

# Arca - BC History Digitization Program Pilot

Progress Report for November 1, 2017 - October 31, 2018 (Revised)



IRVING K. BARBER LEARNING CENTRE

# Overview

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In November 2017 the Irving K Barber Learning Centre (IKBLC) at the University of British Columbia and the BC Electronic Library Network (BC ELN) signed a Letter of Understanding to facilitate use of the Arca provincial collaborative digital repository by past and current recipients of BC History Digitization Program (BCHDP) grants.

A primary goal of the partnership is to increase ROI on the over \$2 million invested in BCHDP grants over the past 10 years.<sup>1</sup> An estimated 20% of pre-2016 grant-funded materials are not readily available online and may be lost to the system, representing approximately \$400,000 in grants; this partnership aims to make discoverable through Arca as many of those at-risk materials as possible.

The following report details BC ELN activities from the pilot start date, November 1, 2017 through to October 31, 2018, and a high-level action plan for future activities. Projected expenditure plans for fiscal years 1, 2, and 3, as well as a high-level budget for sustainability going forward, are included.

The approach taken for the pilot is two-pronged: 1) alerting current BCHDP grant applicants to Arca as a hosting option; and 2) directly contacting over 50 pre-2016 grant recipients whose materials are not currently available online. Past recipients open to making use of Arca hosting are supported in transforming their content and metadata into a format suitable for batch uploading into Arca.

## Highlights

- ~ 200 GLAM sector professionals reached through 3 conference presentations
- 50 BCHDP-Arca postcards distributed
- 21 pre-2016 past recipients contacted, on-going conversations with 7 sites
- 9 in-person or virtual meetings with prospective sites
- 65,500+ objects in 6 collections and growing
- 4 participants confirmed:
  - Terrace Public Library
  - Northern Pacific Cannery
  - Barkerville Historic Site
  - Peace Region Paleontological Research Centre
- 25+ hours of metadata mapping, transformation and processing
- 16+ hours of support and training

## What We've learned

Our experience to date suggests that lack of technical expertise, staff resources and funding are the most common factors hindering smaller organisations from getting their materials online, not lack of desire. In order to make at-risk materials discoverable, a straightforward hosting solution with a sufficient level of support is needed. Support may include site visits, hiring contractors to transform metadata and content into usable formats, and staff training.

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<sup>1</sup> Mimi Lam, email communication, December 13, 2018.

# Activities To Date

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## Infrastructure & Set-up

- Negotiated Letter of Understanding with IKBLC for a three-year initiative beginning November 1, 2017 with a value of \$50,000.
- Built and configured BCHDP Arca child site.
- Developed action & outreach plans for Arca-BCHDP pilot.
- Provided initial training of BCHDP staff on basic configuration and maintenance of child site.
- Set up internal project tracking and communications infrastructure to facilitate work of BC ELN team.
- Migrated BCHDP child site to SFU cloud server hosting to enhance platform performance, stability and sustainability.
- Trained returning BCHDP coordinator.

### BC ELN Team

*Anita Cocchia*

*BC ELN Executive Director*

*Sunni Nishimura*

*Arca Coordinator - Partnerships*

*Brandon Weigel*

*Arca Coordinator & Technical Lead*

## Communications & Outreach

- Developed branding, logo and colours for child site in consultation with BCHDP and UBC Library Communications staff.
- Published news release to UBC Library and BC ELN communications channels, and BC Library Association listservs.
- Presented poster at the *Archives Association of BC Conference*, April 13, 2018, Royal BC Museum, Victoria BC, titled "Arca: An Affordable, Supported Access Solution for BC History Digitization Grant Recipients"; poster viewable at: <https://vault.sfu.ca/index.php/s/NOTsCvNWbzml77J>
- Presented pecha kucha at the *BC GLAM Symposium*, May 8, 2018 in Richmond BC, titled: "Arca: A Low-Cost, Collaborative Repository Solution for BCHDP Grant Recipients"; slides viewable at: <https://vault.sfu.ca/index.php/s/UJLqxPPSDRD0h2S>
- Published article to the BC Library Association publication *Perspectives: The Technology Issue* (September 2018) titled "Arca: Technology to Let Your Digital Assets Shine!"; article available here: <https://bclaconnect.ca/perspectives/2018/09/05/arca-technology-to-let-your-digital-assets-shine/>
- Presented a lightning talk at the *BC Museums Association Conference*, October 23, 2018 in Kelowna BC, titled "Arca: A Low-Cost, Supported Hosting Solution for BCHDP Grant Recipients"; slides viewable at: <https://vault.sfu.ca/index.php/s/bTGmgo2jQ6CZdQ8>

- Distributed 50+ postcards to attendees of BC Museums Association Conference providing information and contact information for Arca hosting opportunity.
- Met twice with MemoryBC coordinator to clarify distinctions between Arca and MemoryBC services and enable more effective communication with prospective participants.

