



## **Arca Advisory Committee**

Wednesday, June 19, 2024

10:00 AM (Pacific Time)

Online: <https://sfu.zoom.us/j/8747831348>

### **In Attendance:**

Camille Callison, University of the Fraser Valley

Michel Castagné, Capilano University, *Member-at-Large*

Renee Chalut, Vancouver Public Library, *Member-at-Large non-BC ELN*

Adam Cohen, Mount Royal University, *Member-at-Large non-BC ELN (Alternate)*

MJ D'Elia, UBC Okanagan

Todd Mundle, Kwantlen Polytechnic University, *Chair*

Trish Rosseel, Douglas College

Hillary Webb, Emily Carr University of Art+Design, *Member-at-Large*

### **Administrative Centre:**

Sasha Han (Recorder)

Brandon Weigel

### **Regrets:**

Marc D'Avernas, Mount Royal University, *Member-at-Large non-BC ELN*

## **1. Adoption of Agenda**

The agenda was adopted as circulated.

## **2. 2023-24 Expenditure Summary**

T. Mundle shared summaries of the Arca Operations expenditures and Arca Migration expenditures.

### *Operations Expenditures*

There were higher revenues than anticipated, as Indigitization paid their 2022-23 membership fee in the 2023-24 fiscal year. There were also significantly lower expenditures than expected due to several factors, including an agreement with SFU Cloud Services to keep costs static until 2024-25, as well as more tasks like new site deployments being completed in-house. This led to a higher-than-expected carryforward, which will be allocated to the Arca migration.

### *Migration Expenditures*

Though the start of the migration was delayed, BC ELN requested to pay discoverygarden (DGI) the majority of costs upfront in order to meet the Capital

Funding requirement to spend the majority of the funds in the first year. The Migration Fund from 2022-23 was transferred to the 2023-24 Migration Budget year, and the carryforward from 2023-24 operations was transferred to 2024-25. First-year expenditures are lower than planned due to a number of factors, including a later-than-expected start date for the Arca Migration Specialist position, leading to a larger carryforward for 2024-25. The originally anticipated shortfall of \$47,000 has thus been eliminated entirely.

**MOTION:** To approve the Arca Operations Expenditure Summary 2023/24 and Arca Migration Expenditure Summary 2023/24 as presented.

Moved: T. Rosseel  
Seconded: H. Webb

**Motion carried.**

### **3. Non-Library Organizations in Arca and Loupe**

B. Weigel presented a recommendation to expand Arca's scope to allow non-library organizations to become full members or participate in the shared Loupe site.

The recommendation included the following context:

- Arca does not formally restrict the types of organizations that can participate in the service, but has traditionally worked primarily with libraries.
- Current Benefits and Responsibilities require that potential partners be a BC ELN Partner Library OR belong to a consortium or organization with an existing relationship and signed Letter of Understanding with BC ELN.
- Arca has a history of expanding its scope to embrace partners from external organizations, which has been to the benefit of the wider Arca community of practice.

The Committee responded positively to the recommendation, and T. Rosseel noted that this work would align closely with the key directions in the BC ELN Strategic Framework.

In response to a question about the impact of this sort of expansion on BC ELN/Arca Administrative Centre workload, B. Weigel noted that while there is capacity to support some additional sites at current staffing levels, clear revisions to the Benefits and Responsibilities and progressive onboarding would mitigate any serious workload impacts. He further noted that the new platform's firmer metadata requirements and any potential revenue from new members may also alleviate any potential staffing burden on the Admin Centre.

T. Mundle suggested that, because of the potential workload impact, the recommendation should be sent with the Advisory Committee's endorsement to the BC ELN Steering Committee.

**MOTION:** To recommend to the BC ELN Steering Committee that the Arca Benefits and Responsibilities be amended to formally expand Arca's scope, allowing non-library organizations to participate either in Loupe or as full Arca members, depending on eligibility, and pending approval by the Advisory Committee.

Moved: H. Webb

Seconded: M. Castagné

**Motion carried.**

#### **4. Service Statistics Needs**

To support BC ELN's reporting plans for all service areas, Advisory Committees are being asked to identify metrics that effectively capture the health of the service. T. Mundle led a discussion for the committee on the types of metrics that may be used to report on how the Arca service is doing.

Committee members put forth several suggestions, including user surveys with a Likert scale and the sharing of user stories. As a next step, it was determined that the Arca Office would conduct a broader environmental scan to explore options and then share a list of recommendations with the committee for comment and approval.

