

# Minutes of the MOBIUS Digitization Committee

March 7, 2022 11:00AM, via Zoom

Members Present

* Donna Bacon, MOBIUS
* Adrienne Detwiler, MOBIUS
* Davina Harrison, Missouri Botanical Garden
* Paul Huffman, Lindenwood University
* Emily Jaycox, Missouri History Museum
* Craig Kubic, Southwestern Baptist Theological Seminary
* Debra Loguda-Summers, A.T. Still University
* Sarah Messimer, Goldfarb School of Nursing
* Sarah Smith, St. Louis Community College

Members Absent

* Rebecca Hamlett, William Jewell College
* Samantha Perkins, Missouri Valley College
* Steven Pryor, Missouri Botanical Garden
* Jessica Vest, Northwest Missouri State University

Meeting Minutes

1. Old Business
	* The extension we requested for the grant application was denied. Emily finished writing the grant and submitted it on time.
	* The vendors did not have enough turnaround time and are backlogged with previous requests, so we did not get any bids.
	* Instead the grant application focused on digitization activities that will help us set up for year 3, including training and best practices and III data services for loading metadata.
	* In previous discussions there were questions about the legality of posting student images online and also about university risk tolerance. We hope to get guidance from NEDCC to help libraries define their policies about whether their materials should remain in an institutional repository or be made public.
	* $28,000 of the grant request was for Innovative data services to have metadata loaded for these 9 libraries:
		1. 920 pages - Crowder College yearbook
		2. 18,000 pages - Westminster College yearbook
		3. 10,770 pages - Columbia College yearbook
		4. 14,000 pages - Evangel University course catalogs
		5. 14,065 pages - University of Health Sciences yearbook
		6. 25,000 pages - William Jewell student newspaper in print
		7. 4528 pages - Drury University student newspaper (hard copy, 1950s-1970s. Earlier issues were deemed
		8. too fragile to travel.)
		9. 15,072 Rockhurst University - student newspaper on microfilm
		10. 5700 pages - Truman State University - student newspaper on micro
	* We will need to start with MARC to prepare the digital record (without the digital image).
	* There was discussion about how the libraries would keep track and link the metadata and the image data streams. A spreadsheet will likely be needed.
	* Collections will need to be kept suppressed or inactive until they are complete (not accessible by global view).
	* The 9 libraries may not have the time or staff to prepare the metadata, even with a specific template.
	* We discussed hiring a student or students to go to each library to work on page counts and metadata. This would be different from the grant we submitted. We could possibly submit an amendment.
	* The student(s) would be hired as hourly or paid a stipend and travel expenses.
	* MOBIUS is the fiscal agent so the student stipend would have to come through MOBIUS.
	* We discussed whether we should find other vendors to work with, or get on a waiting list.
	* By summer, we should reach out to the vendors and find out how much of a backlog they have and how much time they need in advance.
	* Adrienne is checking to see how much space we have used for Vital. We originally purchased 1 terabyte.
	* Emily is planning to do a session at the MOBIUS conference.
2. New Business
3. Next Meeting
4. Minutes submitted by Adrienne Detwiler