



Digital Scriptorium

Digital Scriptorium Annual Meeting 27 September 2019

The Newberry Library, Baskes Board Room
60 West Walton Street
Chicago, IL 60610

MINUTES

The Annual Meeting of Digital Scriptorium was held on Friday 27 September 2019 at the Newberry Library Chicago. In attendance were members of the DS Board of Directors, members of the DS Advisory Council, representatives of several DS member institutions, visiting guests and invited speakers. The DS Annual Meeting is generally hosted by a member institution, but this year the DS Board decided to hold the fall Board and Annual meetings at a non-member institution, and the Newberry Library was an ideal place to invite potential members and other interested parties from the Chicago area and Midwest.

The meeting was called to order by Debra Cashion, President and Executive Director of DS. She introduced Alice Schreyer, Roger and Julie Baskes Vice President for Collections and Library Services of the Newberry Library, who gave a welcome message and discussed plans in progress for a Chicago area exhibition of manuscripts, in the manner of *Leaves of Gold* (Philadelphia, 2001) and *Beyond Words* (Boston, 2016). Then Cashion explained that the schedule for the day was organized into two sessions, morning (9:00 am to 12:00 pm) and afternoon (1:30-4:30 pm), with a 1.5 hr break for lunch in between. The morning session would focus on business and the afternoon session would include presentations and exhibitions. Cashion then asked people to please add their name to a sign-up attendance sheet. Although the number fluctuated during the day, the meeting attendance totaled 27: a complete attendance list is included at the end of the Minutes.

Before beginning Old Business, Cashion asked for a motion to approve the new membership of Western Michigan University, so that they could vote during the meeting. The motion was made by Cherry Williams and seconded by Vanessa Wilkie. The motion was then approved by the attending members and proxy votes from Yale, Harvard, Oregon, Smith Grolier Club, and the Free Library of Philadelphia, submitted to ensure a quorum. Then Cashion presented her annual Director's Report, which gave a summary of DS events and accomplishments over the last year. Cherry Williams moved that the Director's Report be approved and Vanessa Willams seconded. All voted in favor of approval.

The Director's report was followed the Secretary's Report by Lynn Ransom. This included the Minutes from the previous Annual Meeting at UC Riverside on 07 September 2018, which were approved, and a progress report on DS 2.0, the project to rebuild the DS union catalog. Related to this was a report on the Beinecke Planning meeting held at Yale University on 24-26 February 2019, given by Ransom for E. C. Schroeder, who was absent. Ransom also outlined a recently-submitted

preliminary proposal to the IMLS (Institute for Museum and Library Services) in order to apply for a one-year Planning Grant with a budget of \$100,000, and she explained DS's new commitment to the ISMI Consortium to promote international unique identifiers for manuscripts.

In the absence of E.C. Shroeder, Treasurer, Vanessa Wilkie gave the Treasurer's report the report on Membership. Wilkie also discussed guidelines for potentially new members, including the DS MOU (Memorandum of Understanding) posted on the DS website. She also explained the advantages of DS membership and how to get started with DS. Alice Schreyer asked about using graduate students for cataloging. Cherry Williams related her experience at the Lilly Library and how joining DS can be difficult to do because of high barriers to manuscript cataloging for libraries without sufficiently trained staff.

Cashion then introduced the Advisory Council report by explaining that the AC is not established in the bylaws but began as honorific names on the DS website, although the intention of the Board is to increase its role as a standing committee appointed by the Board. Cashion thanked Liz Teviotdale, who is leaving the AC, for her service as Chair. Peter Kidd has also resigned from the AC. Cashion asked the members to approve Lisa Fagin Davis as the new Chair of the Advisory Council. Vanessa Wilkie motioned for approval and Cherry Williams seconded, and the members voted to approve.

Fagin Davis gave an oral report, including how the AC has been developing a more engaged role in the consortium. Consuelo Dutschke has continued to do cataloging at Yale Medical Library and at the NY Academy of Medicine. Fagin Davis has contributed to cataloging at Tufts, Wellesley, and the 5 colleges, and hopes to get Boston Public Library to join DS. She has also been crafting records for Digital Commonwealth of Massachusetts. Barbara Shailor and Dutschke recently represented DS at Research Group on Manuscript Evidence, where Shailor gave Cashion's slide presentation "DS: State of the Union Catalog." Cashion thanked the AC for their work and explained that the Board needs to define the function of the AC.

