

PARADISEC planning meeting 11 February 2014, 10am

Minutes

1. Business from Previous Minutes

RN1 collection done – AW to double check whether there are any tapes left to do

Still need to clarify whether Julia Miller is still doing PDSC work – see if she can attend next meeting. **ACTION:** LB and NT are planning to meet in Canberra in March to coincide with the Centre for Excellence meetings

ACTION: AH and LB still to update ExSite9 guide

GAC1 files still awaiting metadata – LB

NFG still struggling to deal with JHER damaged tapes – NT suggested we might have to let the depositors know that they can't be digitised – tapes were stored in Fitzroy

Crossing for a long time. **ACTION:** NT to recommend that they deposit the tapes with

AIATSIS and ask for permission to use a sample of one of the sound files to illustrate a blog post about digitising damaged tapes –**ACTION:** NFG to burn the few tapes that have been digitised to CD to send back. LB suggested that we could use a sample for a blog post about storage of tapes - **ACTION:** AW to write blog post

CI videos and minidisks still clogging up offline storage, awaiting metadata and filenames

– **ACTION:** AH and LB to draft a letter to Catherine to propose she set time aside in October to finish them when she is in Sydney. Ask is there is funding to continue digitising her collection.

RD1 videos still need to be converted from .mov to mp4 - **ACTION:** AW to do

Margaret Jolly tapes are currently being done in Melbourne. Gary Holton metadata is still not complete - **ACTION:** NT to write to Gary and give him a deadline of end of May otherwise his collection we will have to return the collection.

Need to make a case to Conservatorium (Adrienne Sach) for why we need our own scanner, Jeremy has researched a light box for looking at negatives.

Conference was a great success and the deadline for papers is end of March.

2. Centre of Excellence – implications for PARADISEC – programming support; increase in deposits

Project between UMelb, ANU, UWS, UQ – there is funding in the Centre of Excellence for lots of data to come into PARADISEC, ExSite9 will be an important tool for getting the data into the collection. There are also funds for computer programming to cover further Nabu development. AW suggested there will need to be training for participants to use the tools for archiving, there will be an annual summer school and hopefully also opportunities for people to come from the Pacific and Pacific diaspora in Australia. Nick Enfield will be based at Sydney and is an AI in the centre, so Sydney will also need to be included in the MoU. NFG suggested that we will need to upgrade the Dell computers if we are getting a lot more data through the system, we could just get machines with Wavelab, and won't necessarily need to go through Syncrotech.

3. Backup of the collection and error checking for damaged files

We have backup data tapes from Sydney's backup of Azoulay up until a certain point.

There's a weekly backup of Nabu, but if a file is damaged in transit to Nabu then that file will be backed up and we may not find out for some time. LB pointed out that we have

the digital checksum in the BWF xml, so maybe an improvement to Nabu would be to check the checksum – needs to be prioritised in the Github list - **ACTION:** AW to check Github and raise one if it's not already registered. LB and NT suggested we get ICT to read off the data tapes to be stored as dynamic data. See FREIP project

4. GitHub bug reports and future work on NABU potential to do things we had planned – streaming, online annotation ... others? Your suggestions.

We need to be able to give a budget for further work to be done – awaiting clarification from the Centre of Excellence budget. Once we have an idea of budget we need to prioritise the Github list and update it.

We should also be encouraging new users of Nabu – LB suggests a blog entry listing the features of Nabu and advertises it as a system for others to use.

ACTION: AW to investigate Trove identifiers in RIF-CS feed and RDA reading of our map data

5. ExSite9 development

NT has started talking to Peter Withers about programming ExSite9

Still needs an import/export function and improvements to the interface

NT will talk to Peter Sefton at UWS

6. job tracking with Trello

AW demonstrated a free online interface Trello as a tool for tracking work on collections,

LB suggested we trial it for 3 months. **ACTION:** AW to set us all up as users.

7. Server details – make sure the list is up to date – Sydney uni FREIP

NT has circulated a server doc – we need to update it and make a google doc, LB suggests reviewing the Azoulay state of play doc for the FREIP process.

Doug Rosser, Sydney ICT Conservatorium Relationship Manager has initiated a funding request to review and update PDSC Sydney ICT structures.

ACTION: AW to reconcile the two server documents and ensure they're up to date. We may need server updates as a standing item on meeting agendas to keep it updated.

8. Valuation of collections – implementation?

It's possible to claim the value of a collection donated to a recognised institution, it can then be a tax deduction. Potentially depositors could donate half of the benefit they receive from the donation to PDSC to aid the cost of processing the collection. NT suggests that we do a trial of the process by getting a valuer to assess a collection (NT's or LB's). Then we'd need a list of instructions for depositors for how to have their collections valued – it may be possible to become a valuer – NT has been consulting Kevin Bradley on this. **ACTION:** NT will raise with the steering committee

9. vLab access to collection

HCSNet – project based at Macquarie and UWS, building a set of services that go on top of collections including PDSC and EOPAS – working with text, allowing a faceted search
ACTION: NT to get agreement from steering committee to trust HCSvLab to adhere to our access conditions.

