



Arca Advisory Committee

Monday, June 6, 2022
10:00 AM to 11:30 AM (Pacific Time)
Virtual Meeting

In Attendance:

Camille Callison, University of the Fraser Valley, *Teaching Universities*
Gregg Currie, Selkirk College, *Rural Colleges*
April Haddad, Justice Institute of BC, *Urban Colleges (Alternate)*
Richard Hayman, Mount Royal University, *Member-at-Large non-BC ELN*
Paige Hohmann, BCRDH, *Member-at-Large non-BC ELN*
Karen Meijer-Kline, KPU, *Member-at-Large*
Todd Mundle, KPU, *Chair*
Hillary Webb, Emily Carr University of Art+Design, *Member-at-Large*

Administrative Centre:

Anita Cocchia, BC ELN Executive Director
Sasha Gaylie, BC ELN Student Librarian (Recorder)
Leah Hopton, BC ELN Communications Manager
Brandon Weigel, Arca Manager

Regrets:

Trish Rosseel, Douglas College, *Urban Colleges*
Kevin Stranack, University of Northern BC, *Small Universities*

1. Adoption of Agenda

The agenda was adopted as tabled.

2. Expenditure Plan 2022/23

A. Cocchia presented an overview of the 2022/23 Arca Expenditure Plan and Expenditure Summary for 2021/22.

Revenue Highlights

- The year started with a carryforward of approximately \$25,000, reflecting last year's decision to build funds for the upcoming migration to Islandora 2.
- The BC ELN Contribution remains stable at \$10,000 in recognition of the challenges libraries continue to face due to the pandemic.
- The Member Service Support Fee for 2022/23 has increased by 3%, as per the virtual discussion in April 2022, and includes two recent Arca joins: Yukon University and Indigitization.

Expenditure Highlights

- Staffing and Coordination Infrastructure costs include student time to support Arca work.
- Hiring for an external migration funding exploration was approved last fiscal; will happen after the Migration Assessment Report from discoverygarden has been received.
- \$3,000 budgeted for administration/governance as an in-person meeting is anticipated sometime this year.
- The contract for vendor support continues from last year, with a small increase budgeted for possible unforeseen work.
- SFU Cloud infrastructure costs hold steady, with any cost increases related mainly to increases in storage.
- The anticipated carryforward for 2023/24 is \$43,230, which will be set aside for Islandora 2 migration.

There was a question regarding support from the Irving K. Barber Learning Centre related to the BCHDP-Arca partnerships, and whether this support is reflected in the expenditure plan. A. Cocchia clarified that the funds from IKBLC were part of BC ELN's budget, with a portion of the funds then being directed to Arca to cover any hosting costs.

MOTION: To endorse the 2022/23 Expenditure Plan as presented.

Moved: C. Callison

Seconded: A. Haddad

Motion carried.

3. Migration Update

B. Weigel provided an update on the planned migration to Islandora 2. Discoverygarden began their migration assessment project on April 1st. While the project has progressed more slowly than expected, Arca is comfortably within reasonable timelines for migration, as the Drupal 7 end-of-life has been extended yet again into 2023.

Key points from ongoing discussions with discoverygarden regarding metadata, theming, and infrastructure:

- Arca's metadata is better-structured than most Islandora sites, which will be a big factor in keeping costs low.
- Conversations will be needed among Arca Admins about how much configuration to standardize, which impacts how much maintenance can be automated, which affects ongoing costs. Most current processes should translate well to the new infrastructure.
- Larger technical questions, such as whether to use Fedora as part of the new system, remain open; an analysis will be included in the assessment report.

Once the report has been received, the Arca Office will work with discoverygarden on revisions. The final version will then be shared with the Committee along with an executive summary.

4. Small Institutions Shared Site: Recommendation

B. Weigel updated the committee on the results of the Arca Interest Survey that was circulated in March 2022. The survey revealed that there is a community of BC ELN partner libraries in need of a repository who lack either the resources or sufficient content to have their own Arca site. Four partners in particular – Acsenda School of Management, College of New Caledonia, Nicola Valley Institute of Technology, and North Island College – expressed interest in participating in a shared site if affordable options were made available.

