

**Louisiana Digital Consortium  
Executive Board Meeting  
February 20, 2015**

The Board met at 1:35 at the State Library of Louisiana. Board members in attendance were: Pat Vince, Lance Query, Debbie Sibley, Debbie Johnson-Houston, Diane Brown, Stanley Wilder, Carol Bartels. Also attending were Donna Torres and Patrick Martin from LSU.

**Memorandum of Understanding (MOU)**

Patrick explained that the agreement needs to be between LSU and the individual institutions since the LDC is not officially incorporated. The terms of the agreement are negotiable. LSU would have final say on everything, but would seek agreement and advice from the Board and members. LSU would look to the Board for decisions. MOU would lay out specific terms and deliverables and either side could terminate the relationship. Employee direction and activities would be driven by the contract, strategic plan and budget, over which the Board has control.

Donna explained the difference in an Agency Fund and a Restricted Account:

- Agency Fund – LSU acts as agent for the LDC and funds go into a separate account that can roll over, but it cannot hire staff. Agency accounts are not tax exempt. LDC would be free from state procurement rules.
- Restricted Account – Funds still go into a separate account that can roll over and funds are tax exempt. LSU could hire staff on behalf of the LDC. LDC would have to follow state procurement rules.
- Hybrid Option – Have both accounts and keep funds in Agency Account and only move them into the Restricted Account before a big purchase.

Patrick will revise MOU and add additional language about consultations and approvals. He should be able to get it finished in the next couple of weeks.

Donna will write up the various proposed funding models.

**Plan B (The LSU Plan)**

Stanley presented an alternate plan based on the assumption that:

- We have an interest in sharing an infrastructure,
- We want to decrease costs so that small institutions can contribute,
- We favor submissions and contributions,
- The LDC will continue to exist.

In this scenario, the content would exist in either the LDC, hosted at LSU or at the individual institutions. In the latter case, a discovery layer would be the umbrella over all collections to bring them together for the searcher.

LSU is building an Islandora-based repository. LSU would provide the storage and staffing. Since LSU is building the infrastructure anyway, member institutions would only be charged for recovery of costs and storage. All existing LDL content would be moved to LSU. Additional details attached.

It was decided that both option A and B would be presented to the membership for decision.

### **Nominations**

The nominating committee (Lance, Carol and Diane) will call for nominations, compile a slate of nominees and submit to the general membership 30 days prior to April 7 meeting.

The list of potential nominees needs to be submitted to the membership by March 7. We are seeking nominees for ViceChair/Chair Elect and for one At-Large representative.

### **By-laws**

Diane will compile the suggested revisions to the By-laws before the next Board meeting.

All other discussions were tabled until the next Board meeting. Next meeting will be at 1:00 at the State Library on March 5<sup>th</sup>, 2015.

Adjourned at 3:40 p.m.

# **A proposal for partnership: The Louisiana Digital Consortium / LSU Libraries management of the Louisiana Digital Library**

**February 20, 2015**

This document describes a partnership between the LDC and the LSU Libraries relating to the management and development of the LDL. In this proposal, the LDC provides the leadership, oversight, and support for statewide development of the LDL, while the LSU Libraries would provide a centralized platform for LDL content, manage the data contained in it, expand system functionalities, and expand the visibility/impact of LDL content.

## **Assumptions**

1. The LDC is a consortium of Louisiana institutions with a common interest in digitizing and making available important cultural or historical material. They recognize that collaboration among institutions increases the impact of these digital collections and reduces their costs.
2. The LDC would seek at every point to minimize the financial or other barriers to LDC membership and the submission of appropriate content.
3. The LDC would be managed by a Board, which would make decisions on behalf of its members. Membership in the LDC would be open to Louisiana institutions who have such material, wish to make it available, are willing to abide by the data standards established by the LDC, and by the terms under which the material would be made available and managed.
4. Two options are available for storing and managing LDL content:
  - a. Data may be stored in the digital asset management system of a member's choosing. Members choosing this option would secure any OAI-PMH-compliant system, with SOLR indexing. ContentDM is one example of an acceptable system. These constraints will allow for a seamless discovery layer to pull LDL content together, regardless of the platform or system. All of the costs related to the management of the system fall to the member institution.
  1. LSU Libraries will provide a digital asset management system (Islandora) for its own content, and for any institution that does not choose to secure its own system.

## **Roles and responsibilities**

### *Louisiana Digital Consortium*

1. Grow the LDC by promoting LDL content and recruiting new member institutions.

2. Develop and maintain data standards and the terms under which digital material is managed and used.
3. Direct and fund the development of a web interface for the LDL, one that's customizable for member institutions.
4. Establish a queue for ingest of material into the LDL.
5. Explore and coordinate the creation of collaborative grant applications, and provide oversight of the resulting grant projects.
6. Provide recommendations relating to search engine optimization, collaboration with initiatives such as the Digital Public Library of America (DPLA), and metadata ingest for similar non-LDC repositories such as that maintained by the EBR Parish Libraries.
7. Provide a forum for discussion of LDC matters not covered in this document.

### *LSU Libraries*

1. Provide training and support to member institutions.
2. Select, manage, staff, and fund the LSU-based digital asset management system that will house content for members who choose to use it.
3. Establish Solr-based discovery layer to accommodate institutions using other OAI-PMH-compliant systems.
4. Establish cost-recovery-based fee for storage *as required for going-forward deposits*. No fee would be assessed for storage of material in the system as of the beginning of this agreement.
5. Store and preserve content residing on LSU-managed servers.
6. Offer digitization and metadata creation services to members on a cost-recovery basis.
7. Grant-writing and administration relating to centralized LDL functions.