

**Louisiana Digital Consortium
Executive Board Meeting
February 29, 2016**

The Board met at 1:30 p.m. in the Tulane University Library. Board members in attendance were: Carol Bartels, Pat Vince, Debbie Sibley, Deborah Poole, Diane Brown and Gina Costello. Lora Amsberryaugier was not present.

One-time start-up fee

- Discussion ensued about how to use funds from a start-up one-time initial fee to join the LDC. Concerns were that the fee needed to be high enough to make joining the LDC significant, but not so high that it would prevent institutions from joining. The merits of a \$1000 fee versus a \$500 fee were discussed.
- A suggestion was made to say that the initial funds would cover start-up costs and training. Also, once the migration is fully underway, the existing funds will be used to hire someone to redesign the website. At some point, funds will also be needed for design and production of publicity materials.
- Debbie Sibley made a motion, seconded by Pat Vince, to recommend establishing the fee at \$1000. The Board voted: 2 yes; 3 no.
- Deb Poole made a motion, seconded by Diane Brown, to recommend establishing the fee at \$750. The Board voted: 5 yes; 0 no.

Communication with LSU

Islandora

- Staff working on the project: 2 FT programmers, 20-hour graduate assistant, 2 librarians part time.
- They are writing code to manage the translation/migration and writing a script to retrieve content.
- Each institution will have its own space to customize.
- A major problem is inconsistent metadata. Deb suggested LSU send a checklist of what to fix to each institution and they can try to get it fixed before migration.
- Configuring the virtual environment is done; modeling it after the Florida Virtual Campus and their Islandora platform.
- Timeline – LSU is currently uploading, practicing and testing with selected collections. Goal is to have something to show the members at the April meeting.

- LSU does not have a front-end developer or graphics designer to assist with the aesthetics of the new LDL site. Pat will talk to the new Tulane director to see if Tulane staff can help.
- Gina will email the timeline and plan to the Board.
- Additional details can be found in Gina's attached report.

Quarterly report (Institutional Item Counts)

- Because of the structure of the CONTENTdm software, inaccurate or incomplete metadata, and poor site organization of the LDL, it is not a straightforward process to determine which institutions own which collections. In addition, the exact individual institution item count for collaborative collections is not easily determined from the data available on the CONTENTdm server. LSU shared collection ownership and item count information with the board on 1/21/16.

Membership Meeting

- Meeting is set for 1:00 – 4:00 on Wednesday, April 27th at the State Library.
- Board will create the agenda via email discussions.
- We will need to send out information on the number of items in each collection to system administrators for them to review prior to the meeting.
- Also, we need to send out contact information for them to update prior to the meeting.

Follow-up

- Carol will send out the call to the meeting.
- Pat will send out the nominations.
- Carol will explain to them that we will be voting on a one-time fee of \$750.
- Carol will send out the link to the webinar on the South Carolina Digital Library for the Board to review.

Adjourned at 3:45.

Islandora update for LDC 2/29/16

Gina Costello

The LSU Technology Initiatives Team is currently working on infrastructure issues, using best practices. We are building an environment where we can easily test and apply configuration changes:

1. by having a script that can build a version of the production environment for testing
2. by using the same script to build local desktop versions - that can be created and destroyed at will
3. where configurations can be easily shared between the different environments - thus keeping them in sync
4. and (hopefully) where the data would be kept in sync

The team is using the following tools:

1. Vagrant - software that creates and configures virtual development environments. It can be seen as a higher-level wrapper around virtualization software such as VirtualBox, VMware, KVM and Linux Containers (LXC), and around configuration management software such as Ansible, Chef, Salt, and Puppet.
2. Ansible - a free-software platform for configuring and managing computers, combines multi-node software deployment, ad hoc task execution, and configuration management. It manages nodes (which must have Python 2.4 or later installed on them) over SSH or over PowerShell. Modules work over JSON and standard output and can be written in any programming language.
3. GitHub a web-based Git repository hosting service. It offers all of the distributed revision control and source code management (SCM) functionality of Git as well as adding its own features. Unlike Git, which is strictly a command-line tool, GitHub provides a Web-based graphical interface and desktop as well as mobile integration. It also provides access control and several collaboration features such as bug tracking, feature requests, task management, and wikis for every project.

Metadata

The team is working on building automated processes that will be able to transform the xml metadata from CONTENTdm into MODS xml, which is what Islandora needs for import. We have a script that can pull collection metadata and binaries at will. We are currently surveying the metadata, and trying to separate out what can be automated and what will need to be done manually.

We've conducted a survey of the ownership of the collections and their contents. We're getting in touch with each institution's administrator to verify ownership and discuss any problematic file types. If they would like to help with this process, they can review the spreadsheet that was sent out and email me if they have questions or concerns. We are beginning to do a survey of metadata contents and we've found a number of collections where the objects are unclaimed or missing metadata the LDC guidelines require. Any institution that spends time bringing their collections up to those standards, and notifies us they have verified their metadata, will be eligible to move to the front of the queue for migration.

The team will be presenting a prototype of the LDL in Islandora at the spring membership meeting. We will be working with a couple of early adopter institutions to add content prior to the meeting also.