



## ARCA ADVISORY COMMITTEE

THURSDAY, JANUARY 21, 2016

Thursday, January 21, 2016  
1:00 PM – 2:00 PM  
Via teleconference

Attending	
Caroline Daniels / Kwantlen Polytechnic University / DLTG Chair / Guest	James Rout / Emily Carr University of Art + Design
April Haddad / Justice Institute of BC	Debbie Schachter / Douglas College (Chair)
Kim Isaac / University of the Fraser Valley	Don Taylor / Simon Fraser University
Brenda Mathenia / TRU	
Elizabeth Padilla / BCIT	Anita Cocchia / BC ELN
Shaihida Rashid / College of the Rockies	Sunni Nishimura / BC ELN

## MINUTES

D. Schachter welcomed guest C. Daniels, Chair of the Arca Discovery Layer Task Group.

### 1. Adoption of agenda

No new business. The agenda was adopted as distributed.

### 2. Provincial Digital Library (PDL) Update

D. Schachter provided an update on the PDL, as it provides context for some following agenda items. The provincial PDL Planning Committee met in-person on January 12.

Members of the post-secondary community on the provincial PDL Planning Committee are:

- D. Schachter (CPSLD Chair)
- A. Cocchia (BC ELN)
- C. Daniels (BCLA President)
- T. Atkinson (BC ELN PDL Task Group Chair)
- S. Neame (BC Digitization Coalition Chair)

Topics of discussion at the January 12 meeting included: a debrief of the November 4th cross-sector meeting and the forthcoming report on it; the expected expansion of the Planning Committee with a call-out for additional members; the creation of smaller sub-committees (e.g. Metadata

Subcommittee) to work on high priority areas; and preparations for a larger May 10th cross-sector meeting.

D. Schachter also shared information about the BC ELN PDL Task Group, struck by the BC ELN Steering Committee to discuss the role of the post-secondary sector in the PDL. Members of the BC ELN PDL Task Group are:

- J. Rout (ECUAD) - also on Arca Advisory Committee
- T. Mundle (KPU)
- M. Jordan (SFU)
- P. Haggarty (TRU) - TRU also sits on the Arca Advisory Committee
- A. Bell (UBC)
- L. Goddard (UVic)
- S. Lew (VCC)
- T. Atkinson (VIU/Chair) - also on the provincial PDL Planning Committee
- A. Cocchia (BC ELN) - also on the provincial PDL Planning Committee

The BC ELN PDL Task Group will hold their first meeting on January 22, the primary focus of which will be determining a statement of purpose.

### **3. Discovery Layer Task Group Terms of Reference - Endorsement**

D. Schachter reminded the group that a draft Terms of Reference for the Arca Discovery Layer Task Group (DLTG) was reviewed at the September 2, 2015 meeting. The draft was used to support the call out for DLTG membership. Once formed, the DLTG reviewed and made changes.

C. Daniels brought the revised DLTG Terms of Reference forward for endorsement. The DLTG felt it was important to define what was meant by "discovery layer" and "institutional repository" in this context, so those definitions were added. A change was also made that clarifies the DLTG will be dissolved by the Advisory Committee once a recommendation has been made. It is anticipated that a new group will be formed afterwards to implement the recommendation.

**MOTION:** To endorse the Arca Discovery Layer Task Group Terms of Reference with the proposed changes.

Moved: B. Mathenia

Seconded: S. Rashid

The motion was endorsed unanimously.

**ACTION:** C. Daniels will inform the DLTG that the TOR were endorsed as proposed.

**ACTION:** The Arca Admin Centre will make the endorsed TOR available on the BC ELN website.

### **4. Discovery Layer Task Group Update**

C. Daniels provided an update on DLTG activities. The task group has met 3 times, and will continue to meet biweekly. Two groups have been formed: Group 1 is working on use cases and goals, and Group 2 is working on an environmental scan.

The DLTG is very conscious that this work may form part of the proposed Provincial Digital Library, so questions have been raised about lines of communication between the groups working on the PDL and groups working on Arca. C. Daniels requested clarification from the Advisory Committee on this.

D. Schachter and A. Cocchia clarified where there is membership overlap between the various groups that exist now. If technical expertise is required, the intent is that the BC ELN PDL Task Group

will request experts from participating institutions should the need arise, providing other opportunities for participating in the PDL discussion. It was also noted that all minutes for BC ELN Advisory Committees are available on the BC ELN website.

It was suggested that some lines of communication could be formalised. The following were adopted:

#### *Communications at Arca Advisory Committee meetings*

- D. Schachter will represent the provincial Planning Committee and will provide updates and facilitate communications between the 2 groups.
- J. Rout will represent the BC ELN PDL Task Group and will facilitate communications between the 2 groups.
- The Advisory Committee meeting agendas will be scheduled such that the DLTG Chair (C. Daniels) can provide regular updates on DLTG activities to the Arca Advisory Committee, and will facilitate communications between the 2 groups, with assistance of E. Padilla.

