

# Minutes of the MOBIUS Digitization Committee

December 7, 2022 10:00AM, via Zoom

Members Present

* Donna Bacon, MOBIUS
* Adrienne Detwiler, MOBIUS
* Rebecca Hamlett, William Jewell College
* Davina Harrison, St. Louis Community College
* Paul Huffman, Lindenwood University
* Craig Kubic, Southwestern Baptist Theological Seminary
* Samantha Perkins, Missouri Valley College
* Steven Pryor, University of Missouri-Columbia

Members Absent

* Sarah Messimer, Goldfarb School of Nursing
* Sarah Smith, St. Louis Community College

**Guests or Proxies Present**

* Eli Boyne, NEDCC

Meeting Minutes

1. Old Business
	* The interns are still collecting metadata and page counts for newspapers at Columbia College and Truman. They have a deadline of February 1st. The metadata spreadsheets are being stored in the MOBIUS data archive. The current grant period will be ending in March.
	* NEDCC has provided two study guides so far, the first on digital preservation policy and the second on building campus support and advocacy for digital preservation. The next study guide will be focusing on planning for digital preservation. The study guide will be sent out in January and the third (and last) discussion session will be in February. One possibility might be to cover tools such as the digital preservation calculator, and also workflows and storage requirements.
	* The results of the digitization survey sent out in October show that the major roadblocks to digitization projects are lack of funds and lack of staff time. For the sites that are using Vital, about half are satisfied with the product. When the contract is up we might consider finding another product. Photographs were the leading type of material that sites would like to digitize, followed by newspapers and newsletters.
	* The committee discussed options for replacing Vital:
		1. Omeka is good for storing photographs and short pamphlets and could be a possibility for replacing Vital if MOBIUS would be willing to host.
		2. Vital was chosen as a digital repository and we would need to find a product that can store text documents such as theses. The Vital contract is up in August 2023 and we will not be migrated to FOLIO by then, so FOLIO is not an option.
		3. If the Vital contract were renewed for one year, everyone would have to agree to pay the additional cost.
		4. We would need to investigate whether metadata from large text files in Vital could be loaded into Sierra. Exporting and importing to multiple systems could be problematic and it might be best to make a decision to stay with Vital or migrate to one product that meets everyone’s needs.
		5. Some other options are:
			1. Digital Commons
			<https://blog.digitalcommonwealth.org/?p=2949>
			2. DSpace
			3. Omeka
			4. PastPerfect
			5. ArchivesSpace
			6. Proficio
			<https://rediscoverysoftware.com>
			7. CuadraStar
			<https://lucidea.com/cuadrastar-skca/>
			8. ContentDM
			9. Islandora
		6. As Truman has a large digital collection, Davina will follow up with Annie Moots and see if she has any suggestions. Davina will also talk to Buddy Pennington at UMKC.
		7. Donna feels it would be best to move towards open source as long as the product does not require a lot of IT support. MOBIUS currently hosts Omeka for UMKC. If we host Omeka S, we might be able to absorb the cost. Donna will talk to Blake.
		8. MU is using DSpace for their institutional repository. The platform supports PDF and text documents and is open source, but running it requires experience. MU contracts for support. They have also used Digital Commons and Islandora. Islandora also requires some experience to support it.
		9. Eli sent a comparison article:
		<https://www.researchgate.net/publication/247933909_Comparing_Open_Source_Digital_Library_Software>
		10. Dspace 7 might be easier to host as it will have functions that can be changed without needing a developer to change the code. Davina will contact DSpace with a list of questions. DSpace 7 does have support for enabling inline image viewers (currently users have to click a download link to access files):
		<https://demo7.dspace.org/communities/143cf13c-15a0-4aae-b81d-541396c6c2d3>
		11. We currently have 23 Vital participants. Paul offered to reach out to Digital Commons to negotiate pricing, but the libraries may not be able to pay more. Many are having trouble paying the $1200 they currently pay for Vital.
2. New Business
	* We need to send out requests for bids for digitizing materials for next year’s grant. The metadata has been collected, but the digitization will still need to be outsourced to a vendor.
	* American Micro was one of the vendors we looked at during the last grant cycle. American Micro charged $50 if they picked up the materials, but it was free if we transport the materials there ourselves. We were only looking at vendors in Missouri where we could coordinate transport of the materials (possibly with the courier) and mitigate some of the cost.
	* Samantha Perkins will look for vendors who will outsource scanning and put together a spreadsheet of vendors in the Midwest (Missouri and surrounding states). We will need multiple quotes for the grant.
3. Minutes submitted by Adrienne Detwiler