The recommendation includes:

- Storage starting at 50 GB; sites may add additional storage at Arca member rates.
- Shared site participants will have limited permissions, related mainly to ingesting content and editing objects or collections. Theming and site configuration will be managed by the Arca Office.
- Each participant will have its own namespace, which will enable storage tracking, and allow for easy migration to a full member site should the participant choose to do so in the future.
- The support fee will be set at \$2,000, which the four prospective libraries indicated was in their expected range.

In response to a question about the definition of a “small site”, it was clarified that an institution’s FTE is less of a factor than the institution’s resources and collections.

MOTION: To move forward with creating a new shared Arca repository with the structure and fees outlined in the Recommendation.

Moved: G. Currie

Seconded: C. Callison

Motion carried.

5. Terms of Reference Refresh

L. Hopton walked the committee through a series of suggested changes to the Arca Advisory Committee Terms of Reference (TOR). This is part of a wider update project for all BC ELN service areas, to ensure that advisory committee TORs are consistent with one another, and to further clarify their responsibilities and processes.

After hearing the suggested changes, the committee discussed and agreed on the following amendments:

- that the introductory sentence describing the Arca service be more inclusive of new partner organizations that are (1) outside of the academic sphere, and (2) outside of BC, and
- that language be added to clarify quorum for committee meeting attendance, mirroring the section in the BC ELN Steering Committee TOR that sets quorum at 60% of voting members.

This discussion prompted a question on Indigenous representation on BC ELN advisory committees. Acknowledging the new partnership with Indigitization and recent work in Arca on Traditional Knowledge Labels, it was suggested that guaranteed Indigenous representation on the Advisory Committee be drafted into the TOR. There was support expressed for this idea, and questions arose surrounding how to appropriately introduce this requirement.

Given the complexity surrounding this proposal, T. Mundle recommended postponing any motions on the TOR draft until the Fall meeting, to allow time for necessary revisions and to prepare for a more fulsome conversation on membership.

ACTION (L. Hopton): Amend the TOR with the additional changes and add language about Indigenous representation. This new draft will be brought forward at the Fall meeting.

6. Service Update

B. Weigel and S. Gaylie provided several Arca service updates.

Arca Service

Yukon University joined Arca in March and, having recently completed training, plan to ingest content soon. Indigitization have their site built and configured, have undergone training, and are now ingesting content.

Indigitization's first collection began as a student assignment, hosted in the *ubcischool* repository. The collection has since been migrated into the Indigitization repository. Planning and consultation in advance with the Arca Office made between sites straightforward, and the approach can serve as a model for future collaborative projects.

BC ELN recently facilitated the digitization of a book on the First Nations House of Learning as part of X̱wi7̱wa Library's 30th anniversary collection. This object will soon be hosted in the Indigitization Arca site as well.

Arca Partnerships

S. Gaylie gave an overview of recent Arca Partnerships activity, which is covered in further detail in the Arca Partnerships Impact Report for 2021. These are

centred around BC ELN's work with the Irving K. Barber Learning Centre and the BC History Digitization Program.

The BCHDP Support Service is in the second year of its three-year pilot. The first year of the service was highly successful. Of the 54 respondents to the Early Notice survey in July 2021, the BCHDP Support Service team worked with 27 organizations to determine eligibility. This resulted in nine supported grant applications submitted for the 2022/23 BCHDP grant cycle. Of those nine, eight applications were successful and several of these applicants will be hosting content in Arca.

The BCHDP Arca Hosting Service is in the second year of a five-year agreement, following a highly successful three-year pilot from 2018 to 2021. There are currently collections from 13 organizations in the BCHDP Arca child site, with more grant-funded content on the way later this year from the 2022/23 cycle.

Work on Arca Partnerships is expected to continue generating lots of innovation in Arca, benefiting all Arca partners. This includes exploration of oral histories functionality and approaches to inclusive language.

7. New Business

There was no new business.

8. Next Meeting

T. Mundle thanked the committee for their participation. The next meeting will take place in the Fall.