

To: Catholic Research Resources Alliance (CRRA) Board <CRRA-L@listserv.nd.edu>

Date: July 2, 2008 ; Revised July 8, 2008

Time: 1 – 2 pm EDT (Noon to 1 pm CDT; 10 – 11 am PDT)

Location: Call: 800-834-4871: when prompted enter code “7236”

Participants: Artemis Kirk, Tom Leonhardt, Tim Meagher, Kim Kelley, Bob O’Neill, Ed Starkey, Jennifer Younger

Not able to join: Howard McGinn, Janice Simmons-Welburn

AGENDA & NOTES for July 2, 2008

1. Agenda review

2. Action item: Approve *CRRA Board Agenda & Notes Feb. 4, 2008* document.

Participants will read and send revisions to Jennifer. She will incorporate revisions and distribute a final version to the Board as the approved notes.

3. Action item: Approve sending invitations to selected Catholic libraries (who are planning to, or might, submit proposals in response to CLIR’s request for proposals on *Cataloging Hidden Special Collections and Archives* with due date of Sept. 2, 2008) to contribute their metadata to the portal. ND would provide these libraries with information about the portal for use in their proposal: scope of Catholic research resources portal, current content, technical approach, training & local instructions, etc.

Board members support opening the Catholic portal for this purpose and approved in principle doing so. Board members identified concerns and questions about how to do so as stated below. Jennifer agreed to draft an invitation for Board review and approval.

- CLIR’s emphasis on collaborative endeavors gives a context for defining common interests, inviting selected libraries to contribute metadata appropriate to parameters of the Catholic portal and showcasing the potential of the Catholic portal as a collaborative endeavor.
- We will maintain the focus on rare, unique and infrequently held Catholic research resources.
- This will be a limited “next phase” of expansion, not yet a general call.
- CRRA may become an ancillary partner in the proposals submitted by individual libraries or archives.
- A decision is needed on whether to require CRRA membership and/or a fee for submission of metadata to the portal. The Bylaws might offer some clarification.
- A decision on what would be required from a contributing library for continuing maintenance of metadata by the portal.

- Marquette will be submitting a proposal to catalog archival collections relating to Jesuits and Indians. Although not yet defined, Catholic intends to submit a proposal

4. Review Team Catholic Portal at ND proposed activities and financial needs (notes follow)

- We agreed a digital archivist would consult with current participants on getting their metadata onto the portal as well as advance portal development.
- We need additional capacity to help the Digital Access Committee (and the Board) advance the development of the portal in several areas: 1) defining the premier search experience for scholars which includes defining if the portal should be a repository for content as well as metadata; 2) understanding the challenges of and making the transition from the “simple Dublin Core” approach to an EAD, MARC, etc. approach, and 3) writing instructions & best practices for local institutional metadata records to be contributed to the portal so that these metadata records will support the desired search experience and be harvestable, loadable or ingestible by the portal.
- Also, the digital archivist is needed for assistance to the ND Team Catholic Portal which has committed to developing, maintaining & populating the portal.

5. Action item: Approve use of CRRA funds to hire digital archivist

The Board approved in principle. Jennifer agreed to draft a statement covering the points below for Board approval. Discussion brought out that we need to define the relationship between CRRA and ND as it relates to hiring this person. Jennifer anticipates hiring someone as an ND library employee. As part of “excellence in mission,” the ND Hesburgh Libraries will cover benefits and provide other support, e.g., computer, email, supervision, etc. as is usual for new hires.

6. Review status of CRRA funds and fundraising (notes follow)

Discussion brought out the following points and actions.

- Jennifer will send out a report on contributions to date to the CRRA Fund and a blank invoice to each library for contributions for FY 08/09, defined for now as July 1 – June 30 fiscal year, by the end of July 2008.
- A reaffirmation that each founding institution defines its own contribution level.
- It is time to solicit ACCU members. Jennifer & Ed will follow up on this immediately with Mary Lyons in the next two months. As part of this, Jennifer & Ed will draft a one page pitch to go out to the CRRA Board for advice and subsequently, for use in discussion with Mary Lyons (and as the ACCU Board might request, with Dick Yanikoski) on getting financial support from ACCU members. One option is to propose a sliding scale of commitment from each institution pitched directly to the ACCU institution presidents. We didn't decide on the method, but we agreed it was time to approach the presidents directly and to use our CRRA Leadership Council members to do so (with our help of course).

- **Additional note: We will need to keep the ACCU member library directors informed of fundraising solicitations that might go directly to their presidents.**

7. Discuss next steps in resolving the major issues identified in February 2008
 Question: How much value are we getting from EAD finding aids in the absence of consistent coding and a common style sheet? (*Questions about EAD and Searching*, Matt Blessing & Janice Simmons-Welburn, included in Feb. 4, 2008 Board agenda)

- Appropriate & useful interface for search and display desired by scholars
- Local instructions needed for adding metadata to portal to ensure desired results for searching and display, e.g., display of “holding unit,” application of EAD finding aids by each institution, etc.
- The portal is a repository of metadata content for content in all formats. The CRRA Board agreed in February to stay open to being a repository of digital content as well and this has to be factored into the above.

Time ran out before we addressed this topic. Tim, Bob, Kim and Jennifer agreed that this is critically important. Jennifer will discuss with Tom the feasibility of an August or September meeting of the Digital Access Committee, or a subgroup. Tim said he would solicit input on what makes a premier search experience from the scholars earlier identified as good candidates for the Scholars Advisory Committee. He would ask them to try out the portal, give ideas on what they want and identify other models or portals they have found useful. Jennifer & Tom will write something Tim can use in soliciting input.

8. Action item: decide on holding CRRA Board and Committee meeting in fall

Time ran out before we addressed this topic. Jennifer will pursue via email to the Board.

Location: San Diego, Washington DC, or Milwaukee?

Dates: Early October

Who: Board of Directors? All committees?

 Background notes for agenda items

4. ND Team Catholic Portal proposed activities and financial needs

- ND Team Catholic Portal would hire & host a digital archivist
- Digital archivist would create documentation on adding records to the portal, provide training to contributors as needed, assist in testing, etc.
- Estimate \$80K for one year salary and benefits
- CRRA fund has \$46K as of June 30, 2008
- ND will provide hardware/software support & staff time/expertise for portal development & maintenance (both test & production modes)

- No University overhead needed

6. Status of CRRA funds and fund raising

- CRRA fund has \$46K as of June 30, 2008
- Lilly Endowment “cannot address in a systematic or equitable fashion, the massive need to advance access to library and archival collections in the way you propose”
- From Feb. 4, 2008 meeting: Plan C: Seek funds from Catholic philanthropies (Kathleen Mahoney, Humanitas Foundation, at ACCU meeting, Tim knows Kathleen Mahoney, but primarily Catholic hospitals and medical care) which could involve inviting another university library to join the CRRA – Bob volunteered to call Ty once we see what Lilly says – if it has close ties to a funding opportunity
- Solicitation to ACCU institutions: Ed & Jennifer will follow up with Mary Lyons (current ACCU Board chair and president of San Diego) and Dick Yanikoski in September

9. Update on web site maintenance: www.catholicresearch.net

- As requested by Board, earlier version of site reinstalled but some participants’ holdings not showing (BC)
- Eric has written programs for ingesting EAD files, MARC records and data keyed into an online form; need testing and use
- Mike McLane sent final version of Bylaws; will be posted in August
- Tab for Leadership Council added
- Other update of names, etc. to be done in August