Advisory Board Meeting NEH Grant
April 5th 2013

Advisory Board members present:
Kathleen Deagan, Distinguished Research Curator of Archaeology Emerita, Lockwood Professor of Florida & Caribbean Archaeology, UF's Florida Museum of Natural History
Kelly Enright, Assistant Professor of History & Director of Public History, Flagler College
Carl Halbirt, City Archaeologist, St. Augustine
Susan R. Parker, Executive Director, St. Augustine Historical Society
Herschel Shepard, Retired Architect, FAIA
Glenn G. Willumson, Director, Museum studies Program, UF College of Fine Arts

UF Project Team members present:
Thomas Caswell, PI, Unearthing St. Augustine
James Cusick, Co-PI, Unearthing St. Augustine
Mark Sullivan, Systems Programmer, DLC
John Nemmers, Archivist, Special and Area Studies Collections
Joe Aufmuth, GIS Librarian, Documents Department
Matt Armstrong, Project Manager, Unearthing St. Augustine
Matt Peters, Project Programmer, Unearthing St. Augustine

Guest(s) present:
Jenny Wolfe, St. Augustine City Planning
Mark Knight, St. Augustine City Planning

- The current agenda and minutes from the February 8th, 2013 meeting were accepted and approved.
- Introductions of all persons present.
- Overview of project from Tom Caswell
  - View of project's progress - live interface of current online information thus far and discussion of:
    - Manipulation of images in archival collections
    - How to bring all together and make user friendly
    - Showed different webpages currently online - how they are set up to get ideas that can be used within this project
    - Still in rudimentary stages at this point – have lots of data ready but now need to apply it to this project
- Matt Armstrong gave the Project Manager update
  - Discussed that the primary focus for now in choosing items to be digitized are the structures under UF's stewardship
  - Matt A.'s been digitizing the Progress Photo Books as well
  - Documents are scattered about in the Government House which is making his job more challenging (as are the current building renovations in the Government House itself)
  - Matt A. shows some of the scans that have been done as well as the documentation that is available now

- Matt A. has also created a blog with Dr. Enright's students "St. Augustine Time Travelers Society" to show the progression of how a particular house has changed over time and hopes to continue the blog after this semester ends
- Glenn Willumson asked if the photos that were being digitized had dates listed
- Matt A. said in most cases, yes they did and that information was being added to the record
- Susan Parker asked if "ND" could be added to a record if there was no date listed on the item
- Matt A. said that it could be added
- Glenn W. suggested that from a conservation point - perhaps a date range could be added if no exact date had been listed
- Tom C. said that could be possible and that it would be helpful
- Glenn W. asked about the project's process
- Tom C. said that about 3,500 images have been scanned thus far and explained that once something had been imaged that they have to physically take the digital information back to UF to be ingested - after quality control it can take a few days for that information to be "live" for the public

- Matt Peters and Mark Sullivan gave the Project Programmer/Developer update
  - Currently this is a digital depository that can be searched from any top level
  - It already searches and exposes many types of information
  - Want to be able to show everything connected to any document on one map
    - They need to create an authority database
    - Need to come up with a list of identifiers for each location
    - Need to add more geographic information
    - Build a database that can pull up as much information on each site as possible (Google Maps can display newspapers, aerial photography, etc.)
  - They explained UFDC and its applications
  - Showed the current interface of the project
  - Showed how to search within the interface and how to put the information together so researchers can understand the results
  - They are using a hierarchal approach but wanted input from the group about how best to organize this into a physical structure
  - Herschel Shepard suggested starting with the date of the site
  - Matt P. explains how the mapping will work – different icons for each site will appear to show differences in the data
    - See handout for the project outline – bold points have been completed – stars are things that he's working on
  - They are making easy as possible for users but there is still a lot of map integration to go
    - Glenn W. asked about the authority records and if there is already a vocabulary in place that the project could utilize
    - Tom C. said yes, a controlled language is being enforced
    - Glenn W. said that if the records were not consistent then it could cause problems later
    - Tom C. agreed that the records and the information must be consistent
    - Joe Aufmuth asked if one could see several blocks and lots at once
    - Matt P. said yes
  - Herschel S. had questions about the copyright restrictions for Sanborn maps
  - Mark P. said they are aware of the work being done thus far and that the project is OK
  - Tom C. said that the 1923 maps of St. Augustine have all been scanned thanks to Mark Knight and the City of St. Augustine Planning Department

- Herschel S. asked if there are notes on each record stating where the original document is housed
- Mark S. said that yes, there is text that will be available – each contributing section will have its own home page describing what information each had contributed to the project
- Matt A. said as things are relocated in the Government House the location in each record will reflect the move so that things can be found