## Grant Recipient Outreach & Recruitment

- Migrated Terrace Public Library (TPL) Eleanor Muehle Newspaper Collection from West Beyond the West into Arca, which included:
  - Establishing communications with TPL and Archivemata contacts;
  - Evaluating and acquiring content from Archivemata and TPL;
  - Mapping, transforming and correcting metadata;
  - Batch ingesting 3,922 newspaper issues of 6 newspapers, totalling 290 GB.
- Prioritised list of pre-2016 BCHDP grant recipients based on grant amount and an updated baseline check of their collection visibility.
- Developed and sent initial contact email on behalf of BC ELN and IKBLC to 21 high priority recipients; responses received from 7.
- Facilitated ingest of Northern Pacific Cannery historical photograph collection, including outreach, staff training, and metadata support (on-going).
- Facilitated ingest preparation of Barkerville Historic Site Chinese language collection, including outreach, staff training, and metadata assessment and support (on-going).
- Hired, in consultation with Barkerville staff, a local contractor to prepare metadata for batch processing; trained and supported contractor (on-going).
- Met in-person with Saltspring Island Archives staff to present Arca as an option for their Marshall Sharp Fonds historical photograph collection.
- Met in-person with Georgia Straight Cannery staff to present Arca as a discovery option for their historical photograph collection.
- Supported initial export of metadata from existing platform for Peace Region Paleontological Research Centre, Tumbler Ridge.
- Explored with Nikkei National Museum Arca option for digitised collections.

"Holy smokes ! Looks fantastic! I really like the layout, its sooo much clearer to see what's available in our collection now – I'm sure patrons are going to love this as well."

- Terrace Public Library Staff

# Action Plan

The following high-level overview outlines up-coming or in-progress activities.

Planned Deliverable	Status
<b>Planning &amp; Developing Child Site Infrastructure</b>	COMPLETED
<b>Outreach &amp; Growth</b>	
<b>Outreach</b>	
Continue to contact pre-2016 grant recipients directly to ascertain interest, with 14 prioritised for follow-up (21/51 contacted)	
Contact post-2016 grant recipients whose materials are not yet online to ascertain whether they require hosting	
Contact successful 2019 grant recipients that have expressed interest in Arca	
Offer education/information to unsuccessful applicants that did not include hosting in their grant applications	
Propose sessions/posters at GLAM sector conferences	
Communicate opportunity to GLAM sector via newsletters, listservs, Twitter, etc.	
<b>Support &amp; Training</b>	
Provide training & support for new participants (3 underway)	
Migrate collections into Arca as needed (currently 3)	
Customise collections display as required for participants	
Provide metadata mapping, transforming and processing as needed	
Develop contractor and local staff expertise in metadata preparation	
<b>Planning &amp; Reporting</b>	
Assess participant needs beyond pilot	
Report progress/expenditure summary & plan to IKBLC	
<b>Sustainability &amp; Evaluation</b>	
Develop sustainability plan beyond pilot	
Communicate about sustainability plan to GLAM sector	
Develop plan for participants that are not moving forward with BCHDP (if necessary)	
Final report/expenditure plan to IKBLC for pilot	

@nishisun "So proud to be a part of @Arca\_BC collaborative project, a great option for smaller #BCglam organisations needing a supported, standards-based digital repository, and a foundation for the BC Digital Library! @bcdigilibrary #bcdl #nextgenrepositories #ArcaBC"

- Most viewed Tweet with 1458 views & 25 engagements

# Budget

## Proposed Expenditure Plans

Following are expenditure plans for pilot years 1, 2 and 3. Expenditure summaries will be provided at fiscal year end.

	Projected Year 1 (2017/11 - 2019/03)	Details	Proposed * Year 2 (2019/04 - 2020/03)	Details	Proposed * Year 3 (2020/04 - 2021/03)	Details
<b>Revenue</b>						
Carry Forward	N/A		11,570		6,320	
IKBLC Funding	30,000		10,000		10,000	
Total Revenue	30,000		21,570		16,320	

<b>Expenditures</b>						
One time set-up fee	1000		N/A		N/A	
Arca service support fee (pro-rated 5 + 12 mos. for yr 1)	7,083		5,000		5,000	
Additional storage @ 40¢/GB	200		400		400	
Direct outreach/Email campaign	1,134		500		400	
Support/Training/Orientations	1,008		1,000		1,000	
Metadata Transformation & Technical Support	1,595		2,650		2,650	
Content Migration	1,334		2,200		1,650	
Design/Printing/Reporting	1,330		500		500	
Meetings/Events/Site Visits	3,746		3,000		1,650	
<i>Archives Assoc. of BC Conference</i>		1,305		800		0
<i>2018 GLAM Symposium</i>		702		200		200
<i>BC Museums Assoc. Conference</i>		1,197		1000		750
<i>Meetings/Site Visits</i>		541		1000		700
Withdrawal Fee (if needed)	N/A		N/A		3,000	
Total Expenditures	18,430		15,250		16,250	

**Carry forward      11,570                                  6,320                                  70**

**\*NOTE:** Any unused funds will be carried forward to subsequent years.

## Sustainability Budget

Following is a proposed budget to provide sustainable support for BCHDP grant recipients that require Arca hosting going forward past 2021. This budget is to support new recipients only; additional funding would be required to continue identifying and recovering at-risk materials from past grant recipients.

	Proposed Plan for Sustainability 2021/2022 + forward	Details
<b>Revenue</b>		
Carry Forward	0	
IKBLC Funding	0	
Withdrawal Fee (carryover from previous budget)	3,000	
<b>Total Revenue</b>	<b>3,000</b>	
<b>Expenditures</b>		
One time set-up fee	N/A	
Arca service support fee	5,000	
Additional 1 TB storage @ 40¢/GB	400	
Direct outreach/Email campaign	N/A	
Support/Training/Orientations	300	
Metadata Transformation & Technical Support	1,200	
Content Migration	500	
Communication Tools	200	
Withdrawal Fee (if needed)	3,000	
<b>Total Expenditures</b>	<b>10,600</b>	

**Carry forward or deficit (7,600)**