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**dLOC Executive Board Meeting**

**Informational Packet**

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**Item 1**

**dLOC Executive Board Meeting**

**San Juan, Puerto Rico**

**Thursday, June 13, 2013; 7:00-8:30 am**

Agenda

1. Sustainability Planning
2. Annual Report - 2012-2013
3. Update Business Plan 2011-2014
4. Begin Planning for Sustainability Plan 2014-2017
5. Governance
6. Approve Online Elections for the Executive Board (3 new member positions)
7. Leadership positions
8. Funding
9. Current financial overview
10. Budget for 2013-2014
11. Collection Development
    1. Review and approve call
    2. Caribbean Newspaper Born Digital titles
12. Technical
13. New workflow and manual changes
14. Questions/Concerns
15. Communication/Publicity
    1. Newsletter
    2. Conferences/Meetings
    3. Caribbean Scholarship in the Digital Age
    4. Web Promotion
16. Additional Business
17. EBSCO Discovery Service agreement

dLOC Partners

as of June 2013

1. Archives Nationales d’Haiti
2. Aruba National Library
3. Association for Cultural Equity
4. Belize National Library Service and Information System
5. Bibliothèque Haïtienne des Frères de l'Instruction Chrètienne
6. Bibliothèque Haïtienne des Pères du St-Esprit
7. [Bibliotèque Nationale Haïti](http://www.dloc.com/ibnh)
8. Biblioteca Nacional de Cuba José Martí
9. Biblioteca Fidel Méndez Núnez de la Universidad APEC
10. Biblioteca Rafael Herrera Cabral de PUCMM
11. Brown University John Hay Library
12. Caribbean Community Secretariat
13. Caribbean Information Resource Network
14. Caribbean Studies Associaiton
15. Caribbean Volunteer Expeditions
16. Centro de Apoyo a la Investigación de Yucatán
17. The College of The Bahamas
18. Cuban Genealogy Club
19. [Curaçao Public Library Foundation](http://www.dloc.com/ifbpk)
20. Duke University Libraries
21. Educa Vision Inc.
22. Florida International University
23. Florida State University
24. Fundación Global Democracia y Desarrollo
25. Guantánamo Public Memory Project
26. HistoryMiami
27. KITLV / [Royal Netherlands Institute of Southeast Asian and Caribbean Studies](http://www.dloc.com/ikitlv)
28. National Library of Jamaica
29. Pontifica Universidad Católica Madre y Maestra
30. University of Central Florida
31. University of Florida
32. University of Miami
33. University of the Netherlands Antilles
34. Universidad de Oriente
35. [University of Puerto Rico](http://www.dloc.com/iupr)
36. University of South Florida
37. University of the Virgin Islands
38. WIDECAST

dLOC Membership Statement

June 1, 2013

**Institutional Members 2012-2013**

**Total Received:** $44,250

**Total Spent:** $17,220 (to date); Budgeted $32,750; Reserve: $11,500

**Executive dLOC Members:** Florida International University Libraries, Florida State University, University of Central Florida, University of Florida Libraries

**Sustaining dLOC Member:** Florida International University Latin American and Caribbean Center University of Virgin Islands, University of the Netherlands Antilles

**Supporting dLOC Members:** Belize National Library of Heritage Service, Duke University, New York University

**Contributing dLOC Members:** Brown University John Hay Library, CARICOM, National Archives of Haiti  
  
**Key Activities Funded to date:**

* University of Florida Support for Technical Infrastructure and Processing New Content
* Haiti Partner Training, Updated Software and Supplies
* US Virgin Islands Training
* ThatCamp Caribe Un-Conference
* Global Dimensions of Scholarship Conference
* *El Mundo* Newspaper Digitization from Microfilm (University of Puerto Rico)
* Promotional Materials

**Institutional Members 2011-2012**

Total Received: $36,250

Total Spent: $0 (transition from TICFIA funding)

**Executive dLOC Members:** The College of the Bahamas Library, Florida International University Libraries, Florida State University Libraries, University of Central Florida Libraries, University of Florida Libraries, University of Virgin Islands Library

**Sustaining dLOC Member:** University of Miami Libraries

**Supporting dLOC Members:** Florida International University Latin American and Caribbean Center (LACC)

**Contributing dLOC Members:** Brown University John Hay Library, CARICOM, Princeton University Library

**dLOC Sustainability Planning**

**Update – June 2013**

Section One addresses the current products and services, organization and governance structure, and a value proposition and market placement. Section Two outlines key strategies for dLOC’s continued growth and the plan for 2012-2015 with updates at the end of year one (2013).