#### **5. Migration Update**

B. Weigel shared updates on the Arca migration to Islandora 2.

Highlights:

- The Arca Admin Centre completed a Discovery phase with DGI to lay out requirements for the project.
- A server was built for ARK IDs, a form of persistent identifier. Arca will be making use of software developed by SFU for ARK ID minting and resolution in the new environment.
- A new documentation site was created to log migration progress and instructions for tasks in the new platform that have been requested by admins.
- DGI is currently preparing a staging environment on SFU servers for testing and to determine what issues might arise. Once tests of the migration scripts are complete and a pilot site has been successfully migrated, the Arca Office will build a migration schedule with member input.

Decisions to date:

- Theming: Arca is planning to spend significantly less on theming than DGI had anticipated, as the Office is able to take on many of these tasks in-house.
- Architecture: The Arca Office has determined an approach to deployment that will allow for a functional “default” configuration for all sites, while still allowing individual sites to make their own changes.
- Aggregation: DGI are testing different approaches to the “aggregator site” search index. When completed, it will work much like the current parent Arca site, except that when a user views an object, they will be taken to the object’s home repository. This preserves the existing collection browsing experience for the user, while ensuring that all views of an actual object are tracked in home sites.
- Metadata: Mappings were based primarily on consultation with Arca admins early in the process. The Admin Centre continues to work with local admins to clean up non-standard metadata.

DGI anticipates that most of their work on the project will be finished by the end of August or mid-September. At this point, the Arca Office will take over and begin work to migrate each site individually. While the timeline for completing site migrations will be refined as things progress, it is anticipated that most will wrap up before 2025.

B. Weigel also updated the committee on a side project between BC Regional Digitized History (BCRDH), the Nicola Valley Institute of Technology (NVIT), and DGI. BCRDH and NVIT have a unique arrangement in which they share certain collections across their own repositories in support of an Indigenous languages program between the two institutions. Because BCRDH receives grant funding for this program, the Arca Office assisted with communicating with DGI to receive a quote to replicate this sharing functionality in the new environment. If the exploration moves forward, this would lay groundwork for potential future collaborations between Arca sites (and Islandora sites beyond Arca). The scope of this work includes improvements to role-based access restrictions, which would be a great benefit to Islandora as a whole.

If the funding proposal is approved, the Arca Office will continue to work with BCRDH, NVIT and DGI to make sure that the work meets their needs in the larger Arca context. The proposal isn’t expected to receive a response until late 2025.

## **6. BCHDP Update**

S. Han gave an overview of recent Arca Partnerships activity. The partnerships are centred around BC ELN’s work with the Irving K. Barber Learning Centre and the BC History Digitization Program.

The BC ELN-BCHDP Support Service is in its first year of a new three-year term. Following the success of the pilot term, IKBLC approved an increase in funding from \$10,000 to \$15,030 per year. The service has supported 56 prospective applicants to date, 11 of them in the most recent funding cycle alone. All six of the organizations that received BC ELN support and ultimately submitted an application to the 2024-25 grant cycle were successful in achieving funding.

The BCHDP-Arca Hosting Service is in its fourth year of a five-year agreement. There are currently collections from 17 organizations in the BCHDP Arca child site, including recently-ingested 2023-24 content from the Vancouver Police Museum and Archives, and the Kaatza Station Museum and Archives. The Arca Admin Centre will be working with the six organizations from the 2024-25 cycle mentioned above to ingest collections over the coming fall and winter.

Given the growing awareness of Arca as a platform and a supportive community of practice, it is expected that there will be sustained interest in the offerings of both Partnerships in the years to come.

## **7. Committee Membership Turnover**

T. Mundle shared updates on the upcoming Advisory Committee membership turnover (as outlined in the [Terms of Reference](#)).

As of October 1, there will be several term endings and opportunities for renewal. M. Castagné, Member-at-Large, and R. Chalut, Member-at-Large (non-BC ELN) will renew their positions on the committee for a second two-year term.

H. Webb, Member-at-Large, will complete her second term on the committee and was thanked for her years of service. M. D'Avernas, Member-at-Large (non-BC ELN), and M.J. D'Elia, senior-level administrator representative, have resigned from their positions on the committee. The Arca Administrative Centre will send out requests for nominations to fill these vacant positions.

T. Mundle is completing his second term as Chair of the committee and will be reaching out to prospective candidates to fill the position. Current committee members are also eligible to self-nominate for the role, and were invited to do so via email.

## **8. New Business and Wrap Up**

There was no new business.

T. Mundle thanked the committee for their participation. The next meeting will take place in Fall 2024.