# Annual Report of the MOBIUS Digitization Committee

May 31, 2023

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**This Annual Report covers tasks and activities undertaken during the period June 1, 2022 through May 31, 2023 and provides an overview of scheduled activities for the period June 1, 2023 through April 2024.**

[The number of items and depth of detail depends on the nature of the group and the issues being addressed. In general, it is a good idea to keep points of information short for easy review, with additional information available through a group contact. Omit any section that does not apply.]

**Date of last meeting:** (6 February 2023)

**Date of next meeting:** (TBD)

June 2022-February 2023: Three paid interns were employed to inventory and complete metadata templates for eight libraries. Three libraries ended up dropping out of this process as they did not have the time or staff available to work with the committee on the project, but by February metadata had been gathered for over 36,600 images to be digitized from Columbia College, Crowder College, Drury University, Evangel University, Missouri Southern State University, and Truman State.

June 17, 2022: Eli Boyne from The Northeast Document Conservation Center gave a workshop on creating Collection Policies. The mission of this workshop is to answer participating library’s questions about the legality of posting student images online and institutional risk involved in this activity.

September 2022: MOBIUS libraries were surveyed to assess their digitization needs and their satisfaction with Vital. The survey results revealed that lack of time, staff, and funds are cited as the biggest detriments to member libraries accomplishing digitization goals. Photographs are the most desirable collections/format participants would like to digitize. Newspapers and AV Media follow closely behind.

September 28, 2022: Eli Boyne from NEDCC presented a workshop on the importance of digital preservation, and advocation of digital preservation to administration on September 28th. This excellent presentation was accompanied by a list of valuable resources including titles like the white paper “How to Talk to IT about Digital Preservation,” and a list of five tips for effective advocacy of digital preservation.

December 7, 2022: The committee met to discuss a replacement DAMS for Vital. We talked about Omeka S and it was determined that while it would work well for images, an additional software to support text files and serve as a digital repository might also be needed.

February 6, 2023: The Committee met again to discuss the Open-Source software Hyku. Hyku is another potential replacement for Vital which would support text documents (PDFs), images, audio, and movie files. Reception of Hyku was warm. The committee liked that it was highly customizable and easier to use than Vital.

February 16, 2023: Donna Bacon and Davina Harrison met with Robin Westphal. Together we decided that our priority should be to finding the replacement for Vital, and that the Committee could apply for an out-of-cycle grant to cover migration fees for data currently on Vital and hosting costs for the first year of Hyku.

February 23, 2023: Eli Boyne of the NEDCC led the discussion of the third study guide. The topic for this discussion was “Planning for Digital Preservation.” It included the introduction of several tools for planning preservation activities and covered the topic of the use of Fixity software to detect digital rot and other forms of data corruption.

March 15, 2023: The committee hosted a demo of Hyku for interested Vital libraries. The demo was presented by Nic Don Stanton Roark. It included a Q&A section with Roark and Amanda Hurford from Hyku.

March 22, 2023: A follow-up meeting with Vital libraries where questions and concerns were addressed and attending Vital libraries agreed that Hyku would replace Vital as consortium DAMS.

Early April 2023: Donna Bacon identifies Scientist.com as third-party vendor who is qualified and interested in overseeing the Hyku installation, migration of data from Vital, and hosting of Hyku. She begins negotiation of the cost for these activities.

May 24, 2023: The state library approved an out of cycle grant for funding of installation and hosting of Hyku.

### Action Items Completed:

* Selected replacement for Vital.
* Found third party vendor to help with migration of data from Vital and hosting for Hyku starting June 2023.
* Metadata, including page counts, for 36600+ pages to be digitized by a vendor during a future grant cycle.
* Sponsored NEDCC workshop to educate member libraries on best practices on digitization and digital preservation.

### Action Items In-progress/Pending:

* End of May/beginning of June 2023: Determine final cost for Hyku and data storage based on how many Vital libraries are committing to use Hyku.
* June 2023: Having received Robin Westphal’s confirmation of our eligibility for an out of cycle grant apply for grant to cover migration and hosting fees to make switch from Vital to Hyku. Survey Vital libraries to see if they are willing to commit to participation and contributing to the cost of hosting fees for 2023-2024.
* Fall 2023: Use completed metadata and 2021 parameters to solicit bids from digitization vendors
* February 2024: Submit Year 3 grant application with digitization bids.

### Announcements:

* Marketing of Hyku to member libraries will be kicked off by Davina Harrison’s presentation, *Meet Hyku: Your New Option for Digital Asset Management* on June 6, 2023, at the MOBIUS Conference.