- Jim Cusick began the discussion of selecting/presenting data on archaeological sites and asked for input and ideas from the group
  - Tom C. asked how to incorporate the archeological data from Carl's collection into the database
  - Jim C. said they need to think ahead to how they want to search for things – they need the database to be robust enough
  - Jim C. – they need to decide what they do and do not want to scan
  - Jim C. asked the group that whenever a site/location gets added to the database, do they want a brief profile of each – the site report to be included? All agreed that they want the site reports
  - Jim C. asked about the categories that they want to include – for most major sites (are these sufficient?)
    - Field forms
    - Features
    - Master fields
    - Field maps
    - Lab work
    - Graphic
    - Field shots, pictures of artifacts
    - Contract and letters for each
    - Files of previous work done at that site and articles that were published about it
  - Jim C. asked how deep into each site does the project want to delve – what resolution for each image – do they need to re-shoot for better quality
  - Carl Halbirt said that a lot of these major sites are already digitized – do they want to scan everything – for some of the larger sites it might be too much information to be able to finish within the project's timeline
  - Kathy Deagan said they should include a list of materials not just raw data
  - Jim C. – can give us guidance but most will need unit maps and field maps
  - Kathy D. said they will need the site maps to be included too
  - Discussion of what can and can't be placed online – what is legal to post
    - Joe A. said they should make it a special request for more sensitive materials
    - Jim C. – don't want to facilitate looting but still need information for researchers
    - Tom C. – can always dark archive materials at a later date if materials are sensitive or possible copyright questions arise
    - Herschel S.– questioned the legality of private versus state owned property rights
    - Carl H. said that 95% of St. Augustine is privately owned property
    - Susan P. asked if private property owners sign away intellectual property rights
    - Mark K. said that these things are available in the public records
    - Carl H. said that often he has one private and one public record for any site that he excavates
    - Susan P. interjected that some public records are available in person but not necessarily available online

- Further discussion of what needs to be included in each site/location's record
    - Carl H. asked how much information does the project want to put out there – some archeological sites have 100's of pages of information
    - Field notes – may or may not be releasable
    - Jim C. would like to include the site summary and site report – base map – results of lab analysis
    - Tom C. and Kelly Enright asked about images and other sensitive material from a site
    - Susan P. raised the question about what is going to be omitted
    - Tom C. asked about the photos on MisCha Johns' flashdrive – can the lower resolution images be scanned at a higher resolution
    - Carl H. – yes, they have the original photos and digital images
    - Mark S. – if usable then leave it alone since it's expensive to reshoot
- Jim C. asked the group to pick the complicated sites first to look for all problems – pick a test case to start and then re-visit after it's been completed to see if it's enough
    - John Nemmers questioned how we get items for scanning – proposes that we scan everything first and then decide what goes "dark" later
    - Glenn W. agreed that it will save wear and tear on items if we scan all at once now
    - Tom C. agrees
    - Jim C. agrees
    - Jim C. – scan one site and then present it to the advisory board and then they will know how to proceed with the rest
    - Kathy D. mentioned that adding this information to the web might increase requests from Carl's office
    - Kelly E. said that from a teaching aspect it would be great to have more information available online
    - Herschel S. agreed that after one site had been scanned they should present it to the board for review
    - Tom C. said that the authority file will take care of all properties and data that needs to be included
    - Jim C. – need a sample form ahead of time before scanning the site to show what's included
    - Matt A. – is there a way to extrapolate information
    - Jim C. – it matters how they search – they need major and minor components for each site but they need a concrete example first so they can pick apart the problems
    - Herschel S. – to say "a major" versus "a minor" site is subjective
    - Kathy D. – it's easier from an archaeological perspective
    - Tom C. asked the group to get a big site ready for Matt A. to scan before the next meeting

- Talk of absorbing the parish records
    - Tom C. - there are translations in the Government House
    - Susan P. – multiple translations of these records (1st translated in the 1930's or 40's) so there are multiple versions of each
    - Susan P. – the Historical Society owns the ones they translated
    - Tom C. – could the project use the ones from the Government House
    - Susan P. – yes

- Glenn W. asked if there was the possibility of the public being able to interact with the information on the site
    - Mark S. – there are virtual “book shelves” that can be created and then shared with the public (for professors and students) and a way to let them make customized maps
    - Glenn W. asked if there could be an additional window that would allow people add information to a site
        - Mark S. said that currently there is a “contact us” link at the bottom of each image and they could highlight that option for patrons
        - Tom C. suggested a “comments field”
        - Mark S. said there is a “descriptions” field
- Susan P. asked how they are going to use information from the Historical Society since much of their information isn’t site specific
    - Tom C. said that it would be searchable because of the text but he’s open to other suggestions
    - They will add context to each area – “the story”
    - Kelly E. suggested that a timeline be incorporated too
- Meeting adjourned – next meeting will be in July