Minutes

Digital Scriptorium Annual Meeting   2014-09-05   Yale University, Beinecke Library

Item 1: Technical Issues   Lynne Grigsby

WebGenDB converting to Hydra system in coming year; current consortium: Penn State, San Diego, Santa Barbara, Berkeley; will require new database and new structure for DS, with persistent URLs (a necessity for a linked data environment, including for Google Analytics) and with email links to institutional contact for each record

Analogy of how WebGenDB works: like a path finder between the digital objects and the user interface; records can be simpler now that repositories can use pdfs (attached to the "back" end of the records) to contain the more complex cataloguing issues

Total DS records: 8161   Total DS images: 40,842

Item 2:   Web-naming essentials   Consuelo Dutschke

Digital-Scriptorium.org domain name is good until 09 April 2024

Institutional holdings: how to count manuscripts in the database? Each institution should decides which records it contributes and how the records are counted

Consuelo offers to contact DS members to confirm their institutional holdings as reported under the Statistics link on the webpage (see under: About DS)

Lynne suggests that the Statistics page be accessible for institutions to update as they update their records

Add statement on DS front page of the general purpose of DS, with a nuanced discussion on a later page?

Item 3: Five Colleges   Martin Antonetti

Five Colleges in western Massachusetts with 40 med/ren mss total: Amherst College (26), Hampshire College (no med/ren mss), Mount Holyoke College (1), Smith College (13), UMass Amherst (no med/ren mss); 2 Otto Ege sets, all catalogued by Lisa Fagin Davis; total of digital objects: 14,000; collections not likely to grow

How to handle membership: by individual institution or by consortium? The Five College fee would be $1500/yr fee for the total consortium or $500 each x 3 = $1,500; However, see below for changes to Fee Schedule; institutions with no or fewer than 10 med/ren mss would not pay

Records are currently in MARC but can be mapped using the Yale crosswalk

Item 4: Fee Schedule   Debra Cashion

Fee schedule changes: SB Level 1 < 10,000; MS Level 0: < 5 = No Fee

Change size of Student Body parameters

>   **Cashion Post-meeting notice: SB Level 2 < 10,000; SB Level 1 needs to be different.**

>   **Cashion Proposal: SB Level 1 < 5,000; SB Level 2 > 5,000 < 10,000**

Post the Fee Schedule formula on the website under "Finances" with a note: If you have any questions about our fee schedule please contact us.

Also add "Contributing Institutions" to list of "Participating Institutions and Contacts"

Question: is DS ready for 501C3 status?   Answer: not yet!

Item 5: Takamiya mss   Ray Clemens

Small exhibition at the Beinecke of 12 English mss, from those now on deposit at Yale from the Takamiya collection

Item 6: New members   Welcome

The one new member present is new as a person to the DS group, although her library is a long-time member: welcome to Vanessa Wilkie from the Huntington Library!

Item 7: Revision of Bylaws   Consuelo Dutschke

First issue: voting members. See "Governance" on website. Voting members in the future will be all members who support the organization (paying members).

Management Host and Technology Host need not have same institutional affiliation.

Executive Director: 3 yr renewable term and no requirement for insitutional affiliation.   Duties as assigned.

Other officers: Deputy Director, Technology Host, Management Host, Secretary (3 yr   term) ; Officers plus two at large (3 yr term) = Executive committee = 7 people

Subcommittees: Membership, Nominations, Finance

Member institutions: See Bylaws, eliminate 1B

Board of Directors: remove statement about quorum

Amendments to the Bylaws: majority vote, meeting can be virtual/electronic

Conference call will reelect new officers? Stoneman's term has expired

Item 8: Recruiting new membership   E.C. Schroeder

List of institutions to contact; letter to use to approach new members

DS 2.0: Need to develop new digital tools and application for DS

New applications for manuscript studies in progress, including Manuscript Link (SCU), Broken Books (SLU), and vHMML (SLU)

N.B. See Matt Heinzelman's blog: " Eloquent Witnesses, Damaged Goods, or Teaching Aids?"   Available at: http://vhmml.wordpress.com/2014/07/11/