

# Minutes of the MOBIUS Digitization Committee

August 15, 2022 11:00AM, via Zoom

Members Present

* Donna Bacon, MOBIUS
* Adrienne Detwiler, MOBIUS
* Davina Harrison, St. Louis Community College
* Paul Huffman, Lindenwood University
* Sarah Messimer, Goldfarb School of Nursing
* Samantha Perkins, Missouri Valley College

Members Absent

* Rebecca Hamlett, William Jewell College
* Craig Kubic, Southwestern Baptist Theological Seminary
* Steven Pryor, University of Missouri
* Sarah Smith, St. Louis Community College

**Guests or Proxies Present**

* Eli Boyne, NEDCC

Meeting Minutes

1. Introductions
	* Davina introduced herself as the new chair of the committee. She has been at St. Louis Community College for 3 months. Before that she worked in digitization and cataloging at Missouri Botanical Garden. Davina also worked with ContentDM at Webster and was on the committee that selected Vital. She worked on the DPLA project committee for 3 years and is the current chair.
2. Old Business
	* Grant progress: Interns have been hired to survey collections that the participating libraries wanted to have digitized. This is mainly course catalogs, newspapers, and yearbooks. The student workers are filling out a metadata template created by Emily Jaycox.
	* Crowder is done and Drury will be done as of August 15th.
	* Evangel is in progress. Amy Carr is the student working on those materials.
	* Columbia College is in progress. Skip Smale-Murillo is the student working on their materials.
	* Eli Boyne from NEDCC (Northeast Document Conservation Center) is presenting a series of training sessions on such topics as drafting policies for digitization, privacy, and acknowledging copyright.
	* NEDCC is also working with MOBIUS on a series of study guides. Participants are given evaluation surveys to determine what was beneficial. In September, study guide #2 will be released, which will be about administrative buy-in for digitization.
	* NEDCC also did a kickoff survey and meeting on May 26th to find out what participants were hoping to learn over the next year.
	* There will be an NEDCC training on August 22nd about building policy drafts.
3. New Business
	* Our Vital contract will be expiring in 2023. Omeka might be an option instead of Vital.
	* Logan's digital archives site is using a plug-in called Issuu:
		1. The URL for the site is <https://libguides.logan.edu/archives>
	* We need feedback from libraries using Vital. Yearbooks and newsletters seem to be what most sites are interested in digitizing. We might send out a new survey to see if digitization needs have changed and if they like Vital or not.
	* 3 libraries have dropped out of Vital - Rockhurst, Culver-Stockton, and Cottey.
	* Donna mentioned libraries were originally looking for an institutional repository. We need to survey again to see if this is still the case.
	* There was an 8% increase in cost for Vital which MOBIUS did not pass on to the libraries. Donna is concerned about the price going forward especially if we are no longer Innovative customers.
	* MOBIUS has more IT staff now to handle open-source software, and we already host Omeka, but we can't have something labor-intensive.
	* The content on Vital would need to be migrated. Samantha Perkins mentioned they would like something more user-friendly, but they do not want to lose any work.
	* This is a good time to look at other systems as we are moving to FOLIO and we have more staff than we did 3 years ago.
	* FOLIO does not currently have a repository or digitization platform in production, but they may have a special interest group.
	* We might consider sending two surveys: one for libraries using Vital, and the other would be to collect information about what the libraries would like to have digitized and goals. Davina would like to have the surveys created within the next few weeks.
	* Some libraries use student workers for digitizing materials but some have other priorities or not enough staff/students to work on digitization projects. We should consider getting interns from library school who might be interested in a practicum. Eli shared some best practices for internships:
		1. <https://www2.archivists.org/standards/best-practices-for-internships-as-a-component-of-graduate-archival-education>
4. Minutes submitted by Adrienne Detwiler