HPL minutes

Holyoke Public Library Board of Directors Meeting		
2.10.2015	4:30pm	Holyoke Public Library
Present	*Board Members*: Terry Plum, Sandy Ward, Jeremy Smith, Bellamy Schmidt, Manuel Frau-Ramos, Patrick Leahy, Miguel Vasquez, Susan Carey, Janet Stupak, Tom Barrett *Library Director* Maria Pagan, *Friends* Brittney Noble	
Not Present	George Mettey, Susan Carey, Joan Steiger	
Facilitator	Terry Plum	
Note taker	Jeremy Smith	
Previous meeting minutes	**Approved**	

ANNOUNCEMENTS

Trees for Library Park	
Terry Plum	
Discussion	The president attended a meeting of the Greening the Gateway Cities Trees Planning Program who will be planting trees downtown. They will be integrating some of the trees into our park renovation plan which will save us money. Over 70 species of trees will be available from the Amherst Nursery. The Department of Conservation, who administer the program will transport and plant the trees.

SPARK Grant	
Terry Plum	
Discussion	The president attended a meeting of the group administering the SPARK (Stimulating Potential, Accessing Resource Knowledge) Grant. SPARK's mission is to help people turn business concepts into reality. The library will collaborate with Co.starters, a business launching program.

Legislative Breakfast	
Terry Plum	
Discussion	The Legislative Breakfast will be held at the Emily Williston Memorial Library in Easthampton. The president will be attending.

REPORTS

HPL minutes

President's Report	
Terry Plum	
Discussion	Andrew will be running a training for the Board on how to read the balance sheet on Tuesday March 3 at 6:00pm.
We have received a quote from Northeast Painting to repair the walls in the in the fiction rooms.	
There were two small leaks last Tuesday caused by ice dams. The library director handled the issue (see director's report). The President notified Linda Vacon, Jim Leahy and Kevin Jourdain via email of the situation.	
The president attended the Friends meeting on January 28. Going forward he would like the Board to have a liaison for the Friends meeting. Brittney Noble is the new President of the Friends.	
There is a question about the HPLC by-laws which allows the Board to remove a member who has been absent for 3 consecutive meetings unless they have made prior arrangements with the Library Director or Board President. Is remote participation an acceptable alternative to missing a meeting? The City Council has authorized it for itself, but it must be approved for other "public bodies" by the Mayor and changed in our by-laws.	

Finance Committee & Treasurer's Report	
Tom Barrett	
Discussion	During the month ended December 31, 2014, the Holyoke Public Library's cash position closed at $47,434.
See Appendix A for full report	

Personnel Committee Report	
Bellamy Schmidt	
Discussion	We have received 25 applications for Library Assistant.
We are waiting on the job description for the Assistant Library Director. It has been revised.	

Director's Report	
Maria Pagan	

HPL minutes

Discussion	8 RFPs are out for the Library Park project.

Northeast Painting has been chosen as the contractor for the wall issue in the fiction rooms. A quote of $17,200 was submitted. The application of the NuWal product and painting will take 5-7 days per room. There is a balance of $18,172.31 in the HPL Realty account. HPL Realty is suggesting that these funds be used to pay for the project.
Last Tuesday the Director was notified of a leak. Capeway Roofing Systems was called and cleared some snow from a small area of the gutter which was causing the leaks. The long term solution to this issue is to install heating cables in the gutters. The company who warrantied our roof needs documentation of all leaks. More info will be forthcoming.
The Library Assistant position was advertised on MBLC and City websites.
Statistics and reports from the Children's Department were distributed.
See Appendix B for full report.

Motion	Person Responsible	Second
That HPLR Funds in the amount of $18,172.31 be used for the painting project. **Approved**	Bellamy Schmidt	Tom Barrett

HPL Realty Report
Bellamy Schmidt

Discussion	Last Sept. HPLC agreed to take some funds out of the endowment to pay the city loan. The agreement was that as funds come into the capital campaign they would be put back into the endowment. HPLR has informed the board that they will be transferring $40,000 from development funds/grants/new money

Friend's Report
Brittney Noble

Discussion	Tim Damon has resigned as president of the board. He will be working on a payment plan to pay back the stolen money from the cocktail fundraiser. Brittney is now the president. Nancy Kocsmiersky has taken over the Friends database of members.
The President would like someone to act as a liaison to the Friends. They could use help on the Future Begins Here event, fundraising, and projects. The President will attend.	

