

**BC IR NETWORK ADVISORY COMMITTEE  
THURSDAY, MARCH 19, 2015**

1:00 PM – 2:30 PM  
Via teleconference

Committee Members:	
April Haddad / Justice Institute of BC	Debbie Schachter / Douglas College
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
James Rout / Emily Carr University of Art + Design	Brandon Weigel / BC ELN (Recorder)

**Minutes**

**1. Adoption of agenda**

The agenda was adopted informally.

**2. Update on discoverygarden Contract**

The Committee heard an update on the progress toward a signed contract with discoverygarden (dgi).

Contract negotiations have been positive and straightforward. However, because BC ELN is administratively housed at SFU, the contract must first go through SFU's Procurement department. While this process has delayed signing, it is hoped that the process will be completed before the end of March.

While discussions with the Solution Architect (dgi consultant) cannot take place until the contract is signed, discoverygarden agreed to share implementation materials beforehand, which will assist in identifying preparatory work for early adopters.

Work is expected to begin in earnest in April.

**3. Early Adopters Update**

S. Nishimura updated the Committee on the expected early adopters. A call-out was sent to all BC ELN partner libraries on March 5<sup>th</sup>. The response was enthusiastic:

- Five libraries confirmed their interest in becoming early adopters: DC, ECUAD, JIBC, TRU, and UFV.
- UNBC has also expressed interest; BC ELN will follow up with them.

- BCIT and VCC expressed interest in the second round of early adopters, tentatively scheduled for the summer.

According to the project timeline, it is expected that early adopters will be have content in the repository by September.

A. Cocchia then guided the Committee through a draft budget document, outlining expenditures and revenues for the first three years.

Assumptions include:

- 12% tax on expenses – actual tax implications will be investigated later
- Five early adopter sites in Year 1; eight in Year 2; 10 in Year 3
- As more institutions join in future years, individual costs will be less, and service support fees will be reduced.
- AVED will provide the expected \$50,000 in Year 2

Flexible timing of invoices will be available according to institutions' individual needs. Early adopters may be pre-invoiced this fiscal year if desired.

The Committee requested an amendment to the document, noting that while Year 1 expenses were incurred for staffing and project planning, no software costs will be incurred until Year 2. The revised early adoption assumption is zero sites in Year 1, six in Year 2, and ten in Year 3.

The budget document will be modified to reflect this amendment, and posted to the Committee mailing list.

An expenditure summary and plan will be presented at the next meeting in May.

**QUESTION:** When will second-phase early adopters be able to join?

**ANSWER:** This depends on how the project progresses. Second-phase early adopters may be able to join as early as June, or as late as September. A firmer timeline will be available by the next meeting.

**ACTION (Early Adopters):** Report to BC ELN your institutions' preferences for how invoices should be issued.

**ACTION (BC ELN):** Amend the budget to reflect the points discussed.

**ACTION (BC ELN):** Prepare an expenditure plan for review and endorsement at the May meeting.

#### 4. Review of Implementation Plan

S. Nishimura guided the Committee through the implementation plan (Appendix A). The project is entering Phase 2, the Pilot Implementation Phase. Upcoming next steps include:

- Provide early adopters with overview of required preparatory work

- Begin identifying task groups, based on Solution Architect's recommendations. Likely task groups include policy, metadata, training, marketing, etc.
- Lay foundations and policies by launching task groups as quickly as possible
- Begin training to get content loaded into IRs

Early adopters will have seats reserved on task groups, but participants with expertise from other institutions will also be welcomed, including those with existing IRs and those with other projects that require records-management policies. Call-outs for task group participation will be sent broadly.

**QUESTION:** Will the project share policies and metadata information with libraries that do not join the BC IR Network?

**ANSWER:** Yes – the project will share information widely. Keeping metadata policies in particular aligned with outside IR projects will benefit the portal stage.

**QUESTION:** Is it useful for early adopters to begin identifying digital content for inclusion in the repository?

**ANSWER:** It is useful to begin thinking about the content that will be included. It is especially useful at this stage to identify use cases, including who users will be, what their needs are, and narratives about how they will use the IR. This will assist libraries in identifying the content that they want to include.

The Committee noted that while IR is a useful shorthand term, the repository will include not just scholarly material, but any digital assets, such as Memoranda of Understanding, newsletters, images, etc. This flexibility contributed to the ASDT's decision to fund the BC IR Network.

**QUESTION:** Will we have functionality in place for archival materials?

**ANSWER:** Such functionality is available in Islandora, but is not a focus of this project. Archiving is a topic that can be discussed in the future. Individual sites may also choose pursue adding the archival piece on their own.

**QUESTION:** Is discoverygarden confident that they can launch this many pilot sites by September?

**ANSWER:** Launching repositories is not the difficult part, and discoverygarden say that they can get something up and running within a couple of weeks. The more difficult and time-intensive part is policy development.

**QUESTION:** Will each site have its own branding? Should libraries begin working with marketing departments to identify how they should look?

**ANSWER:** Every site will have its own customizable Drupal front end. However, theming options have not yet been discussed. It would be more appropriate to make theming

standards for the central repository before deciding on individual customizations. Better guidance will be available after discussions with the Solution Architect.