**Key Points - Section One**

* **Current products and services**
  + dLOC provides free access to more than 1.8 million pages of Caribbean content in multiple languages from 38 partners.
  + dLOC partners gain access to the already operating dLOC website with online web presence, digital preservation and archiving, digitization and digital curation tools and training.
  + Scholars collaborate in the dLOC environment building upon the shared collections to create collaborative research projects and exhibits.
  + Primary and secondary schools, universities and the community learn about the Caribbean and have access to research resources through targeted outreach events.
* **Organization and Governance**
  + Partners, publishers and members all have defined roles and contribute to the success of the collaboration.
  + The Executive and Academic Advisory Boards provide leadership and governance for the project.
  + The Administrative and Technical hosts provide support and sustainability for the program.
* **Value Proposition and Market Placement**
  + dLOC is uniquely positioned as the largest and most well-known open access repository of Caribbean research materials supporting preservation and access for Caribbean Studies.
  + dLOC represents the most cost effective and efficient solution for access to Caribbean research resources based on research of the existing commercial and open access resources; especially in an environment where open access repositories are increasingly understood and operated as viable solutions.

**Key Points - Section Two**

**Partners and Members**

|  |  |
| --- | --- |
| Objectives | **2013 Update** |
| * Increase the number of Partners (currently 32) by 2-5 partners per year | Currently at 38 partners |
| * Increase the number of Institutional Members (currently 11) to 25 by June 2013 | 11 in 2011-2012  13 in 2012-2013 |
| * Increase promotion to new Partners and Members by adding several methods:   + Rotating the new iterations of the Caribbean Scholarship in the Digital Age Conferences.   + Create a calendar or other promotional piece sent to Partners and Members.   + As funding permits, create a traveling exhibit and offer to Partners and Members.   + As funding permits, award small seed funding to support local digitization. | * + - * **Need to plan for 2013**       * **Need to plan for 2013**      * + - * **Need to plan for 2013**       * El Mundo microfilm |

**Donor Development**

|  |  |
| --- | --- |
| Objectives | **2013 Update** |
| * Over the next 3 years we will aim to have 1-2 meetings with possible donors per month and submit 3-4 proposals to potential funders per year. | Transitions in the FIU Libraries have postponed most private donor development; new staff will begin in June 2013 |
| * Release and promote a donor-sponsored digitization program   + Digitize a Resource - $100 and up   + Create an Exhibit - $10,000 and up (varies according to the scope of the project)   + Sponsor a Collection - $25,000 and up (varies according to the scope of the project) |

**Grants**

|  |  |
| --- | --- |
| Objectives | **2013 Update** |
| * Develop at least one proposal for a project of more than $100,000 | [Florida and Puerto Rico Newspaper Project (NEH),” 2013-2015](http://dloc.com/AA00013482) (submitted, awaiting notification) **(UF & UPR)**  [“Making Revolutionary Cuba, 1946-1959 (NEH),” 2013-2014](http://www.dloc.com/AA00014988/) (submitted, awaiting notification) **(UF)**  [“The Panama Canal - Preserving a Legacy, Celebrating a Centennial, Leveraging an Extraordinary Human Achievement,” 2012-2015](http://dloc.com/AA00009715/00001) (IMLS, awarded) **(UF)**  [Archive of Haitian Religion and Culture](http://dloc.com/AA00008614/00001) (NEH Collaborative Research, 2012-2015) **(UF & Duke)** |
| * Develop at least two proposals for projects less than $100,000 | Latin American Research Resources [El Mundo newspaper from Puerto Rico – 1936,” 2013-2014](http://www.dloc.com/AA00015546) (LARRP, awarded) **(FIU & UPR)**  [“From the Colonial to the Digital Archive: Caribbean Literature and History,” 2013](http://www.dloc.com/AA00013226/) (UF internal grant, awarded)  **(UF)** |

**Item 2**

http://www.ballotbin.com/images/newLogo.gif**Ballot Bin Online Election**

Ballotbin is the free tool for managing online elections.

