



**ARCA ADMINISTRATORS MEETING
FRIDAY, MAY 19, 2017**

10:00 AM –11:00 AM
Online via Adobe Connect

To connect to the meeting:
<http://ac-connect.bccampus.ca/arcaadmins/>
Fill in your name to enter as a guest
Use a microphone headset

POSSIBLE ATTENDEES:

Serena Ableson / Camosun College	James MacDonald / University of Northern BC
Michel Castagne / Capilano University	Kim Stathers / University of Northern BC (Recorder)
Carly Diab / Emily Carr University of Art + Design	Qinqin Zhang / Trinity Western University
April Haddad / JIBC	Brandon Weigel / BC ELN

Agenda

1. Tutorial on compound objects (Carly Diab)
2. Discussion of proposed new Solr fields
3. Discussion of metadata policy for alternative forms of name
4. Controlled path for submission agreements
5. Update on Arca service
6. New Business
7. Next Meeting

Tutorial on compound objects

- ECUAD is using compound objects for graduate theses
- Objects part of the compound group are displayed in the sidebar
- Make sure you have the following enabled:
 - Structure > Blocks
 - Second sidebar – Islandora compound object navigation
 - Collection Policy: include Islandora Compound Object Model
- Process:
 - Ingest multiple items first separately like you would normally



- In the collection that will hold your compound object, Manage and Add an object
- Choose Islandora Compound Object Model
- Add your metadata and ingest
- Once ingested, manage the object and go to the "Compound" tab
- Add Child objects to the item: type the objects' PIDs
- Go into the reorder tab to set which object displays first
- Save it
- Configure the Compound Object Solution Pack to set whether compound object children are individually browsable/searchable.

Proposed new Solr fields

- Two new Solr fields were proposed, but the group as a whole does not identify a need for them
 - Camosun: Additional names (mods:name/mods:etal)
 - TWU: Names identified with custom roles (mods:name/mods:description)
- Cost to commission new Solr fields is high, so group need must affect decision
 - Camosun and TWU invited to follow up with Arca office individually about possible next steps

Metadata Policy

- Discussion: What to do when you have different forms of name?
 - This is particularly an issue with a person who has a common English name and an indigenous name
 - Currently using parentheses now as a workaround
 - Options discussed:
 - Use the most common form of name; create a Person object with more detailed information about the person
 - Add the other name in a note field
 - Add the other name in the "etal" element
- Suggestion: in Cataloguing practice, use the most commonly-used name for the "Name" entry. Additional names are added as a note entry in MARC field 7XX.
- ACTION (Office): Look at official MARC to MODS crosswalk to see where these fit.



- ACTION (All): Choose the creator's most commonly-used name for the namePart elements.

Submission Agreements

- On the Thesis form, agreement was to create a required field: "I have read and agree to the submission agreement". However, there is no link to an agreement on the form.
- Question: Has anyone set up a hosted formal submission agreement for their institution?
 - UNBC has a formal agreement, but don't do self-submission of thesis
 - TWU is doing self-submission; some other sites are interested
- General agreement that this field should remain on the form
- Proposal:
 - Create a link in that field, to your institution's submission agreement
 - Each institution to have a page on the same path (/submission-agreement) where their own agreement will be available
 - Each page can be unique; only the path is shared
 - Result: YES
- ACTION (All): Create a page at (yoursite.arcabc.ca)/submission-agreement with your agreement or a link to it.
- ACTION (Office): Update the Thesis form to include the link.

Update on Arca Service

- Migration to Amazon Web Services
 - Migration completed, some hiccups, but resolved quickly
 - Administrators – Please note any speed issues and where/when they occur
- Drupal Filter fix:
 - Issue discovered when Find Replace module caused a Solr crash
 - Drupal filter is now fixed, so now the Find Replace module will work
 - Notes on Find/Replace:
 - Needs more documentation
 - When selecting text to replace, its editing the XML itself, you can search for the full tag and edit the whole tag line
- DataCite account that allows us to assign a DOI to an object
 - Manage an object and go to DOI tab



- DOI is useful for any kind of object, not just theses
- Does the DOI module allow batch registration? Believe so, but requires investigation.
- ACTION (Office): Send the group contact information for DataCite; institutions can sign an agreement with them, which will allow DOI minting at their sites.
- Downloadable Datastreams Module
 - New and improved!

Questions

- How are people doing backups?
 - DiscoveryGarden takes daily snapshots taken of the entire server and each snapshot is held for a year
- ISO 639 Languages
 - No way of automatically translating the ISO 639 language codes to human readable words—just use text field instead
- PDF.js viewer: Can the viewing window be resized?
 - Should be able to do that with CSS injector