## **5. Admin Centre report**

B. Weigel provided an update on the software selection announcement. BC ELN worked with AVED and discoverygarden to develop a communiqué for release to the BC library community.

Rules about government news releases necessitate terming this a communiqué: because a government project may only have one formal news release, AVED prefers to wait until a functional IR is produced, which will likely include a quote from the Minister of Advanced Education.

The communiqué was sent to all BC ELN partner libraries, BCLA mailing lists, and all public library and K–12 sector contacts. It will also be included in BC ELN Connect, which reaches BC ELN's national and international contacts.

A. Cocchia then updated the Committee on recent meetings with the ASDT and AVED coordinators. The ASDT are very pleased with the project's progress, and plan to share the communiqué with their Steering Committee and in their communication briefs. The \$50,000 funding from AVED for Year 2 is being discussed as a near certainty.

B. Weigel reported on iCamp 2015, a three-day workshop provided by the Islandora Foundation, hosted by SFU. Highlights included:

- In-person meetings with discoverygarden President Mark Leggot and Sales Manager Erin Tripp
- Two days of administrator training, including setting up a new repository and adding and populating collections
- Networking with people from across North America who are using or planning to launch Islandora, including the Vancouver Public Library and UNBC
  - UNBC is in the very preliminary stages of installing Islandora, and expressed interest in joining the collaborative project
  - VPL is further down the road with their own installation, but very interested in aligning with BC IR Network where possible

A. Cocchia added that the interest in VPL stems from AVED's interest in Shared Services collaborative work between sectors. This made sharing the communiqué with ERAC, Interlink, and the BC Libraries Coop a priority. The contract with discoverygarden makes no jurisdictional boundaries around who can be part of the repository.

## **6. Next meeting**

The second-to-last Thursday of each month is the standing meeting date. The next meetings will be at 1:00 PM on the following dates:

- April 23
- May 21
- June 18

## BC IR Network Project Plan

Deliverable Name	Start Date	End Date	Complete?
------------------	------------	----------	-----------

### Phase 1: Software Selection Phase (September 2014 - March 2015)

<i>IR Advisory Committee Created</i>	<i>September 2014</i>	<i>September 2014</i>	<i>Y</i>
<i>Terms of Reference for IR Advisory Committee Drafted</i>	<i>September 2014</i>	<i>September 2014</i>	<i>Y</i>
<i>Software Selection Committee Created</i>	<i>September 2014</i>	<i>September 2014</i>	<i>Y</i>
<i>IR Software Functional Requirements Finalised</i>	<i>October 2014</i>	<i>October 2014</i>	<i>Y</i>
<i>Request for Quote (RFQ) Created</i>	<i>Oct-Nov 2014</i>	<i>Oct-Nov 2014</i>	<i>Y</i>
<i>Vendors Contacted with RFQ</i>	<i>November 2014</i>	<i>November 2014</i>	<i>Y</i>
<i>Community Engagement</i>	<i>January 2015</i>	<i>January 2015</i>	<i>Y</i>
<i>Software Evaluation &amp; Selection</i>	<i>January 2015</i>	<i>February 2015</i>	<i>Y</i>
<i>Pricing &amp; License Negotiation</i>	<i>January 2015</i>	<i>February 2015</i>	<i>Y</i>
<i>Cost Sharing Determined</i>	<i>February 2015</i>	<i>March 2015</i>	
<i>Invitation for early adopters</i>	<i>February 2015</i>	<i>March 2015</i>	<i>Y</i>

### Phase 2: Pilot Implementation Phase (April 2015 - Summer 2015)

<i>Overview of Steps for Early Adopters</i>	<i>April 2015</i>	<i>May 2015</i>	
<i>Identifying Needed Task Groups (e.g. Policy, Training, etc.)</i>	<i>April 2015</i>	<i>May 2015</i>	
<i>Work of Task Groups</i>	<i>May 2015</i>	<i>on-going</i>	
<i>Training at Early Adopter Sites</i>	<i>May 2015</i>	<i>June 2015</i>	
<i>Early Adopters in Beta</i>	<i>June 2015</i>	<i>on-going</i>	
<i>Assessment of Pilot Phase</i>	<i>Summer 2015</i>	<i>Summer 2015</i>	
<i>Invitation to Other PSIs</i>	<i>Following successful pilot</i>		

### Phase 3: Provincial Portal Phase (Summer 2015 - Winter 2015/16)

<i>Additional AVED/ASDT Funding Provided</i>	<i>Summer 2015</i>		
<i>Provincial Shared Portal Planning &amp; Development</i>	<i>Summer 2015</i>	<i>Fall 2015</i>	
<i>Identifying Needed Task Groups</i>	<i>Summer 2015</i>		
<i>Policies &amp; Marketing Under Development</i>	<i>Summer 2015</i>	<i>Winter 2015/16</i>	
<i>Shared Portal in Beta</i>	<i>Fall 2015</i>	<i>Fall 2015</i>	

### Phase 4: Evaluation Phase

<i>Assessment Criteria Identified</i>	<i>Spring 2016</i>	<i>Spring 2016</i>	
<i>Identifying Needed Task Groups</i>	<i>Winter 2015/16</i>	<i>Winter 2015/16</i>	
<i>Summary of Accomplishments Compiled &amp; Distributed</i>	<i>Winter 2015/16</i>	<i>Spring 2016</i>	