



**ARCA ADVISORY COMMITTEE  
THURSDAY OCTOBER 15, 2015**

**Meeting Minutes**

Thursday October 15, 2015

1:00PM – 2:00PM

Via teleconference

Attending:	
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	Anita Cocchia / BC ELN
Elizabeth Padilla / BCIT	Sunni Nishimura / BC ELN
Shahida Rashid / College of the Rockies	Cristen Polley / BC ELN (Recorder)

Regrets: James Rout / Emily Carr University of Art + Design

**1. Adoption of agenda**

No new business. The agenda was adopted as distributed.

**2. Soft and Hard Launch of Arca - Update**

D. Schachter provided an update on the soft and hard launch of Arca. The soft launch will be a message to BC ELN library directors with an invitation for the BC ELN library community to look at the Arca beta sites. A hard launch will be an announcement to the wider BC library and post-secondary communities (e.g. BCLA listserv, BC ELN Connect, Institution websites, etc.).

The soft launch is expected Friday, October 16, 2015. The original timeline for the soft launch was earlier in October, but discoverygarden has been struggling to meet timelines. The delay is largely due to a change in discoverygarden Solution Architects. The soft launch message will make it clear that institutions have not had any time to customize or finesse their institutional repository (IR) sites, and that this is just a sneak peak.

The hard launch is expected by the end of October. There will not be a formal Ministry of Advanced Education (AVED) news release at this time. AVED only has one chance to announce Arca formally, so they would prefer to wait until it is truly a cross-repository search tool. Instead, a communiqué that can be shared broadly will be issued.

### 3. Submission Agreement Template

S. Nishimura introduced the Submission Agreement Template. This document is being brought forward by the Implementation Working Group (IWG) for Advisory Committee endorsement. The IWG had presentations about submission agreements from UBC, SFU, KPU, and VIU. Following the presentations, the IWG requested a submission agreement template that everyone could agree on, as a place to start. Each institution could then customize the template as needed.

The draft Submission Agreement Template incorporated feedback from early adopters – several of them sent it to their legal counsel departments. The template is a starting point only – each institution will need to make changes individually according to their needs and level of risk tolerance – but it is a more powerful document with Advisory Committee endorsement. It is also helpful for the sites if there is a base agreement.

A clarification was made that there is no obligation to use the agreement, and that sites with existing non-exclusive distribution licenses are not expected to incorporate clauses from the agreement.

There were no changes proposed to the draft Submission Agreement Template.

**MOTION:** To endorse the Arca Submission Agreement Template.

Moved: B. Mathenia

Seconded: D. Taylor

Opposed: None

Motion passed.

**ACTION:** The Admin Centre will release the template to the early adopters for their use.

### 4. Implementation Working Group (IWG) – Update

S. Nishimura provided an update on the IWG. After a long and intense few months, the IWG has concluded their work. All major decisions for the defaults and the theming have been completed, and the Arca template has been implemented at all sites. The IWG had its last meeting last week and then dissolved.

The Admin Centre will shift to other communication tools for working with early adopters and those who want to continue to be involved in the development process. The Admin Centre will continue to help early adopters customize their sites and communicate more broadly about the project to other sites that might be interested in joining Arca.

The Committee expressed its thanks to Sunni Nishimura, Brandon Weigel, and the IWG members for their work.

**ACTION:** The Committee will send formal thank you letters to the IWG members.

[D. Schachter left the meeting and passed the responsibilities of Chair on to A. Cocchia].

## 5. Arca Discovery Layer Task Group – Next Steps

S. Nishimura provided background and an update on the Arca Discovery Layer Task Group. A call-out for Arca Discovery Layer Task Group membership was issued to directors at all BC ELN partner libraries on September 18, 2015. Seven individuals have come forward. Discovery layer options will be evaluated to ensure they use industry standards for interoperability to accommodate potential future use beyond the post-secondary sector.

The Admin Centre made the recommendation to accept all seven nominees for the Arca Discovery Layer Task Group, and a seat on the group for the BC ELN Office (Admin Centre). The Task Group is aiming to stay under ten members.

The Committee expressed their approval of the names on the Arca Discovery Layer Task Group and expressed appreciation for the mix of small and large institutions that use a variety of IR platforms.

**MOTION:** To adopt the Arca Discovery Layer Task Group with the recognition that there is still work to do on the terms of reference. The motion is to accept the Arca Discovery Layer Task Group only.

Moved: B. Mathenia

Seconded: A. Haddad

Opposed: None

Motion passed.

## 6. Provincial Digital Library (PDL) – Update

A. Cocchia provided an update on the Provincial Digital Library. The PDL Planning Committee has been discussing next steps required to come to a high level understanding of the PDL. On November 4, 2015, there will be a meeting, by invitation, with 30-35 people to discuss a broad vision of the PDL and next steps. The Planning Committee is close to hiring a facilitator for the meeting. There is the possibility of a later meeting at the BC Libraries conference.

A call for participants on the BC ELN PDL Task Group went out and a list of participants will be announced shortly.

## 7. New Business

No new business.

## 8. Next Meetings

A. Cocchia confirmed the time and date for the next meetings:

- Thursday, November 19 at 1:00PM
- Thursday, December 10 at 1:00PM