



**ARCA ADVISORY COMMITTEE**  
**THURSDAY, SEPTEMBER 28, 2017**

1:00 – 2:00 PM  
Via teleconference

Attendees:	
April Haddad / JIBC	Don Taylor / SFU
Kim Isaac / UFV	Anita Cocchia / BC ELN
Brenda Mathenia / TRU	Sunni Nishimura / BC ELN
Shahida Rashid / COTR	Jennifer Bancroft / BC ELN (Recorder)
Debbie Schachter / CapU (Chair)	

Regrets: James Rout / BCIT

## **Minutes**

### **1. Adoption of Agenda**

Agenda was adopted with no new business.

In place of an Admin Centre update, D. Schachter shared that Arca continues to grow rapidly and now includes 60,000 objects in over 200 collections – almost double the number of objects since the May 4, 2017 meeting.

### **2. Hosting Status Update**

The migration of Arca from Amazon Web Services hosting to SFU cloud hosting is currently underway and should be complete by early October. The benefits of SFU cloud hosting include greater administrative efficiencies, cost savings on hosting, and more accessible rates for additional storage.

### **3. Arca Cost-sharing Model**

#### **3.1. BC ELN Partner Libraries Recommendation**

S. Nishimura presented the Arca Cost-sharing Model Revision Recommended Approach: [http://bceln.ca/sites/default/files/agendas/ArcaAdCom\\_AgendaPckg20170928\\_0.pdf](http://bceln.ca/sites/default/files/agendas/ArcaAdCom_AgendaPckg20170928_0.pdf).

At the May 4, 2017 meeting, the Advisory Committee discussed various Service Support Fee cost-sharing scenarios. Since that time, the move to SFU cloud hosting has provided Arca with advantageous storage fees.

Based on the discussions and the new hosting environment, the Admin Centre recommended a basic flat Service Support Fee of \$5,000 per site for 2018/19. This fee covers basic support and 150 GB of storage per site. Additional storage will cost approximately \$0.40 per GB per year. Basic support includes set-up of new sites, staff training, customization of the Arca theme, and troubleshooting.

If support beyond the basic level is needed, the Admin Centre will alert sites of additional costs before proceeding with advanced support. Advanced support includes complex migrations, in-

depth metadata analysis, and troubleshooting that requires more than 10 hours of Admin Centre staff time or more than 4 hours of assistance from discoverygarden. Charges for advanced support are extraordinary expenses that are intended to cover the costs of the specific request.

Service Support Fees will continue to be assessed and confirmed on an annual basis by the Advisory Committee.

**MOTION:** To endorse the recommended cost-sharing model and 2018/19 Service Support Fees.

**Moved:** K. Isaac

**Seconded:** B. Mathenia

**Motion was carried unanimously.**

### **3.2. Non-BC ELN Partner Libraries Approach**

A. Cocchia provided an update on two types of non-BC ELN organisations that have approached BC ELN requesting participation in Arca: those within BC and those outside of BC.

#### *Non-BC ELN Organisations Within BC*

The Okanagan Regional Historical Digitization Project (ORHDP) and the Irving K. Barber Learning Centre (IKBLC) have approached BC ELN.

The **ORHDP** is a privately-funded project, based out of UBC-Okanagan, to digitize and make available resources at museums, archives, and historical societies in the Okanagan. Arca is asked to provide them a single site, with individual collections, for their participating organisations.

The **IKBLC** approached Arca in search of a stable hosting environment for the digitised content of their **BC History Digitization Grant Program (BCHDGP)** recipients. The IKBLC offered \$50,000 over three years to subsidise the costs of creating and maintaining a single site for their past and present grant recipients. This funding also covers promotion and outreach to potential participants, content migration, and frontline support and training.

Having these organisations participate in Arca furthers the aims of the BC Digital Library initiative and complements the Ministry's interest in Shared Services.

After a discussion of Arca's capacity to support new non-BC ELN organisations, and the type of Service Support Fees needed for supporting a different type of site, the committee agreed to extend the Arca cost-sharing model to ORHDP and IKBLC on a pilot basis to assess whether the current fee structure is sufficient to cover costs. Other organisations approaching Arca in future will be considered on a case-by-case basis. Assessment of the pilot will occur in line with confirmation of the 2019/20 Service Support Fees in January or February 2018.

**MOTION:** On a pilot basis, to extend the Arca service cost-sharing model to the Okanagan Regional Historical Digitization Project and the Irving K. Barber Learning Centre.

**Moved:** B. Mathenia

**Seconded:** K. Isaac

**Motion was carried unanimously.**

#### *Non-BC ELN Organisations Outside of BC*

The NEOS Library Consortium in Alberta approached BC ELN requesting Arca participation for its members. NEOS is a consortium of 18 members, including college, university, health, and government libraries. Preliminary interest in Arca has been expressed by their small academic libraries with under 3,000 FTEs.

In line with the COPPUL agreement, the committee agreed that partnerships with organisations from outside of BC should be considered on an individual basis and only as consortial partnerships.

It was confirmed that organisations outside of BC would be accepted at the discretion of the Advisory Committee.

The committee agreed to use Arca's agreement with COPPUL – including the Letter of Understanding, Benefits & Responsibilities document, and Service Support Fees – as a model for its agreement with the NEOS Library Consortium.

**MOTION:** To charge NEOS sites the same Service Support Fee as COPPUL sites, i.e., same as BC ELN partners plus a one-time set-up fee of \$1,000, basing their agreement on the established COPPUL agreement.

**Moved:** B. Mathenia

**Seconded:** S. Rashid

**Motion was carried unanimously.**

#### **4. New Business** - There was no new business.

#### **5. Next Meeting**

The Admin Centre will send out a Doodle poll for the next meeting early in the New Year once the new committee members have been determined.