The final report was the Technology Report given by Lynne Grigsby, representing UC Berkeley, DS Technology Host. Grigsby recounted the history of the DS catalog, which started in MS Access, then in 2002 moved to WebGenDB. DS didn't fit WebGenDB at first, which was not meant to handle mss. Berkeley library, however, is now moving its full cataloging platform to TIND. Phase 1 is complete; phase 2 is in progress. Berkeley is not continuing support for WebGenDB and upon conversion to TIND will not maintain "boutique" digital projects. When data migration is done, Berkeley may have to pull plug on DS. All UC campuses are moving toward generic data asset management.

An attendee from the University of Chicago mentioned a database service called OCHRE- Online Cultural and Historical Research Environment--a project begun by the Chicago School of Oriental Studies. It is not a tabular database but a repository for many types of data that could be useful to DS:

<https://oi.uchicago.edu/research/ochre-data-service>

Consuelo Dutschke asked to speak on DS and its relationship with Comité international de paleographie latine. The Comité focuses on cataloging dated manuscripts and in 2016 DS agreed to be representative of the Comité in the US, but without any formal arrangements. Dutschke pointed out that the option to index dated manuscripts has been part of DS metadata since the beginning. Dutschke asked if this group agree that DS be listed on the Comité website as a resource for the discovery of dated manuscripts? A discussion followed, including these questions: 1) What are the expectations/requirements if we say yes (Ransom); 2) Is there a formal Memorandum of Understanding (Wilkie); 3) What about the problem that currently the dated search function in the DS online catalog is not working (Dutschke); 4) Should this issue be post-posed until DS 2.0 (Cashion). Dutschke says that DS would need to agree to have our name included on the website and provide a link. Cashion agreed that it was mutually beneficial for DS and the Comité to work together but that the specifics of the arrangement needed to be taken up by the Board. She also mentioned that any issue with the DS database may need to be postponed because of the data platform transition at Berkeley.

The meeting recessed for lunch, 12:30-1:30 pm. The afternoon session was comprised of presentation and a special exhibition of Newberry manuscripts. Due to illness, James Marrow had to cancel his presentation concerning an exhibition of Chicago are manuscripts. The rest of the presentations were as follows:

- Lia Markey presented on the Newberry Library's Center for Renaissance Study
- Daniel Gullo and John Meyerhoffer presented on vHMML (Hill Museum and Manuscript Library cloud image store server and manuscript cataloging website)
- Daniel Meyer, Special Collections at the University of Chicago, presented on UChicago special collections
- Sue Steuer, Manuscripts at Western Michigan University, presented on WMU manuscripts

The presentations were followed by a snack break and a special exhibit of manuscripts from the Newberry Library collections, organized by Suzanne Karr Schmidt and Chris Fletcher. After the exhibit the remaining time was used to discuss the location for the next Annual Meeting, which was decided to be held at the University of Pennsylvania. Cashion then reminded everyone that they were invited to a reception at *Les Enluminures*, 980 North Michigan (One Magnificent Mile) Suite 1330, Chicago, just two blocks East of Newberry. She thanked the Newberry for their hospitality and thanked everyone for coming, contributing presentations, and making donations to fund the meeting. The meeting was adjourned at 4:30 pm.

DS Annual Meeting Attendance List and affiliation

Debra Cashion
Lynn Ransom

DS Board (Saint Louis University)
DS Board (University of Pennsylvania)

David Faulds	DS Board (UC Berkeley)
Cherry Williams	DS Board (UC Riverside)
Vanessa Wilkie	DS Board (Huntington Library)
Lynne Grigsby	DS Technical Host (UC Berkeley)
Lisa Fagin Davis	DS Advisory Council (Medieval Academy)
Consuelo Dutschke	DS Advisory Council (Columbia University)
Liz Teviotdale	DS Advisory Council (Western Michigan University)
Chris Barbour	DS Member (Tufts University)
Peter Bovenmeyer	Invited Guest (Les Enluminures)
Karen Christiansen	Host Institution (Newberry Library)
Ian Cornelius	Invited Guest (Loyola University Chicago)
Christopher Fletcher	Host Institution (Newberry Library)
Elizabeth Frengle	Invited Guest (University of Chicago)
Keegan Goepfert	Invited Guest (Les Enluminures)
Dan Gullo	Invited Guest (Hill Museum and Manuscript Library)
Elizabeth Hebbard	DS Member (Indiana University)
Laura Light	Invited Guest (Les Enluminures)
Lia Markey	Host Institution (Newberry Library)
Daniel Meyer	Invited Guest (University of Chicago)
John Meyerhofer	Invited Guest (Hill Museum and Manuscript Library)
Ruth Rogers	DS Member (Wellesley College)
Emily Runde	DS Member (Columbia University)
Alice Shreyer	Host Institution (Newberry Library)
Suzanne Karr Schmidt	Host Institution (Newberry Library)
Sue Steuer	DS Member (Western Michigan University)