

# Minutes of the MOBIUS Digitization Committee

Dec. 15, 2021 2:00 PM to 3:00PM, via Zoom

Members Present

* Donna Bacon, MOBIUS
* Adrienne Detwiler, MOBIUS
* Rebecca Hamlett, William Jewell College
* Davina Harrison, Missouri Botanical Garden
* Emily Jaycox, Missouri History Museum
* Craig Kubic, Southwestern Baptist Theological Seminary
* Debra Loguda-Summers, A.T. Still University
* Sarah Messimer, Goldfarb School of Nursing
* Samantha Perkins, Missouri Valley College
* Sarah Smith, St. Louis Community College
* Jessica Vest, Northwest Missouri State University

Members Absent

* Paul Huffman, Lindenwood University
* Steven Pryor, Missouri Botanical Garden

Meeting Minutes

1. Old Business
	* The committee reviewed the Draft Guidelines for Vendors document, including list of specifications and questions. The document lists standards and guiding principles.
	* The resolution is listed as 400-dpi but that might vary depending on the content.
	* 400-dpi is the minimum for OCR.
	* Added a question about chain-of-custody for source materials (question 19).
	* Changed IT compliance question to include accessibility requirements (question 17).
	* We should expect follow up questions from the State Library about the letter of intent late this week or early next week. We should wait to contact vendors until we get his response.
	* Privacy of information needs to be a stipulation in the contract. In the RFP there should be a statement that confidentiality of users is protected.
	* The deadline for contacting vendors is currently January 7th. Since we will not be getting feedback until next week, we should push the deadline back until January 14th.
	* Added a statement to the draft guidelines that content may not be distributed by anyone but us (number 7 under Standards).
	* Survey about technical standards was discussed. Possible survey questions to the participating libraries should include preferred format, output, preferences, external drive, additional considerations, and possibly an initial paragraph summarizing what we are planning to send to the vendors. Also, whether the libraries agree to send their materials out and how (courier?).
	* Emily can help write the RFP.
	* Emily will be the contact for Microtek. The old standards from 2008 are still being used. We will share the link for the 2008 standards.
	* The capacity for Vital was discussed. We currently have 1T of storage for everyone to share and can purchase additional storage. Will additional storage be requested as part of this grant? How much we will need depends on the standards (400-dpi vs 600-dpi file size).
	* We may need to ask Innovative about storage capacity and metadata creation. How much can be embedded? Can it be done at a vendor level?
	* Vendors may have a certain way they want materials packed (updated questions 14 and 19 to include packaging).
	* Emily will summarize the survey questions by the end of the week.
	* Vendor information: Rebecca posted contact information for Microtek and Cintrex AV, however Cintrex focuses only on AV, so we may not want to go in that direction.
2. New Business
3. Next Meeting
4. Minutes submitted by Adrienne Detwiler