#### *Communications at DLTG meetings*

- C. Daniels, as both an attendee at Advisory Committee meetings and as a member of the provincial Planning Committee, will pass on updates to the DLTG from the BC ELN PDL Task Group (heard at Arca Advisory Committee meetings) and the provincial PDL Planning Committee.

D. Schachter expressed the Advisory Committee's thanks to C. Daniels, who exited the meeting.

### **5. Proposed 2016/17 Service Support Fees**

D. Schachter reminded the Committee that, as with other BC ELN services, Arca Service Support Fees for the coming fiscal will be reviewed and approved at this time every year. A. Cocchia provided an overview of the Arca Administrative Centre's proposal for the 2016/17 Arca Service Support Fees.

The proposed 2016/17 service support fee amount of \$6,366 per site was set on a cost-recovery basis. The amount shows an increase over 2015/16 as there is no longer a subsidy from Ministry funding. The Committee was provided with a expenditure plans for 2015/16 and 2016/17 which itemised the costs of running the Arca service, including staffing for support and coordination, discoverygarden hosting and support, and governance, administration and communications costs. This cost was divided equally among 10 sites in order to arrive at the proposed 2016/17 service support fee.

It was noted that the Arca service won't be in full operational mode in 2016/17, as there are still some development costs for tweaks being made to the platform. It is anticipated that the service will be in operational mode by 2017/18, and costs should decrease slightly as a result. Costs will also decrease as more sites join Arca.

There was discussion of the budgetary pressures that libraries are under, and the importance of service support fees not increasing. Members suggested that it be a priority of the Advisory Committee to recruit more Arca participants. The Admin Centre will be issuing a 2015 Actions & Achievements report for Arca, which will be useful in supporting recruitment.

**MOTION:** To approve the 2016/17 Arca digital repository service support fee amount of \$6,366 per participating site.

Moved: S. Rashid

Seconded: B. Mathenia

The motion was endorsed unanimously.

**ACTION:** The Arca Admin Centre will proceed with posting information about the 2016/17 Arca Service Support Fee to the BC ELN website. Invoices will be issued to participating sites after April 1. Sites will be provided with an option to prepay.

**ACTION:** Once available, the 2015 Arca Actions & Achievements report along with a recruitment letter will be issued to potential Arca sites.

## **6. COPPUL synergies**

A. Cocchia and S. Nishimura reported on a conversation they had recently with the Council of Prairie and Pacific University Libraries (COPPUL). COPPUL currently offers its members digital preservation services (Archivematica-as-a-Service) through its Digital Preservation Network (DPN), but not all COPPUL members have access to a digital repository. COPPUL is exploring the possibility of partnering with BC ELN to offer Arca repository services to COPPUL members in exchange for offering DPN preservation services to BC ELN libraries. The Committee expressed interest in exploring this idea further.

**ACTION:** The Admin Centre will do more research and develop a backgrounder.

## **7. Storage Options Update**

S. Nishimura provided an update on storage investigations. Highlights included:

- As of January 1, 2016 Arca sites have used 30 GB of the available 1000 GB of storage (30%), so there is not currently any danger of using up available space.
- Storage landscape in Canada is changing rapidly; for instance, Amazon Web Services, which most US discoverygarden clients are on, announced they will be opening up a Canadian cloud service in the coming year.
- Conversations with EduCloud, a BCNET cloud storage service, about Arca storage needs revealed that EduCloud services are only offered to legal entities such as post-secondary institutions. As BC ELN is a hosted agency, not a legal entity, it would need to seek an institutional sponsor (e.g. SFU, UVic, BC Co-op) in order to utilise EduCloud services. The sponsor would also need to be willing to operate as front-line support for BC ELN/Arca.

**ACTION:** The Admin Centre will continue to investigate storage options and provide the Committee with a backgrounder at the next meeting.

## **8. Admin Centre Update**

S. Nishimura provided an update on Arca Admin Centre activities. Highlights included:

- 3 new institutions have joined Arca: Camosun College; Selkirk College and Trinity Western University; they will be brought online February 1, 2016.
- BC ELN will be hosting iCampBC 2016, a 3 day Islandora training event in Vancouver from July 18-20, 2016. This will be an important training and community-building opportunity for new and experienced Arca sites.
- A BC Islandora Users Group listserv has been set up to facilitate communication between Islandora users around the province. Contact the Admin Centre to be added to the listserv.

## **9. Next business**

No new business.

## **10. Next meeting**

Next meetings are: March 17, 2016 at 1:00 PM and May 19th, 2016 at 1:00 PM.