



**ARCA ADMINISTRATORS MEETING
FRIDAY, APRIL 15, 2016**

1:00 - 2:00 PM

Online via Adobe Connect

Meeting recording: <http://ac-connect.bccampus.ca/p76rhdibv9d/>

ATTENDEES:

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| Gregg Currie / Selkirk College | Cortney Newton / College of the Rockies |
| Christine-Louise Dujmovich / Justice Institute of BC | |
| Kathy Gaynor / Thompson Rivers University | Brandon Weigel / BC ELN |
| Gretchen Goertz / Douglas College (Recorder) | Sunni Nishimura / BC ELN |

Regrets: Serena Ableson / Camosun College; Ted Goshaluk / Trinity Western University; James MacDonald / University of Northern BC; Brenda Philip / University of the Fraser Valley; Hillary Webb / Emily Carr University or Art + Design

Notes

1. Adoption of agenda
 - a. Won't hold the Arca Admins meeting and the Arca Hour on the same day in future!
 - b. Addition of Round table, time permitting
2. Action Items from Last Meeting
 - a. Tabled to next meeting when James may be able to report back on LDAP integration and DOI minting
3. ORCID IDs
 - a. ORCID IDs identify individuals rather than articles, tagged to a person, scholar / researcher and will link back to them via ORCID. Powerful tool, question is: are we interested in pursuing using them as a best practice? Some other benefits: it allows interesting things in scholar profiles, such as a link to the ORCID site that can connect to all scholar-produced material even outside of Arca objects. Also very useful for metrics!
 - b. The group agrees to adopt ORCID IDs for scholar profiles as a best practice.

ACTION Sunni and Brandon will update the "Arca Ingest Manual" to recommend using ORCID ID in the scholar's Identifier field.

Sunni suggests that admins can ask/promote to faculty to gauge if they are interested.
 - c. Only one Identifier field exists in the Scholar MADS form. The recommendation is to put the ORCID ID there.

- d. If you have a unique identifier assigned to a scholar already you would have to change that to the ORCID ID – however, the new Find/Replace module makes this easy.
- e. Find/Replace module:
 - i. Allows mass updates to metadata records via the Islandora user interface, but limited to simple text search/replace (no wildcards or variables)
 - ii. Extremely dangerous if done incorrectly.
 - iii. Recommended to approach Brandon for help if wanting to use it (for example, updating scholar identifiers to ORCID)

4. Self-submission workflow

- a. Looked at Arca Self-submission Workflow mock-up Google doc available in Arca Admins Google shared space: <http://bit.ly/1RZGOOI>
- b. Sunni demos mockup self-submission page. Uses Simple Workflow module, which keeps user submissions unpublished until reviewed by an administrator.
- c. You can create a link on your site allowing people to submit, either creating a basic page with submission instructions and links, or a menu link going directly to the ingest form.
- d. Suggested procedure:
 - i. Create a temporary collection for self-submissions
 - ii. Create simplified forms for the Thesis and Citation content models (and any other content models you want to set up for self-submission), with only basic fields for submitters to fill out
 - iii. Create a basic page with submission instructions, and links to the ingestion process for the temporary collections
- e. After submissions are collected, repository staff can go to Islandora → Islandora Utility Modules → Simple Workflow Objects to see all submissions, review and edit metadata, and publish to the desired collection.
- f. Recommended that users should have to log in before submitting – otherwise the repository becomes a spam nightmare.
- g. Possible login methods (up to individual libraries to choose which is best for them):
 - i. Users create accounts: low barrier, but an open invitation to spambots, which leads to lots of administrative work filtering legitimate account requests from spam ones
 - ii. Library creates accounts for users individually (on request?): This is SFU's process. Higher barrier, but allows for conversations with submitters before they submit – a good thing.
 - iii. LDAP integration: Lower barrier to entry, less work to manage accounts, but requires working with IT to set up.

- h. Group liked the idea of an email notification to faculty when item has been published to the repository. **ACTION: Brandon will investigate if this is possible and report back to group.**
 - i. **ACTION: Sunni and Brandon will provide instructions in the "Arca Configuration for New Sites" documentation and support for sites that wish to implement a self-submission process.**
- 5. No new business; no time for roundtable
 - 6. Next Meeting - Friday, May 20th 1:00 PM