We would need the catalogue xml to be dynamically updated as changes are made to the catalogue.

Because of concerns about the security of vLab having access to our data, we will need to seek advice before going ahead.

10. ABAX – installation of the audio analyser to produce chunked eaf files related to items in the collection that have little other metadata

ABAX can identify sections of a recording that are different from other sections, which may mean we can identify sections that might contain metadata. Product would be an ELAN file. **ACTION:** AW will arrange for it to be trialled.

11. AAPS Conference

Sydney University 22-26 April – PDSC has been asked to participate, LB has agreed to present.

ACTION: LB to write to conference committee to request a Thursday timeslot and offer a computer demonstration at lunch time or another break of our collection and catalogue.

12. State Library of NSW work and tendering process

We have previously done digitisation work for the SLNSW through an MoU they have with Fisher Library. They are now obliged to go through the State Government's Procurement Prequalification scheme. If we prequalify, we will be able to do work for them and other State Government bodies up to 130,000. We met with Sally Hone and Cynthia Coleman from the library about this process. We decided we'd have to consult the University's business liaison to help with the process of preregistration. **ACTION:** LB to write a letter to the University lawyer explaining why PARADISEC Inc can't carry out the work and follow up with a phone call and set up a meeting to include the Faculty administration. We also need to update the MoU and may have to consider changing the name of PARADISEC Inc. The fact that we can clean and process damaged tapes is an important consideration for SLNSW using us for digitisation. The installation of ventilation is essential for us to be able to continue carrying out cleaning work.

13. Steering Committee and MoU

MoU needs to be updated with the new Steering Committee, **ACTION:** NT and LB will liaise with legal units at the respective universities to update the MoU and determine who the correct person is at ANU to be involved in discussions.

ACTION: NT will write to the steering committee and report on the unsuccessful LIEF bid.

ACTION: AH to upload all of the minutes organised by year to the admin area of the website – AW will set up a steering committee login for the PDSC website

ACTION: AH to get information from NT about steering committee and update webpage, including a link to the admin login

14. Uni of Sydney Oral History work

Julia Horne, university historian has contacted us about digitising the university archives' collection of oral history. Roderic Campbell is working as a research assistant to organise the collection and determine priorities for digitisation. LB visited Roderic at the end of 2013 and viewed the collection which is still needing further metadata organisation.

We've recently written to Julia to set up a meeting for the 27th Feb to discuss but are still waiting to hear back from her. If this goes ahead it would help with fundraising for this semester. LB has suggested that AW could be seconded to help to organise the metadata. **ACTION:** AH to write a follow up email to Julia.

15. Wangka Maya work?

Port Hedland language centre may have some digitisation work, they aren't sure how much of the collection needs digitising at this stage.

16. pozible campaign Madang/Honiara

Pozible campaigns – you need a video campaign and people donate money if you grab their attention – you need to offer prizes for donations of certain amounts (eg tshirts)

ACTION: NT will circulate draft of video for comments, NFG can assist

17. PDSC Sydney opening

21st Feb from 4:30/5 until 6, Conservatorium's External Relations are funding the reception, Sydney University Press are involved in launching Allan, Linda and Lys' book. Mandy Campbell, Conservatorium PR person, has lined up a story for SBS TV news. LB needs to get footage of performers for that. **ACTION:** everyone to help prepare the lab for visitors on Thursday 20th and set up video of the mamurrng and demonstrations of Nabu and EOPAS, we need to put posters up and tidy store room.

18. Volunteer roles – set up a list of projects ?

NT periodically gets offers to volunteer, we could log a list of jobs on the trello system. Scanning of images, listening to metadata on tapes and describing them, creating item records for new collections. **ACTION:** AW to set up a list for volunteer jobs on trello

19. Conference Proceedings from RRR 2013

Deadline has been extended until the end of March and we have 7-9 contributions promised. **ACTION:** AH and LB to follow up with Susan Murray-Smith at SUP to verify processes and let her know about submission deadline. LB suggested we explore using the Online Journal System.

20. WHS

Cleaning room ventilation & Window security in AH's room and ongoing stairwell hazard
We can't do any cleaning of tapes until the ventilation is installed in the cleaning room.
The window in 3020 has a very flimsy latch system and the stairwell hazard has been marked with tape, but it needs something on the corner to prevent people from hitting

their heads. **ACTION:** LB to set up a meeting with Guy McEwan, Andrew Humphries and Adrienne Sach.

ACTION: AH to find out who the WHS officer in the building is and where the thermostat is located for 3020.

21. Any other business

Quality checking NT asked NFG to check the files coming up from Melbourne, AW suggested NFG could do some training in Melbourne of the students doing digitisation work. **ACTION:** NFG to run files through Wavelab to quality check them.

ACTION: NFG to look for the GM1 78 RPM discs left in the office at the end by LB last year