Development Committee Report	
Terry Plum	
Discussion	Nancy will submit reports each month from the Development Committee.
There is a need for items to auction at the Future Begins Here event in the spring. If you have anything to contribute please let us know.	
The President would like to do a book sale. The problem is storage. A Book Sale Committee will investigate the possibilities.	

Archivists Report	
Eileen Crosby	
Discussion	**See Appendix C for full report.**

OLD BUSINESS

HPL Policies	
Janet Stupak	
Discussion	The Policy Committee will solicit input from the Board, the Director and the staff. The Director will consult with the staff about the policies and suggest revisions. The Policy Committee will bring the revised documents to the Board for approval.
Future revisions to Meeting Room and Computer Use policies are forthcoming.	

OTHER BUSINESS

Hunter College MOU
Manuel Frau Ramos

HPL minutes

Discussion	Hunter College accepted the Memorandum of Understanding with no changes.

Amazon Smile	
Tom Barrett	
Discussion	Nancy is investigating signing up for Amazon Smile, which donates .5% of sales to non-profits.

Motion made and seconded to adjourn at 5:59.

NEXT MEETING
Tuesday March 10 at 4:30 at the Holyoke Public Library at City Hall.

APPENDIX A

Holyoke Public Library
~A LIBRARY IN A PARK~

Report of the Treasurer
February 10, 2015

During the month ended December 31, 2014, the Holyoke Public Library's cash position closed at $47,434. The current cash position was sufficient to maintain Library operations through the close of the month; not reflected as of the closing date was the transfer of $88,000 from the endowment to the operating checking account as authorized by the

There was a *de minimus* change to the endowment during the month of December of less than $4,000; the December endowment entry has been passed over pending the receipt of dividends receivable and interest receivable documentation from year-end. This information must be transmitted to the Library by February 15.

As was reported last month, $15,000 has been remitted by the Library to the City Treasurer, and a like sum has been billed by the Realty Corporation from the City, to establish the mandatory capital equipment and repair reserve account. The payment to the City is reflected in this month's check register. The reserve account will appear on the books of the Realty Corporation once the City remits payment.

I am pleased to report that after a substantial lag, the Friends of the Library IRS Forms 990-N have been filed; additional filings are necessary to bring the Friends current on their IRS and Massachusetts Department of Revenue filings, but the Form 990-N filing will preserve their tax-exempt status.

Respectfully submitted,

Thomas Barrett, Treasurer

APPENDIX B

Library Director's Monthly Report
February 10, 2015

FYI/Requests
- **Statistics summary—**

Holyoke Items in Circulation	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15
Total	**8,238**	**7,560**	**8,055**	**7,868**	**6,209**	**6,827**	**5,643**
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14
Total	**5,364**	**5,262**	**4,203**	**2,360**	**5,888**	**6,765**	

Visits	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15
Total				**11,427**	**10,568**	**11,354**	**9,318**
Total	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14
	3,804	**4,228**	**4,576**	**3,978**	**5,609**	**10,884**	

Programs/Attendance	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan 2015
	61 /	**16 /**	**37 /**	**36 /**	**22 /**	**31 /**	
Total	**1,742**	**207**	**306**	**590**	**347**		
	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan 2014
	46 /	**10 /**	**32 /**	**11 /**	**49 /**	**35 /**	**26 /**
Total	**731**	**293**	**398**	**242**	**676**	**452**	**264**

- **Park Renovation—**Invitations to submit proposal is out.

- **Paint job for fiction rooms—**Mark Sullivan suggested Northeast Painting from Northampton. Philip from Northeast Painting provided a quote for $17,200 for both fiction rooms (non prevailing wage). Library needs to be closed for Lead removal/preparation. Rooms can be done while library is opened, one room at a time will be closed off. The Lead work can be accomplished in one or two days. The NuWal, skim-coating and painting will take 5- 7 days per room.

- **Roof/leaks -**- Tuesday, 2/3 I was notified about a leak -- again -- in Periodical Room. Only a tablespoon of water this time in one corner and wall drips on the other.

  I called Capeway Roofing Systems. They cleared some snow from a small area of the gutter and made a small path to a drain on the roof. They recommended that we install Heating Cables to keep gutters clear and melted snow/ice running. I think this will be the long term solution from having too much snow and ice from accumulating and covering the gutters.

