

# Minutes of the MOBIUS Digitization Committee

Sep 22, 2021 11:00 AM to 12:00PM, via Zoom

Members Present

* Debra Loguda-Summers, A.T. Still University
* Rebecca van Kniest, Fontbonne University
* Rebecca Hamlett, William Jewell College
* Davina Harrison, Missouri Botanical Garden
* Emily Jaycox, Missouri History Museum
* Steven Pryor, University of Missouri-Columbia
* Jessica Vest, Northwest Missouri State University
* Adrienne Detwiler, MOBIUS
* Donna Bacon, MOBIUS

Members Absent

* Sarah Smith, St. Louis Community College

Guests or Proxies Present

* Levi Culliver, Missouri History Museum

Meeting Minutes

1. Old Business
* The Letter of Intent for the LSTA grant is due in December. The grant application deadline is February 15, 2022.
* We have ten libraries who would like assistance with outsourcing digitization. We need to get three quotes. We only have two types of materials (microfilm and bound print materials). The questions will lean more towards questions for the vendors: capabilities, quality control, and delivery of output. We can use the industry standards and guidelines.
* Do we want to only contact vendors in the state, to save money on transportation? Newspaper digitization would be Vital-ready but is not the same standard that State Historical Society uses. Can we do both? If SHS will archive digitization and we could also have what we need for Vital, it would cost more but would be a good investment. Emily will talk to SHS to see if that offer that, and what it would cost.
* Three possible vendors would be American Micro (Kansas City), State Historical Society, and Microtek (St. Louis). Image capture is cheaper to make microfilm and then digitize from the microfilm. For libraries without microfilm, the State Library might be receptive to a grant proposal that includes the creation of microfilm, if the vendor recommends it.
* We can talk to the vendors and get the paperwork and then move forward. Rebecca Van Kniest will get information from Microtek. Rebecca Hamlett will get information from American Micro. Emily Jaycox will talk to Matt Butler to see if State Historical Society is allowed to be included as a vendor. Rebecca Van Kniest will fill out the forms with the vendors. Specific page counts will need to be supplied by some libraries.
* We have the quote from NEDCC for training and mentoring. Donna will share the quote with the group. We need to agree on the parameters of what we want from them. Emily will review the contract. We need to submit it with the grant.
* We can’t get the quote from Innovative for loading the data into Vital until we know exactly how much data we are digitizing, which will be at the end of the process.
* We will set up a Basecamp for storing documents for this round of the project.
* Emily reported that they are still exploring steps for having Iowa join Missouri Hub. They have talked to DPLA. They have not run into any barriers yet. They might possibly be onboarding by 2023.
1. New Business
2. Next Meeting
3. Minutes submitted by Adrienne Detwiler