May 10, 2017 - Minutes

Recording: [http://recordings.flvc.org/NP/Lydia/DISC/DISC_2017-05-10.mp4](http://recordings.flvc.org/NP/Lydia/DISC/DISC_2017-05-10.mp4)

- **Introductions**
  - Kelly Rowan - Digital Archives Librarian at FIU - Jamie Rogers is cycling off DISC and Kelly will become FIU’s new representative and is listening in today

- **PALMM Criteria Document (Jamie)**
  - Current draft is in a Google doc[1]; this will be moved to the DISC wiki soon
  - Feedback to document
    - Contributing Institution field clarification - Jamie will clarify this more fully in the document as well
    - any metadata requirements should be in line with any DPLA requirements; the minimal state requirements are still not formalized so DPLA’s minimal metadata requirements seems like a good starting point for discussion
    - Like that it opens up PALMM to FCS
    - Like that it’s broad; keeps it from being a barrier to participation
    - Should we specify OAI-PMH or keep the general statement? For right now, keep generalized so we don’t eliminate those using MARCXML etc.

- **FLVC updates (Lydia)**
  - Digital Collections in Encore Duet: schedule is still being re-fashioned. Discussions are still proceeding on the functionality of this system re: digital collections.
  - FDA: put together a survey for colleges and universities about FDA usage, functionality. Part of planning project to get FDA back on track in terms of long range planning. The survey is pretty ready to go out; needs to be vetted and then the link will go out via email. Asks a lot of detailed questions about archival workflow, needs, scope of collections etc. Looking forward to the results for future planning for the FDA (which includes exploring other options outside of FDA’s current infrastructure). Please do fill out the survey if it finds its way to you.
  - Islandora Conference will be next week in Canada so a number of FLVC staff will be attending
  - Amanda: been working on quotes about ArchivesSpace migration. Spoke with Lyrasis - will be getting two quotes: 1) they do the migration completely for us and FLVC would host ArchivesSpace on their servers and 2) migration and hosting through Lyrasis

- **DISC member announcements (All)**
  - Dean, UWF: We have added SlideSnapperPro which automatically digitizes slides from slide carousels.