As a short term, needed now, I have done some research. I called someone to remove the huge amount of snow on the roof. He did on Friday, 2/6. I believe it will help if we have ice melt on the roof.

As to not void the warranty, I wanted to find out what kind of ice melt would be safe to use and found in the Carlisle Golden Seal Total Roofing System Warranty, that if we discover any leak in the Carlisle Total Roofing System, we should provide Carlisle written notice with in 30 days. Not knowing if Carlisle was notified last year when we had this problem, I emailed them. If they find that the issue is due to materials or workmanship, they will take care of it, if not, then at least I will know what needs to be taken care of before next winter season. Carlisle Roofing Systems has asked Capeway Roofing Systems to investigate. They will be in tomorrow.

- **Staffing needs –** Library Assistant position was advertised on MBLC and City websites. Search until February 6, 2015. City Personnel will be forwarding the applications to us.

Programs / Outreach
- **Northeast Sustainable Energy Association** (NESEA) Student Design Competition Exhibit – Now until March
- February 18 at 4:30pm – "Read Alive" with Enchanted Circle Theatre and Local Cultural Council Grant
- February 19 at 6pm – "Songs of Screen and Stage" with Doug Schmolze
- March 11 at 6pm – "The Beatles: Band of the 60s" with Aaron Krerowicz
- March 16 at 7pm – "Irish Music" with Tom O'Carroll
- March 21 at 1pm – "Irish Magic Show" with Debbie O'Carroll
- April 18 at 10am – "Musical Petting Zoo" with Springfield Symphony
- April 18 at 1pm – "Lost Radio Rounders" with Tom and Mike
- April – Multi-Arts – Family Art project
- **Multi-Arts** – Children Art Exhibit in April or May
- **Stephen Lewis** – Not in Anybody's Backyard: Latin American Posters in July-August

Announcements/Reminder—
- **Next meeting** – Tuesday, March 10, 2015 at 4:30pm
- **Chamber of Commerce After Hours —** Feb. 18 at Gary Rome Hyundai on Main Street
- **Chamber of Commerce Table Top Expo –** March 25th at Log Cabin

FY16 MBLC Legislative Agenda
Talking Points
December 18, 2014

- 91% of all public libraries and many publically funded academic libraries in Massachusetts are part of an automated network. We depend on these shared automated systems, high speed broadband lines, and technology support services to operate our libraries. It is a requirement for any 21st century library to meet the needs of library patrons.

- Support for Line 9506 in the MBLC budget offsets the annual assessment payments member libraries make to their automated networks. 9C and other cuts in this line could translate to higher assessments at member libraries.

- Funding to support library technology through line 9506 is down 39%, lower from the high of $4,420,235 in 2001. Patron demand for access to electronic resources, e-Books, and Internet access has increased exponentially over the past two decades, but funding for the networks has not kept pace despite a modest increase in FY15.

- Libraries have a long history of resource sharing. Even the largest libraries are unable to fulfill all their patron needs from their own collection. The C/W MARS database includes 2.5 million unique titles, 8.6 million items, and member libraries processed 1.5 million interlibrary loans on the system in FY14.

- Free e-Book downloads are available through most public libraries across the Commonwealth via their automated networks. Funding to purchase titles is limited while the demand has increased by 5,359 percent between 20015 and 2012.

- The MBLC sponsored an ambitious plan to increase statewide access to e-Books starting with 50 pilot libraries in FY14. Additional funding is needed in line 9506 to expand the collection to service 1700 libraries of all types across the Commonwealth.

- Libraries in our smallest communities, primarily in central and western Massachusetts, need help to afford network membership. The SLIN (Small Libraries in Networks) grants administered by the MBLC assist many libraries in C/W MARS, but there are additional libraries that meet program requirements for which funding is unavailable. The increase received for FY2015 promises to increase the number in network membership. Sustained funding is needed to ensure the success of this program.

APPENDIX C

Archivist's Report
2/10/2015
Eileen Crosby
ecrosby@holyokelibrary.org

1. Inquiries and visits jumped up in January with a number of remote users contacting us for information and a variety of researchers coming to use resources.

