Arca Admininstrators Meeting
May 18, 2018
11:00 AM PDT

Bronwyn Krause / Selkirk College	Qinqin Zhang / Trinity Western University
Caitlin Miller/ College of the Rockies	Christine-Louise Dujmovich / JIBC
Gretchen Goertz / Douglas College	Allison Sullivan / Langara College
Karen Meijer Kline / Kwantlen Polytechnic University	Kathy Gaynor / Thompson Rivers University (Recorder)
Ken Laing / Selkirk College	Paige Hohman / UBC Okanagan
Kim Stathers / University of Northern BC	Brandon Weigel / BC ELN

1. **Rights Statements and Creative Commons Licenses**
   - Rights Statement and Creative Commons fields are now in all shared ingest forms. The goal is to have all items in Arca have explicit rights statements.
   - For admins who have not yet contacted the Arca Office about updating existing content, Brandon can bulk edit metadata; please contact him.
   - Forms now contain three accessCondition elements with different purposes: Rights Statement, Use and Reproduction, and Creative Commons. The "Use and Reproduction" field is a free text field that can be used to provide more detail and to identify certain conditions not explicitly described by the Rights Statement.
   - Those libraries using batch ingests should contact Brandon to ensure that the batch is mapped properly.
   - If you aren't sure about an object's usage rights, a Rights Statement can and should still be applied: "Copyright Not Evaluated" lets users know that the review has not been done, and it can be updated in the future.
   - As far as license jurisdiction is concerned, default in the past has been Canadian, but International is the preferred practice among IRs.

2. **Migration Update**
   - SFU and discoverygarden are working on migrating Arca, which now houses 3.5 terabytes of data, to a new, faster, and more reliable server.
   - Once everything is tested by discoverygarden and the Admin Centre, Arca administrators will be contacted and asked to go into their instance of Arca and verify that everything is working: check video players, book views, displays, etc.
   - Once Brandon hears that everything is running as expected, he will change the DNS settings and we go live again. Please halt all ingestion and Arca administrative work until the migration is completed.

3. **Streaming videos**
   - If you are hosting video content on an external server and wish to stream it through your Arca installation, the Streaming Media solution pack is working, but is limited in its functionality.
   - The Streaming Media SP requires a link directly to the media file – and that does not work with McIntyre Media.
   - Brandon will be working on ways to make streaming work for all sites. Stay tuned.

4. **Date formats**
   - In order to adhere to standards and aid in harvesting of Arca materials in Google Scholar and other harvesters (such as the BC Digital Library), all dates must be consistently formatted: numerical YYYY-MM-DD.
   - Many objects in Arca are not correctly formatted, and are therefore not visible or cannot be processed by harvesters, nor by date faceting in searches.
   - There is a wide range of types of errors. Work to fix those errors must be done on the local side and cannot be fixed via a script at ELN. But the Office can help to identify objects that need attention and can help simplify the editing process.
   - Objects with only a month and year, it should be "YYYY-MM". Objects where you can only estimate the year can have attributes to qualify the entry.
   - All Arca Admins agreed that date correction needs to be a priority for Arca sites, and all agreed that summer time was the ideal time to get this project completed.
   - Brandon will send out a list of objects that need to be fixed, and guidelines for how to accomplish this relatively easily/quickly.

5. **Research Posters**
   - Discussion about ingesting research posters and which ingest form to use.
   - Arca sites are typically using the Citation ingest form or the Thesis ingest form.
   - Note difference between Ingest Forms and Metadata Display Profiles:
     - The Metadata Display is where you control which Solr fields display metadata when viewing objects with a given content model.
     - Ingest Forms only generate metadata; they have no bearing on how metadata is displayed.
     - See the Useful Solr Fields guide in the Arca support site for help choosing the fields for metadata display (at https://arca.bcelnapps.ca/documentation)
   - Research posters may also be compound objects, or children of compound objects. There is a video available in the support site demonstrating how to make and use Compound Objects.