

**MINUTES OF THE BC IR NETWORK ADVISORY COMMITTEE
MONDAY, MAY 11, 2015**

10:00 AM – 11:00 AM
Via teleconference

Committee Members:

Attending	
April Haddad / Justice Institute of BC	Don Taylor / Simon Fraser University
Kim Isaac / University of the Fraser Valley	
Brenda Mathenia / TRU	Anita Cocchia / BC ELN
Shaihida Rashid / College of the Rockies	Sunni Nishimura / BC ELN
Debbie Schachter / Douglas College	Brandon Weigel / BC ELN (Recorder)

Regrets: James Rout / Emily Carr University of Art + Design; Elizabeth Padilla / BCIT

1. BC IR Network Branding Concepts

A. Cocchia introduced a document produced by the BC ELN Office, containing possible names for the BC IR Network as well as potential colours and other branding elements. The Committee discussed the names presented, and selected two candidates to be elaborated on further: Arca and Trove.

The Committee generally liked the colours proposed for Arca, but wished to see more options for both of the names.

ACTION (Office): Further develop the concepts, colours, and taglines for Arca and Trove

ACTION (Office): Create an electronic poll for the Advisory Committee to vote on a final selection

2. Admin Centre Update

A. Cocchia and S. Nishimura delivered an update from the Admin Centre on the following points:

The contract with discoverygarden (DGI) has been signed as of April 21, after proceeding through SFU procurement and risk management processes. The first invoice has been paid.

Once the contract was signed, the BC ELN Office held a kick-off meeting with the DGI Solution Architect, Nigel, who will set up the repository. The following items arose from the meeting:

- DGI needs URLs for the repository, to set up the system architecture and give each site its own URL

- DGI has provided an implementation checklist and documentation, which the Admin Centre will process and send to the Implementation Working Group
- The Admin Centre will coordinate communication with the Nigel, to make the most of his limited time on this project

A call-out for members of an Implementation Working Group, consisting of members from seven early adopter sites and three from sites with existing IRs, was sent to all IR contacts at BC ELN partner libraries and library directors. The Committee reviewed the names put forward. It was decided that the working group should be limited to ten people, with no site represented more than once.

The Committee then discussed the purpose of the Working Group. The group will focus on the following items:

- Policy recommendations (provincial-level vs. institutional level)
- Content defaults (e.g. key metadata fields)
- Search default settings
- Content for static pages, including header and footer, front page
- Analyzing needs for educational and promotional tools

QUESTION: Where does the implementation checklist come from? Is it appropriate to a consortial system?

ANSWER: The checklist is a standard one developed by DGI. It appears to have all the required elements for our purposes, and DGI has worked with consortia before.

QUESTION: Has DGI received the needs assessment surveys?

ANSWER: The Admin Centre is collating data from the surveys to simplify and clarify before sending it to DGI.

QUESTION: How will the project scope be kept in check and timelines on track?

ANSWER: The implementation working group will make recommendations, but final decisions will come from the Advisory Committee.

QUESTION: If individual sites want specific extra features, will those come at their own expense?

ANSWER: Many modules for different functions and content types already exist for Islandora, so nearly any requirement an institution might have has likely already been built. But any additional pieces that are not required by the group as a whole can be paid for separately by individual sites.

3. Next meeting

The next meetings will take place at 1:00 PM on June 18, July 30, and August 20.

The Admin Centre will send a Doodle poll to decide on meeting dates for the Fall term.

ACTION (Office): Send a Doodle poll for Fall meeting dates.