2. Public Events:

- **Saturday, February 21, 11:00 AM: Irish Genealogy with Lisa Dougherty**. A professional genealogist from the Albany area, Lisa will offer two back-to-back lecture/workshops on this topic. She specializes in finding places of origin for Irish immigrants and comes highly recommended.
- **Wednesday, February 25, 6:00 PM: Taking the Train to Holyoke**. Nancy Howard will be speak on her research on the H.H. Richardson train station and Marcos Marrero, Holyoke's Director of Planning and Economic Development, will speak about the future of passenger rail service to the city. The event is co-sponsored by the Friends of HPL and the train station ornament will be for sale.
- March: We hope to schedule additional events this month.
- **Wednesday, April 29, 6:00 PM: Joseph Carvalho III** will be speaking on his research on *Black Families in Hampden County*.
- **Wednesday, May 27, 6:00 PM: Jeremy Smith: Historical Perspectives on Public and Low-income Housing in Holyoke**. We hope to find a co-presenter for this evening who will be able to present on the more recent history of housing initiatives in Holyoke.

3. Other events and donor contacts
- I am scheduled to meet on Friday with a group of teachers from Springfield Central High to help them discover how local history resources on industrialization and immigration might be incorporated into their U.S. History classes.
- I have a meeting scheduled with a potential donor.
- Due to cold and wet weather, I have been unable to keep scheduled dates to pick up the Boys and Girls Club scrapbooks. I still hope to bring the materials on site this month.
- We're grateful that Kevin Haarmann, donor of the C.R. Wilhelm collection, continues to add to his donation with materials on the Wilhelm and Haarmann families. The most recent addition is more than fifty self-recorded 78 rpm records of family members. These could contain a rare audio record of German family and musical culture in Holyoke, but present preservation and playback challenges. Stay tuned….

4. Two volunteers have each taken a hiatus. We have been assigned a beginning archives student at Simmons College whose internship will focus on reprocessing some of the local history files.

5. We have received excellent transcriptions of completed oral history project interviews. Others whom we had planned to interview have been hard to schedule, so we are currently recruiting more interviewees. Please let me know if you know someone with long memories of Holyoke who might enjoy sharing them in a 30- to 90-minute interview. Participants do not need to have been born in Holyoke.

6. Digitization Project: See the separate report. We will be very busy with this project in coming months as we try to complete metadata records for more than 500 newly-scanned photographs.
I am still waiting for Piperwebs to create the subpage that will allow us to provide web access to some Holyoke atlases that we now have in PDF form, but which were not part of the BPL digitization project.

**DIGITIZATION OF HOLYOKE HISTORY ROOM MATERIALS THROUGH THE
BOSTON PUBLIC LIBRARY DIGITIZATION/DIGITAL COMMONWEALTH PROGRAM**

**Progress Report submitted to the Holyoke Public Library Board of Directors
Prepared by E. Crosby
9 February 2015**

INTRODUCTION

Over the past year, I have reported regularly on our participation in the digitization program led by the Boston Public Library. I also convened a Digital Projects Committee of Library Board members to advise me and to act as an interface with the Board as we attempt to provide digital access to portions of the HHR collection. Thanks to the statewide initiative known as Library for the Commonwealth, significant pieces of the History Room's collections have been converted to digital format. http://www.bpl.org/press/2014/08/15 This report summarizes our progress and describes immediate and more distant next steps.

ABOUT DIGITAL COMMONWEALTH/ LIBRARY FOR THE COMMONWEALTH

Digitization Services: The Boston Public Library (BPL) provides digitization services to libraries, archives, historical societies, and museums as part of the statewide Library for the Commonwealth program. This program was originally supported by federal funds from the Institute of Museum and Library Services (IMLS) and the Library Services and Technology Act (LSTA). The initial grant funds came through MBLC. The program is now funded through the state budget.
http://www.cityofboston.gov/news/Default.aspx?id=14765
The Boston Public Library's state-of-the-art lab is equipped to scan books; photographs of all types; negatives and glass negatives; maps, drawings, and posters. At present, they do not scan runs of newspapers or microfilm; nor do they digitize audio or video material. Institutions who request digitization services are asked to become members of Digital Commonwealth. Previously, we were members of Digital Commonwealth through CWMARS. We have since acquired an individual membership ($100.00 annual dues).

Limits (per year, per institution) are 5000 individual items, or 50 bound volumes, or 15,000 bound pages. So far we have scanned about 550 photographs/negatives and fewer than 20 books. We are far from having reached our limit. If we decide to begin scanning our collections of Municipal Registers (1851-1968) or Holyoke High School Yearbooks (1915-), we will quickly reach our yearly limit. These limits may also change as more institutions begin to take advantage of the program.