Administrator controls who votes/participates in your survey or election

**dLOC Executive Board Members**

**Positions open:** 3 regular members and the Institutional Member Representative

**Chair:** Margo Groenewoud, Director, University of the Netherlands Antilles Library

**Vice-Chair:** Barry Baker, Director of Libraries, University of Central Florida (UCF)

**Secretary:** Sandra Barker, Caribbean Community (CARICOM)

**Member:** Dulce María Núñez de Taveras, Director, Biblioteca, Pontificia Universidad Madre y Maestra

**Member:** Astrid Britten, Director, Aruba National Library (Biblioteca Nacional Aruba)

**Member:** Joy Ysaguirre, Chief Librarian, Belize National Library Service and Information System (BNLSIS)

**Member:** Mark Greenberg, Director of Special & Digital Collections, University of South Florida (USF)

**Member:** pending election

**Member:** pending election

**Host Institution**: Vicki Silvera, Head of Special Collections, Green Library, Florida International University (FIU), and Judith C. Russell, Dean of University Libraries, University of Florida (UF)

**dLOC Institutional Member Representative:** pending election

**Scholarly Advisory Board Chair:** Marifeli Perez-Stable, Interim Director of the Latin American & Caribbean Center, Florida International University (FIU)

**Past-Chair (non-voting):**

Jean Wilfrid Bertrand, Director, Archives Nationales d'Haïti (ANH)

Judith Rogers, Manager, Library and Faculty Technology Services, University of the Virgin Islands (UVI)

**Item 3**

October 9, 2012

XXXXXX

XXXXXX

Dear XXXXXX,

Thanks to the support of both institutions and individuals, the Digital Library of the Caribbean (dLOC) continues to develop as a premier international collection of Caribbean research resources. With 36 content contributing partners and 16 financially supporting members, dLOC provides access to new research resources and improved functionality for its users worldwide. In fiscal year 2012-2013, an increasing share of dLOC operations will depend on member support: $35,000 of the $165,000 dLOC operating budget will come from member dues.

In 2011-2012, your Contributing Membership, combined with the other members and in-kind support from partners and the host universities, enabled dLOC to continue to train in the region, to participate in conferences and to add an additional 200,000 pages of content. dLOC partnered with librarians, archivists and scholars to create new exhibits and identify new content for the collection. In the coming year, we welcome your suggestions and input for both collaboration and content.

On behalf of the dLOC partners, the researchers at your institution and those worldwide using dLOC, we would like to thank you for your support. We hope that we can continue to count on you this year. For your convenience, I have included an invoice for the same membership level as last year.

Sincerely,

Brooke Wooldridge

dLOC Program Director

**Current dLOC Members**

**Executive:** The College of the Bahamas Library, Florida International University Libraries, Florida State University Libraries, University of Central Florida Libraries, University of Florida Libraries, University of Virgin Islands Library

**Sustaining:** University of Miami Libraries, University of the Netherlands Antilles

**Supporting:**  Belize National Library and Heritage Service, Duke University Libraries, Florida International University Latin American and Caribbean Center, New York University Libraries

**Contributing:** Brown University John Hay Library, Princeton University Library, CARICOM, Caribbean Information Network

***DIGITAL LIBRARY OF THE CARIBBEAN (dLOC) is a cooperative digital library for resources from and about the Caribbean and circum-Caribbean. dLOC provides access to digitized versions of Caribbean cultural, historical and research materials currently held in archives, libraries, and private collections. For more information, go to*** [***www.dloc.com***](http://www.dloc.com)***.***

**Donor Development**

This aspect of dLOC sustainability will be implemented in 2013 due to staff changes at Florida International University. If partners have ideas for specific projects or donors, please contact us.

