debbie Schachter / Douglas College (Chair)
Kim Isaac / University of the Fraser Valley	Don Taylor / Simon Fraser University
Brenda Mathenia / TRU	
Elizabeth Padilla / BCIT	Anita Cocchia / BC ELN
Shahida Rashid / College of the Rockies	Sunni Nishimura / BC ELN
James Rout / Emily Carr University of Art + Design	Cristen Polley / BC ELN (Recorder)

**1. Adoption of agenda**

No new business. The agenda was adopted as distributed.

**2. Call-out for New Arca Participants**

D. Schachter discussed the call-out for new Arca participants. The following approach was suggested: issue an invitation to all BC ELN partner library directors; if new sites confirm they want to join by mid-December, they have the option to start February 1, 2016 at the earliest but later if they want; offer a pro-rated service support fee, dependent on the number of new sites, for the remaining months of 2015/16.

A clarification was made that the timespan for the annual support fee is the fiscal year.

All Arca Advisory Committee members will decide how to approach a cautionary model for storage. Storage for the next year or so is sufficient, with a terabyte of storage shared among sites.

**ACTION (Admin Centre):** Issue invitation to new participants by mid-December.

### **3. Discovery Layer Task Group (DLTG) – Update**

L. Padilla provided an update on the Arca DLTG's first meeting on November 17<sup>th</sup>. The DLTG will be working on their draft Terms of Reference (TOR), which will be brought to the Arca Advisory Committee. At the meeting, questions were raised about the goals, scope, and timeline of the TOR, the scope of the discovery layer, and the need for common terminology and definitions. There were questions about how to be inclusive of cross-sector partners (e.g. K-12, public, regional), how the discovery layer will be funded in the future, and its intended users. The need to build requirements around functionality was also discussed. The DLTG will meet once a week.

S. Nishimura clarified that the DLTG is focused on building a discovery layer for post-secondary digital repositories, while keeping the door open for future possibilities of cross-sector discovery.

A. Cocchia clarified that late spring is the target date for a recommendation for the discovery layer.

K. Isaac extended thanks to those on the DLTG.

### **4. Provincial Digital Library (PDL) – Update**

A. Cocchia provided an update on the PDL. At the last BC ELN Steering Committee meeting, there was a decision to form a BC ELN PDL Task Group. This task group will explore what the post-secondary sector can bring to the PDL. A. Cocchia reminded the Arca Advisory Committee of the cross-sector group that is discussing the PDL at a provincial level. This group was responsible for the November 4<sup>th</sup> PDL meeting at the Vancouver Public Library. D. Schachter provided a summary of the meeting. There was representation from diverse sectors (e.g. public and academic libraries, K-12, archives, museums) and different perspectives about what the PDL could be. Many of the questions were similar to those of the DLTG: content types, metadata, storage, harvesting, standards, users, funding, etc. The general tone of the meeting was optimistic.

A report of the November 4<sup>th</sup> meeting will be released. There will be a follow-up meeting with broader participation.

### **5. Arca Admin Centre – Update**

S. Nishimura debriefed on the soft and hard launch of Arca. On October 19<sup>th</sup>, Arca was soft launched to BC ELN partner libraries. The Admin Centre received feedback on searching and usability and in response made small changes. On October 28<sup>th</sup>, Arca was hard launched with a communiqué that was sent to the BCLA listserv, the Consortia Canada listserv, BCcampus, and AVED and was posted on the BC ELN website and in BC ELN's Connect e-newsletter. The launch received national attention, as CARL (Canadian Association of Research Libraries) and discoverygarden tweeted it. The Admin Centre received positive feedback on the logo and the website. The launch generated interest among other BC ELN sites that plan to approach their administration about participating in the digital repository. The Admin Centre is developing promotional tools for libraries to use when announcing their Arca repository to their institutions.

S. Nishimura reviewed the updated BC IR Network Implementation Plan (renamed the Arca Implementation Plan) and noted that Phase 2: Pilot Implementation Phase (April 2015 – Fall 2015) is

nearly complete. Phase 3: Discovery Layer Phase (Summer 2015 – Spring 2016) will be updated as the Arca DLTG begins work.

Appreciation was expressed for the clarity and organization of the Implementation Plan.

S. Nishimura discussed the storage cost sharing background. Storage options are being investigated and a background document on storage options is planned for the next meeting. J. Rout mentioned that EduCloud and discoverygarden changed their pricing.

S. Nishimura provided a summary of the Islandora in-person training day on October 28<sup>th</sup> in Vancouver offered by Mark Leggott of discoverygarden. 13 of 18 attendees were from Arca early adopters sites, and most sites sent at least two people. Overall, it was a very useful training day that covered the basics. S. Nishimura has surveyed early adopters to find out their training needs and will prepare remote training in the coming weeks.

BC ELN has agreed to host an Islandora iCamp in August 2016 in the Lower Mainland. iCamp is a 2-3 day training event that provides in-depth hands-on training for both IR coordinators and developers. It will be an opportunity for new IR coordinators to receive training, for in-depth training on advanced functionality, and to meet other Islandora users in the province.

A. Cocchia discussed a cost savings analysis for the Administrative Service Delivery Transformation (ASDT) initiative. ASDT requested a cost savings analysis for the Arca project for 2014/15 and 2015/16. The Admin Centre will submit it by the end of the month. The cost savings analysis will compare consortial implementation of Islandora with a standalone implementation of Islandora, rather than with other standalone solutions. Once the cost savings analysis is complete, it will be shared with the Arca Advisory Committee and more broadly to show cost benefits for participating and prospective sites.

## 6. New Business

No new business.

## 7. Next Meeting

The Admin Centre requested to move the meeting to every second month instead of every month.

**ACTION (Admin Centre):** The Admin Centre will send out confirmation of standing meeting dates for the new year.

Confirmed time and date for the next meetings:

- Thursday, December 10 at 1:00PM [**UPDATE: Dec 10 meeting cancelled**]
- Thursday, January 21, 2016 at 1:00 PM