Overview of logistics and technical information: For relatively small bodies of material, a member of the BPL digitization team visits the institution to identify items for digitization and provide instructions as to how to prepare those. The head of the

program, Tom Blake, has visited us three times: once to look at materials, once to pick up materials and take them back to the lab, and once to return the materials. At his last visit in October, he took a small number of additional items.

At the BPL lab, materials are scanned to high-resolution TIFF files following established best practices for digital preservation of photographs, negatives, and paper-based artifacts. These files are the archival images. Smaller JPG image files (derivatives of the TIFF files) are then created for display online. After digitization, copies of these files—both the TIFFs and the JPGs—are returned to us on an external drive.

Costs: All of these services are provided free of charge once our membership dues are paid. So far, we have purchased and shipped one external drive for a total cost of $73.00. Other potential costs in the near future include:
- packaging for fragile or bulky materials
- additional external drives for shipment of files from BPL to HPL
- transport costs for large or fragile collections

For information on long-term storage of the archival TIFF files, see below. See pp. 7-8 of this report for a description of other potential costs.

Hosting Services:
By accepting BPL's digitization services, we agree to make digital material publicly accessible via the newly-redesigned Digital Commonwealth repository and portal (https://www.digitalcommonwealth.org/). As a member of Digital Commonwealth, we now have our own institutional page (https://www.digitalcommonwealth.org/institutions/commonwealth:td96k266v) within this web portal and will be able to have our material organized into distinct collections. When I last checked, institutions were not permitted to replace the grey icon one of their own—all the institutions have that icon—but we will be able to add a description of our institution. Having institutional page will be a big improvement over how our items were displayed in Digital Treasures. In support of the goal of making Massachusetts historical resources freely available online, there is no fee to have our collections hosted at Digital Commonwealth. The 20 items from our collection that resided in Digital Treasures (http://dlib.cwmars.org/), the predecessor to Digital Commonwealth, have been migrated to this page. Digital Treasures will be taken down.

At this time, the Digital Commonwealth repository is only equipped to display single page items or small multi-part items, such as photographs or postcards (front and back). For that reason, the books and pamphlets we have had digitized have been uploaded to the Internet Archive (https://archive.org/details/holyokepubliclibrary), a web archive of free books, audio, video, and other material (https://archive.org/about/).

In the coming year, the Digital Commonwealth repository will be able to display our digitized books alongside our other collections and the HPL materials in the Internet Archive will be imported. Once these items have a permanent online home, I work with technical services staff at HPL to see that the CWMARS record for each title contains a hyperlink to the online book.

Digital Commonwealth is also a service hub of the Digital Public Library of America (DPLA) and our Digital Commonwealth items are indexed there (http://dp.la/).

Our process and where were are now:

- In April – June of 2014, we prepared the following items for digitization:
  - The Milan P. Warner collection of prints from glass plate negatives (c. 345 items)
  - The C.R. Wilhelm Collection of glass plate negatives (201 items)
  - 12 books (primarily illustrated histories of Holyoke).

  The photographs and negatives had to be individually numbered and the bound materials each had to have an online catalog record (a MARC record).

- In late June 2014, they were taken to Boston by car by BPL staff. In October, the original materials were all returned to us. A few additional items were sent to the lab at this time.

- In late October, the 12 books became available available to the public in our Internet Archive collection. On our website, I have created a link to the collection as well as links to each of the first 12 titles in the collection. Four more titles have been added to the collection since October. (One has some errors I am working to correct.)

- In early January, digital files of the photographs were returned to us on an external drive. I discovered in late January that one box (65 items) from the Milan P. Warner Collection that had been sent to BPL had not been scanned. These will be collected by BPL on their next trip to Western Mass and scanned right away.

  Before any of our newly-digitized photographs can appear in the Digital Commonwealth online repository, we will need to create descriptions (or "descriptive metadata") for each image. As part of the metadata creation process, we need to make decisions about the terms and conditions under which we are making the material available to the public. Both of these processes are described below.

STORAGE AND BACKUP OF MASTER DIGITAL FILES

Our archival digital files will be stored securely and backed up by the Boston Public Library/Digital Commonwealth. The files on the external drive we received are for our use. We may choose to find secure storage for these files, but it will duplicate what BPL is doing is this regard.

For the time being, this preservation storage is also free. There may be sliding scale fees in the future for secure storage of digital collections.