* Over the next 3 years we will aim to have 1-2 meetings with possible donors per month and submit 3-4 proposals to potential funders per year.
* Release and promote a donor-sponsored digitization program
  + Donations can be used to support the creation of specific resources, exhibits or to digitize entire collections. Specific scholars or other individuals have research or personal interests that can be channeled to support the ongoing development of dLOC. Whether it is a specific book or microfilm reel, an exhibit or an entire collection, these special projects, when housed in a collaborative repository such as dLOC, allow users to discover and utilize resources in a very efficient manner. Rather than continuing to develop small, isolated collections or websites, or inter-library loan one digital copy of a resource, dLOC allows the resources to be shared and searched along with other Caribbean resources. The administrative team will promote the availability of these opportunities for collaboration through its website, promotional materials, at conferences and with targeted individuals.
    - Digitize a Resource - $100 and up: Contribute to the growing body of books, periodicals, photographs, manuscripts, etc. available freely via dLOC.
    - Create an Exhibit - $10,000 and up (varies according to the scope of the project): Support the development of an online exhibit to showcase the materials and facilitate their use in teaching and research.
    - Sponsor a Collection - $25,000 and up (varies according to the scope of the project): Help to preserve and make accessible new content not currently available online to the millions of dLOC users every year. This funding will support the selection, digitization, electronic preservation and distribution of new resources.

**Grants**

* The dLOC team will develop at least one proposal for a project of more than $100,000 and two proposals for projects less than $100,000 each year from 2012-2015.

**Budget**

dLOC created a three year budget (2011-2014) during the initial post-grant sustainability process.

2012-2013: $32,750 of the membership dues were allocated. Changes: Only $582 of the seed grant funding was spent and $4,500 was transferred from conference travel to partner training.

2013-2014: 40,000 in membership dues are allocated. The additional funding is earmarked for seed grants to partners.

**Item 4**

Digital Library of the Caribbean

Collection Development Committee

**Call for Participating Partners**

During the dLOC Executive Board meeting that took place on June 7, 2012 during ACURIL in Haiti, discussion took place regarding a more robust approach to building collections in dLOC. dLOC partners have primarily focused on contributing the unique material that they identified as being most important to add from their particular collections. There is general agreement that this is still the ongoing mode of operation that leads to resource sharing that benefits all dLOC users. However, we also see the desirability of collaborating on a variety of topics that will lead to different partners contributing their content that matches a particular theme. This is another way in which dLOC can build strong collections. Some partners may feel that they have more than enough designated content to continue adding to dLOC but others may have contributed a more finite group of materials. The latter might determine they have further materials to contribute to dLOC in response to a particular designated topic. Naturally, it remains within the purview of all dLOC partners to determine if they contribute content based on their institutional needs/judgment or if they also want to identify content for a special topic.

The following are designated topics primarily discussed during the Executive Board meeting though one was also developed more recently in a moment of inspiration.

**UN/UNICEF reports**

One dLOC partner noted that frequent UN/UNICEF projects in the Caribbean lead to the production of ‘white paper reports.’ Typically this literature receives no distribution beyond the site where produced but may have value to other Caribbean nations. It might be value to identify a few topics within the UN rubric that have been produced to focus on from year to year. For example, economic trends one year but other topics that would follow in years to come. Potential topics include:

agriculture

education

environment and energy; nature preservation

human rights and democracy

human trafficking

small island developing states

women

A dLOC partner might also choose to focus on its collection of these items from one particular UN office, for example, UN Environment Programme, UN Development Programme, UN Institute for Disarmament Research, and UN Development Fund for Women (UNIFEM, now part of UN Women).

**Commemoration of the 150th Anniversary of the Abolition of Slavery**

This could be a topic that would draw many resources from many partners.

