

# **North Dakota Library Coordinating Council Regular Meeting – Final**

**September 8<sup>th</sup>, 2009**

**Time: 1:00 to 5:00 p.m.**

**Bank of North Dakota**

**Bismarck, North Dakota**

**Council Members present:** Chair Ann Pederson, Ilene Larson, Phyllis Bratton, Heidi Danielson, Rosemarie Myrdal, Doris Ott, Wilbur Stolt, Beth Postema

**Members absent:** Dr. Louise Dauphinais, Mark Holman and Sarah Snavely

**Others present:** Cynthia Larson, Assistant State Librarian and Cheryl Pollert, State Library recorder

**Welcome:** Chair Pederson welcomed Council members and others. She asked them to introduce themselves for the benefit of the new members.

**Review of Agenda:** Chair Pederson asked if there were any changes or additions to be made to the Agenda. No changes or additions were requested.

**Approval of June 15, 2009 meeting minutes:** Bratton asked that the spelling of Taber be corrected. Stolt moved that the minutes be approved. Myrdal seconded it. Motion passed.

## **Statewide Digitization Plan:**

Council members discussed the need for a plan or set of guidelines to follow. Stolt thought it would be interesting to know what pocket plans around the state are being produced. Some of the questions that were raised are:

- What types of technology would be used?
- Who decides what gets digitized?
- How would Regional groups partner?
- Is the Historical Society working with County Historical Societies?
- What equipment is needed and what happens to it when done?
- How to access the digitized information?
- How does WorldCat fit in with digitization?
- Where and how will digitization be funded?
- Who will do the digitization of materials?
- Will digitization replace books and documents once they are digitized?
- What is the end result that is desired and how can it be accomplished?
- Is this for access or preservation?
- How does copyright fit in with this?

## **Presentation of the State Historical Society's Digitization Project with Ann Jenks, State Archivist Along with Rachel White and Michael Frohlich:**

The State Historical Society organized and completed a digitization project in 2009 which included ten sites. It was staffed by interns. One hundred items were digitized at each site.

Selection criteria used for the project: must be North Dakota subject matter, have good identification information, have good quality of materials, and be copyright satisfied. Material cannot be digitized without permissions from all sources of ownership. Sometimes there is confusion as to who owns it that must be cleared up first. Required information for photos was: who took the picture, when was the picture taken, who is in the picture and where was the picture taken? All paperwork with correct signatures needed to be placed in case files with the North Dakota Historical Society and set up by patron name, before any materials were digitized. It was not the intention to have everything digitized. Additional criteria for selection were: unique to North Dakota, could be documented by the paperwork, and not duplicated somewhere else. Rachael White continues to look at guidelines from other states. Newspapers are a popular request, but they are in fact difficult to digitize due to copyright issues unless older than 70 years.

### **Digitization Equipment**

The end quality of the digitized materials depends on equipment quality, calibration of scanners, training of staff using it, and quality of the material content. The staff also needs to be consistent so the digitized content comes out the same. Equipment quality standards need to be addressed for consistent digitization quality. Digitization will cost money, mostly in people's time, in training and equipment. Once done, it will be accurate, useful, and provide quick access to information. Most individual libraries will not want to take or be capable of taking the time to learn to do the digitization themselves. Would it be better to have a digitization team that travels to libraries to accomplish this? It was asked of the State Historical Society: what did you learn with the 10 sites that were part of the digitization project? Interns who managed the project will be talking about their experiences at the upcoming 21<sup>st</sup> Annual Governor's Conference on North Dakota History, September 25-26 in Bismarck.

### **Discussion of a Statewide Digitization Plan:**

Future digitization plans need to give a set of guidelines to each agency/person of what is expected from them in the way of preparations before digitization takes place. A survey could be done statewide to see what the needs are. Survey Monkey could be used. The County Historical Societies contact information could come from the ND State Historical Society. Some of the questions for a survey could be: are you digitizing? What are your standards for digitization? Would you like to join a larger group? How much pre-planning is being done, what is the timeline for digitization, how much digitization is going on, and what information did they use as guidelines for digitization? A task force will be formed and could they use this information to assist in the formation of statewide guidelines? NDLC members Stolt, Myrdal, & Pederson volunteered to be on the task force with 2 people from the State Historical Society. Ann Jenks will get in touch with Ann Pederson. It was decided that the task force should meet in November.

### **Letter from Central Dakota Library Network:**

A letter from the CDLN was reviewed and discussed by Council. It was tabled pending additional information.

The meeting end at 4:45.

## **North Dakota Library Coordinating Council Regular Meeting**

**September 9<sup>th</sup>, 2009**

**Time: 8:30 to 4:00 p.m.**

**Bank of North Dakota**

**Bismarck, North Dakota**

**Council members present:** Chair Ann Pederson, Ilene Larson, Phyllis Bratton, Heidi Danielson, Rosemarie Myrdal, Doris Ott, Wilbur Stolt, Beth Postema and Mark Holman

**Members absent:** Dr. Louise Dauphinais and Sarah Snavelly

**Others present:** Cynthia Larson, Assistant State Librarian and Cheryl Pollert, State Library recorder

### **Think Tank Report:**

Ott reviewed the Think Tank Report with the Council. Discussion of Priority #1 began. Communication and education were top priorities for Priority #1. The second priority was ongoing funding. There seemed to be a lack of understanding in what is involved with WorldCat. Keeping the libraries in the system trained in the use of WorldCat and remaining active is an ongoing goal; continuing education for librarians seems like the best way to accomplish this goal.

### **Library Vision 2015:**

Recorder Pollert put Library Vision 2010 on the screen and Council began to discuss changes. A Vision Statement and Mission Statement were created as the Council worked on Priority #1. Bratten moved that we accept the Vision and Mission Statement. Postema seconded. A roll call vote was taken. Motion carried unanimously. Postema made a motion to rescind the vote. Danielson seconded it. Discussion: the voting at the beginning of LV2010 review on the new Mission Statement should be rescinded due to the fact that everything in LV 2010 will be reviewed and changed. Voting will follow the revisions when the Council feels they are complete and Library Vision 2015 is ready. Motion passed.

The process of updating Library Vision 2010 will be ongoing. It was decided that fall site visits would be postponed until spring to concentrate on LV2015.

### **Upcoming Meetings:**

The next meeting will be held November 16<sup>th</sup> and 17<sup>th</sup> in Bismarck at the Bank of North Dakota. On the 16<sup>th</sup>, the Council will meet from 1:00 p.m. to 5:00 p.m. and from 8:30 a.m. to 4:00 p.m. on the 17<sup>th</sup>.

The December 2<sup>nd</sup> and 3<sup>rd</sup> meeting will be in Fargo, North Dakota at the Fargo Public Library in the Fercho Conference Room. The meeting will begin on December 2<sup>nd</sup> at 9:00 a.m. until 5:00 p.m. and December 3<sup>rd</sup> at 9:00 a.m. until 4:00 p.m. The Council will review the current grant round and continue work on Library Vision 2015.

Meeting ended at 4:00 p.m.