METADATA

Before the photographs we had digitized can be ingested into the Digital Commonwealth repository, we need to create descriptive metadata for each item. We will create a short descriptive record for each item that will allow the item to be "discoverable" when users search the online repository. Metadata also makes it possible to organize our materials into meaningful "Collections."

The initial phase of the work will be done here at the History Room by myself, volunteers, and interns. I am creating a simple Excel spreadsheet for the data. Using the <u>Thesaurus for Graphic Materials</u>, I will also compile a relatively short list of subject terms for us to choose from as we add subject terms to each image (for example: 'Bridges', 'Dam construction', 'Mills'). The main challenge will be to produce consistent, accurate records for all 500+ images within a few months. Some of this work will proceed quickly because many of these photographs depict subjects we have not identified. For those we have identified, we will need to verify the accuracy of our current decriptions. The latter will be time-consuming.

BPL will review our metadata plan before we begin work in earnest on it. BPL recommends keeping descriptive metadata simple, but they do not prescribe how our metadata should look.

When we complete the spreadsheets, BPL staff will be responsible for putting the data in a form that can be ingested, alongside our images, into the online repository. All Digital Commonwealth records will use MODS (Metadata Object Description Schema) —a way to structure the metadata. This relatively new XML-based schema is designed to meet the needs of digital repositories containing a wide variety of scanned material. It is more flexible than earlier schemas (e.g., "Dublin Core"). MODS also does not require the use of coded language (library catalog records do). The MODS schema was also designed to translate easily into other forms. As the languages and encoding schemes used for display and access on the web change and develop, the descriptions we create now should continue to be usable.

Since BPL will accept our metadata on a spreadsheet, the volunteers will not need to know XML or MODS.

We will also have the opportunity to create short descriptions of our institution, of the History Room collections, and of each "Collection" we display on our institutional page. For the

instutional description, I plan to draw on the About the Library and About the History Room webpages.

Because it will be accurate and easy to search, the online database will eventually replace, at least in part, our existing photograph inventories.

COPYRIGHT AND LICENSING ISSUES

All the items we digitize will be accessible online and will not have watermarks. Photographs will be available as 96dpi JPEGs.

The head of BPL's digitization lab (Tom Blake) discourages participating institutions from restricting in any way items that are already in the public domain. We can choose, however, to place our own copyright terms on non-public domain items. We are also required to choose a license for each item. Copyright and license to reuse are handled separately. The TIFF masters are for preservation purposes and are not available via the online repository.

To each item, we must append one of the following copyright statements:

- ☐ No known restrictions on use.
- ☐ Rights status not evaluated.
- ☐ Under copyright.
- ☐ [a copyright statement of our own devising.]

To each item, we must also apply one of the following license terms:

- ☐ This work is in the public domain under a Creative Commons No Rights Reserved License (CC0).
- ☐ This work is licensed for use under a Creative Commons Attribution License (CC BY).
- ☐ This work is licensed for use under a Creative Commons Attribution Share Alike License (CC BY-SA).
- ☐ This work is licensed for use under a Creative Commons Attribution No Derivatives License (CC BY-ND).
- ☐ This work is licensed for use under a Creative Commons Attribution Non-Commercial License (CC BY-NC).
- ☐ This work is licensed for use under a Creative Commons Attribution Non-Commercial Share Alike License (CC BY-NC-SA).
- ☐ This work is licensed for use under a Creative Commons Attribution Non-Commercial No Derivatives License (CC BY-NC-ND).
- ☐ All rights reserved.
- ☐ Contact host institution for more information. [BPL discourages use of this statement.]

    Read on for details about the licenses we plan to use. See more about Creative Commons licensing: https://creativecommons.org/licenses/

Our current approach to copyright and licensing:

- Most of the *published works* we have digitized are in the public domain and we will label them as such. There will be no restrictions on their use.

- I applied the statement *"under copyright"* to two publications from 1948 and 1973, respectively, that appear to have been commissioned by the City of Holyoke for anniversaries. The copyright notice has not prevented 79 individuals from downloading Wyatt Harper's *The Story of Holyoke* since it went online in October. I did inform the mayor's office of our plan to put it. Once they understand the issue, I think they will gladly agree to share these works with the public. Wyatt Harper died in 1983.