**2014 Centennial of the Panama Canal**

The Panama Canal officially opened for operation in August 2014. It’s been widely established that many West Indian laborers (primarily from Jamaica and Barbados) participated in the monumental construction that created the canal. Identifying materials in the home countries that reflect their citizens’ participation in the canal could build a significant collection to have ready by 2014. You’ll notice on the dLOC webpage that we have a link for Panama and the Canal. The University of Florida Libraries have already started adding a variety of materials about the Canal. Additions from other partners would strengthen what already promises to be a major collection in dLOC. It might be possible to develop this collection development project into an initiative that might lead to funding by the Panama Canal Authority for assistance in scanning or the creation of another deliverable.

**Phone Directories**

The recent introduction of a 1949 Cuban phone directory created a huge spike in dLOC monthly statistics this summer! Researchers have long recognized that phone directories are an important source for a variety of topics. It’s obvious to recognize their worth in genealogical research but phone directories can also point to economic trends with the number of listings that support a particular industry. They show class structure in terms of how many retail establishments they indicate or what services are offered in a certain locale and date. Phone directories are a valuable resource for their representation of daily life. Having a Caribbean phone directory collection in dLOC would be a unique tool and our statistics would probably go even higher!

Please contact me if you have plans to contribute to one of the areas discussed. I’d also be happy to receive your thoughts on other topics we might develop in the future.

Gayle Williams

Latin American & Caribbean Information Services Librarian, FIU

Chair, dLOC Collection Development Committee

[gayle.williams@fiu.edu](mailto:gayle.williams@fiu.edu)

**Caribbean Newspaper Digital Library (CNDL)**

CNDL provides access to 182 titles of historical and contemporary serial publications. The initiative began with grant funding in 2009 and is still being developed within the *Digital Library of the Caribbean*. Partners can support *CNDL* by identifying materials, digitizing or securing born digital materials; seeking permissions; conducting outreach; and cultivating new research initiatives with Caribbean scholars for the newly accessible materials.

Many dLOC partners are currently digitizing newspapers to add to the dLOC collection. dLOC welcomes any suggestions for new titles to prioritize for digitization. Several partners including the the Belize National Library Service, [Bibliothèque Haïtienne des Frères de l'Instruction Chrètienne](http://dloc.com/ibhfic), Duke University, National Library of Aruba, the National Library of Haiti, the University of Florida and the University of Puerto Rico are all working on digitization projects.

In addition, led by Will Canova, the Newspaper Projects Coordinator at the University of Florida, we also have an important queue of born digital newspapers. Please review the list below of born digital titles and contact [dloc@fiu.edu](mailto:dloc@fiu.edu) if you have suggestions for new titles for the born digital archiving.

**Caribbean Newspaper Digital Library Born Digital List**

**Countries**

1. Antigua and Barbuda- Antigua and Barbuda High Commission Newsletter (2004-13)
2. Aruba- Awe Mainta (2008-13)
3. Bahamas- Abaconian (1993-2013), Nassau Tribune (2006-12), Spectrum (2006-11)
4. Barbados- Barbados Advocate (permissions granted through 2010, not online)
5. Belize- Belize Ag Report (2009-13), Star (2007-13), Toledo Howler (2007-11), UB Bulletin (2008-2013)
6. Bonaire- Bonaire Reporter (2004-13)
7. British Virgin Islands- BVI Beacon (permission granted, not online)
8. Colombia- Sol (Cartegena) (2008-09)
9. Costa Rica- Lankesteriana- International Journal of Orchidology (2001-10), Zeledonia (1997-2011); Crisol (2003-2013)
10. Cuba- Ahora! (2009-13), Alma Mater (2006-13), Venceremos (2009-11)
11. Dominican Republic- Puro Turismo (2009-11)
12. Grenada- Barnacle and Jr. Barnacle\* (not online)
13. Guatemala- Revue Magazine (2008-13)
14. Guyana- Guyana Chronicle (2004-08), Weekend Mirror (not online)
15. Haiti- Haiti en Marche (1999-2013)
16. Honduras- Honduras This Week (2009)
17. Jamaica- Jamaica Journal (1967-2010), Jamaica Tourist (2005-11), Panache Jamaica (2007-10), Backyard Magazine (2010-2013)
18. Martinique- Justice (2003-12)
19. Mexico- Cancunissimo (2008-13), Ultimas Noticias de Quintana Roo (2009-13)
20. Nicaragua- Correo (2008-13), Eslabón (2007-10)
21. Panama- Escapes Panama (2008-2013)
22. Puerto Rico- Esquina (not online), Faro del Suroeste (2003-2013)
23. Saint Barthélemy- Journal de Saint-Barth (2006-13), St. Barth Weekly (2005-13)
24. Saint Eustatius- The Informer (2009-12)
25. St. Kitts- Labour Spokesman (2010-12)
26. St. Lucia - National Review (2009-11)
27. Suriname- Staatsolie Nieuws (2007-13)
28. Trinidad- Caribbean Belle (2010-11), UWI Today (2008-13)
29. Turks and Caicos -Turks and Caicos Free Press\* (not online)
30. U.S. Virgin Islands- Dateline UVI (2001-12), St. John Tradewinds (2008-13), UVI Voice (2007)
31. Venezuela – Cubile (2007-11)

