



ARCA ADMINISTRATORS MEETING FRIDAY, OCTOBER 21, 2016

1:00 PM –2:30 PM
Online via Adobe Connect

Meeting recording link:
<http://ac-connect.bccampus.ca/p41bzeI0og/>

ATTENDEES:

Gregg Currie / Selkirk College	Brenda Philip / UFV
Gretchen Goertz / Douglas College	Qinqin Zhang / TWU
April Haddad / JIBC	Danuta Zwierciadlowski / ECUAD
Caitlin Miller/ College of the Rockies	Sunni Nishimura / BC ELN
	Brandon Weigel / BC ELN

Regrets: Serena Ableson / Camosun College; Tania Alekson / Capilano University; Christine-Louise Dujmovich / JIBC; Kathy Gaynor / Thompson Rivers University; James MacDonald / University of Northern BC

Meeting Notes

1. No additions to the agenda.
2. Items for decision
 - a. Enhancement Process
 - i. Professional services hours are limited, especially as new sites come on
 - ii. Brandon can do some enhancements, but not all
 - iii. In order to prioritise, we need a process.
 - iv. Suggested enhancement process document was discussed; available here: <http://urls.bcelnapps.ca/arcaenhancements>
 - v. **DECISION:** The proposed enhancement process was adopted. Voting will occur every 6 months but enhancement requests can be submitted anytime throughout the year.
 - vi. **ACTION:** Arca Office will write up enhancement steps and post on website, and will figure out voting tools etc. and come back to Admins if more questions before launching enhancement process.
 - vii. Related news about possible mechanism for crowdfunding Islandora development:
 1. Arca Office is working with the Islandora Foundation on a mechanism for smaller Islandora sites to combine funding for specific pieces of development. The IF would collect funds and hire a developer to do the enhancement.

2. This crowdfunding mechanism hasn't yet been approved by the IF, but if/when it is, it could be an important way for Arca to be able to work with other Islandora sites on development, resulting in more improvements at a lower cost to Arca sites. If Arca does not pursue the particular enhancement that a site wants, individual Arca sites could also choose to use the crowdfunding mechanism to share development costs with interested Islandora sites outside of Arca.

b. Images and Rights Management

- i. An Arca site user asked how to download a whole large image from an Arca repository. There isn't presently a way to do that in Arca - the Large Image viewer only allows download of cropped sections of an image.
- ii. Group discussed whether image download should be possible. It was agreed that more time was needed for each site to consider, so the topic was tabled for next meeting. Things for sites to consider when deciding whether download is desirable:
 1. User expectations might be that if an image is in the open access repository, full image is downloadable.
 2. Which datastream should be downloadable? The full-size, high quality TIFF, or a medium-sized JPG?
 3. If only certain images can't be downloaded, or images in certain collections, then default could be that all images are downloadable with XACML restrictions for particular objects.
 4. If downloads are allowed, a "download" link will need to be added.
 5. What does the submission agreement say about downloads? Arca Submission Agreement template allows for downloads, but individual sites may have different agreements/language.
 6. How should we assign Rights information when ingesting objects?
 - a. Easiest would be drop-down menu for the copyright entry box and the rights data boxes in the forms (i.e. common language entries); this makes it possible to facet by Rights.
 - b. Controlled vocabulary could be Creative Commons or Rightsstatements.org
 7. How should we display access Information? Some examples:
 - a. UBC just provides a Rights field and a Rights URI:
<https://open.library.ubc.ca/cIRcle/collections/undergraduateresearch/52966/items/1.0300378>

- b. SFU provides customised language:
<http://digital.lib.sfu.ca/art-1037/women-garden>

8. Should we take this same approach for objects other than images?

- iii. **ACTION:** Arca sites to review image rights management options and prepare to discuss/make decisions at November meeting.

c. Possible Change to Thesis Form

- i. Suggestion from TWU to change current Thesis Form
- ii. Group discussed several options, and decided on the following:
 - 1. Remove multiple Name fieldsets for Thesis Advisor, Committee Member etc., replace with a single Name fieldset, with a drop-down menu of controlled vocabulary (MARC Relator) for Role.
 - 2. Eliminating the current multiple fields approach would reduce the number of empty Name fields in the dc.contributor field (that is, Name fields with no names in them that still exist because of the roleTerm in the form). However, it could possibly result in some ingest missing certain metadata because it is not explicitly asked for.
- iii. Remember that changing the way a form is formatted does not have any effect on how metadata is displayed.
- iv. Making this change to the Thesis form will not fix empty fields showing in current objects; it will only fix any objects that are ingested going forward.
- v. **ACTION:** Brandon will make changes to Thesis Form and let all sites know when he is ready to replicate it out to all sites. Let Office know if planning to ingest using Thesis Form.

d. Support Site Documentation Approach

- i. Office asked group about how Google docs are handled on the Arca Admins Support Site. Group is happy with current practice, but additional keywords to facilitate use of the site search would help.
- ii. **ACTION:** Arca Office will add additional keywords to the documentation description fields on the website.

3. Items for discussion

- a. Sunni demoed the Twitterbot Brandon developed over the summer - tweets random content from the repository every three hours and displays images (if available). It could be useful for promotional purposes - let the Office know if you'd like one for your site.

- b. Arca story link: please use the "Submit Your Arca Story" link on the Arca Admin Support Site to share any stories, quotes, etc. from faculty or library staff that we could use for Arca communications pieces e.g. Actions & Achievements annual report.

4. Next Meeting - November 18, 2016 @ 1 PM Pacific