- *Milan P. Warner Photograph Collection:* After lengthy discussions with Tom Blake, I recommend applying a CC-BY-NC-ND (Attribution Non-Commercial No Derivatives License) license to all the items in this collection. This license applies to the 96 dpi images and asks users to credit us in all uses of the item and not to reproduce the item for commercial gain. Anyone who wants to can share, download, print, or display the digital object for personal, research, or educational purposes without contacting us. We will hope that users will see the license and credit HPL as the source of the image. I believe this policy is in keeping with Library policy to share its resources with the public. "Commercial use" can be defined narrowly, so applying this license will not prevent us from providing high-quality scans of Warner prints for display in restaurants, for use in displays, etc. We can also continue to charge the low processing fee ($5.00) that we have charged in the past for 300 dpi images.

- We do own the copyright to the *C.R. Wilhelm Collection* of glass plate negatives. I am inclined to state that the images are "under copyright" but to apply the same license to these as above: CC-BY-NC-ND. The donor of these images has made clear his wish that his ancestor (the creator of these images) be credited whenever these images are used.

The Digital Projects Committee or the full Board may want to discuss what our approach to copyright and licensing should be, especially with regard to items that others may be eager to monetize. In theory, making our images free to the public undercuts the marketability of such projects. The Library itself may also wish to consider publishing a selection of these images in book form.

TIMEFRAMES

Digitization at the BPL lab is taking about 3 months, a bit longer than they anticipated. I have learned that ingest of materials into the Digital Commonwealth repository is also taking longer than expected, but that slowdown may be temporary. In any case, our items will not be in the queue for ingest until we have created the descriptive metadata for these 550 images. Since we

cannot, at present, edit our own metadata once it is uploaded, we have to make sure we get the metadata right before we send it.

ADDING TO THE REPOSITORY IN THE FUTURE
In 2014, we chose to send to the BPL lab those high-demand items that would be easy to prepare. The M. P. Warner photographs, for example, already had unique numbers and were in properly-sized boxes. Much of what we sent we had in duplicate. Now we need to decide what other portions of the collection we should have digitized.

Candidates for the next round of digitization include material that is in the public domain (pre-1895 photographs; pre-1923 books and pamphlets; items published without copyright notice) and items for which we have signed deeds of gifts. Other selection criteria include: an absence of concern about third party rights and privacy; perceived demand for the items in a digital format; risk and expense of sending the items offsite; and the ease and cost of preparing items for transport.

The Digital Projects Committee will be discussing the following possibilities:

Rescan the M. P. Warner Collection, this time sending the original glass plate negatives: This collection consists of original glass negatives and high-quality black and white contact prints made from those negatives in the 1980s. We sent the contact prints to be digitized because the 10" x12" negatives are very fragile and because this was our first experience with the BPL lab. They did, however, make sample scans of just 2 of the glass plates. The difference between the high-quality TIFF image of the contact print and the TIFF of the glass plate was obvious. The latter had nuance and shading that the digitized print did not even hint at. The digitized images we now have of this collection are fine for viewing, but they are not preservation-quality digital images. The Digital Projects Committee will therefore be considering the costs and risks of having the glass negatives sent to BPL for scanning. BPL would be happy to scan them.

Bound items: We could ask to digitize a large run of bound items, such as the Municipal Registers, City Directories, or Holyoke High School Yearbooks. We might not be able to complete one of these sets without exceeding the yearly limit. For reasons of privacy, we may want to digitize only yearbooks before a certain date.

Unique or rare items: We could identify additional photographs (individual items or subsets of the collection), maps, or prints to send off. We could also identify archival collections or portions of collections to have scanned. Or we could send groups of postcards from that collection that we believe are in the public domain. Preparing individual items for sending offsite for scanning is a labor-intensive process. We would not have access to those items for 3-4 months. Upon return, all material that has been scanned needs to be labelled as such.

Scanning here and upload to the repository? It is currently possible for those institutions with professional level scanners and software to scan items onsite and create the accompanying metadata. These can be ingested into the Digital Commonwealth repository by staff at BPL. Having one's own equipment and software makes it easier to create onsite scanning and metadata projects in which volunteers and interns can be involved. It would eliminate the need to re-organize and pack collections to be sent offsite for several months and would allow us to build our digital collection incrementally. I am therefore remaining alert to opportunities that would allow us to acquire a professional-quality scanner and software.

LINKS TO MORE INFORMATION:
Digital Commonwealth/BPL Statewide Digitization   http://blog.bpl.org/dcbpl/
New Digital Commonwealth online repository https://www.digitalcommonwealth.org/