**General Caribbean titles:**

1. All at Sea (2013)
2. Caribbean Coastal Pollution Project (2007-09)
3. Caribbean Council Newsletter (2007-2010)
4. Caribbean Today\* (2006-13)
5. Caribbean Waterways (2007-11)
6. Caribbean Maritime (2007-13)
7. Courier editions (2007-11)
8. Institute of Nautical Archeology Quarterly (not online)
9. Neotropical Primate Journal (1993-2011)
10. Sirenews (1984-2013)
11. Tapir Conservation (1990-2012)

**Countries still not represented:**

Anguilla

Bermuda

Cayman Islands

Curaçao

Dominica

French Guiana

Guadeloupe

Montserrat

Saba

Saint Maarten

Saint Vincent and the Grenadines

\* = titles with verbal commitment, but no signed paperwork.

**Item 5**

**dLOC New Features Handout**

**New Features and Enhancements**

* Enhanced Display: Item Interface and Thumbnail View
  + The enhanced item interface uses a bar with links to citation, page image, zoomable, and other views instead of tabs for a cleaner and faster loading interface, and one that is better optimizer for users on mobile and tablet devices. The Thumbnail View is now enhanced for a cleaner and more beautiful display than before, and users can now select the thumbnail size.
* New: Learning Object Metadata Schema Support
  + Added for learning objects to already extremely rich metadata support: <http://dloc.com/AA00014734/00001/pdf>
* New: TEI Support
  + TEI support now in place and will facilitate dLOC partnering with the new project, the Early Caribbean Digital Archive
* Enhanced Streaming Video Support
  + YouTube, and new internal streaming video server
* Workflow Guides
  + *dLOC Manual* revised in English; new version and translations in process for new workflows: <http://www.dloc.com/AA00002865/>
  + *Digitization with a Canon EOS Camera Guide:* <http://dloc.com/AA00009691>
* Online QC (Online Quality Control), May 2013 released in beta
  + Quality control is now online in beta mode, allowing select users to create chapters, name pages, swap pages, and a variety of other options directly in the online interface. This removes the step for external users of having to use the METS Editor and allows anyone to easily create structural metadata for an item.

**Enhancements Underway:**

* Djatoka and Open Layers
* EAD enhancements
* Searching by date (and date facets by decade, year, and date)
* Ability to add coordinates by placing markers on a Google Map display

**About the SobekCM Software**

dLOC is powered by the SobekCM open source software, which was created for dLOC and with collaboration among dLOC partners. More highlights on recent SobekCM software enhancements are available: <http://www.dloc.com/sobekcm/development/highlights> and the SobekCM email list supports discussion on SobekCM and tools: [SOBEKCM-DISCUSS@googlegroups.com](mailto:SOBEKCM-DISCUSS@googlegroups.com)