

**Louisiana Digital Consortium
Executive Board Meeting
April 16, 2015**

The Board met at 1:30 p.m. at the State Library of Louisiana. Board members in attendance were: Pat Vince, Lance Query, Diane Brown, Stanley Wilder and Carol Bartels. Debbie Sibley and Debbie Johnson-Houston attended via conference call.

Role of LDC and Board

Issue of the relationship between LDC and LSU was discussed. We need an MOU that lays out responsibilities and rights of each party. Stanley indicated that the only charges would be for storage and any value-added services like scanning or metadata creation. Debbie J-H indicated that we do not want to micromanage LSU. Pat and Lance indicated concern for the migration costs, citing that Tulane is paying a third-party \$30,000 to migrate their data. Pat indicated that training at no charge should be included in the MOU. Pat indicated storage charges must be included in MOU.

The following issues were suggested as needing to be spelled out in the MOU:

- LSU will define “cost recovery fees.”
- LSU will migrate the existing data at no charge.
- LSU will provide training at no charge (what kind of training is included and does that include onsite training at member institutions?)
- LSU will provide all infrastructure, staffing, equipment, etc.
- LSU will only charge for storage (i.e. added storage needed after migration). Estimates of costs should be included.
- LSU will only charge for optional value-added services like metadata creation or scanning.
- Rights to the materials loaded into the LDL – who owns the files?
- What can LSU do/not do with the data files?

Potential roles for the LDC Board include:

- Approve training
- Revise the website (contract for someone to do it)
- Apply for grants
- Establish overall policies and procedures for members
- Create and maintain collection development policy
- Marketing, fund raising and advocacy

Outstanding issues to research included:

- Stanley will investigate migration and assure that LSU staff can do it at no charge.
- Stanley will come up with an estimate of storage costs.

Pat will investigate whether there is a global way to replace the existing CDM URL in the metadata records with a new Islandora URL when the migration happens. (Pat found out that like CONTENTdm, Islandora will generate a permanent URL for each item ingested into the system. That URL is permanent only within Islandora and will be in this format sitename.com/islandora/object/PID)

Stanley will continue to press for an MOU.

Meeting adjourned at 2:30. Follow up meeting to be scheduled once MOU is available for review.