



IPC Workgroup Conference Call
July 28 – 2:30 PM
MINUTES

Present: Grace Agnew, Jane Hutchison, Mary Mallery, Sandie Miller, Tom Nemeth, Mary Beth Weber

Absent: Erika Gorder

Review of Forms to be developed:

1. **Deposit Agreement Form** – Erika Gorder – This document is necessary since institutions will use it to certify they have secured all the rights permitting them to digitize, present and archive the described work(s) – The statement that institutions have to sign to certify that their physical material is in good physical condition should be placed not in this document but in the Metadata Deposit Form (see #10 below) – Ultimately, submission of the Metadata Deposit Form will be phased out of the workflow, at which time institutions will be able to certify an online equivalent of the physical condition assessment statement within the Workflow Management System
2. **(Sample) Non-Exclusive License** – Tom Nemeth – The group opted to go with one license with checkboxes that gives the option of streaming-only, download with no derivatives, and download with remix and reuse permitted – Keep the option for public attribution
3. **Rights Decision Tree** – Grace Agnew and Jeanne Boyle – Grace mentioned that she will make some alterations
4. **Physical Condition Assessment Guidelines** – Erika Gorder
5. **Terms and Conditions** – Mary Mallery and Jane Hutchison – NJVid’s Terms and Conditions should not necessarily emulate NJDH’s Terms and Conditions, since the latter needs to be updated. Regardless, NJVid needs to be more restrictive with its language than NJDH due to the nature of some of our permission-restricted moving image material – Grace recommended consulting the British Library and the Library of Congress for examples. Also, teachersdomain.org’s terms of use – Aim for first draft being done by July 31
6. **WMS Training Tutorial** – Mary Beth Weber – We can provide a link to this online training tutorial from within the NJVid Web site – Specifically, we can place the link within the “Contributors” page, name changed from the current “Workspace”
7. **(Sample) Permission Form for Performers** – Grace Agnew

8. **(Sample) Permission Form for Related Rights** – Grace Agnew
9. **(Sample) Deed of Gift** – Erika Gorder
10. **Metadata Deposit Form** – Mary Beth Weber – Necessary for the time being so that the Metadata workgroup can use the completed forms to catalog the Alpha Implementers' material in the WMS
11. **Metadata Best Practices Reference Guide** – Mary Beth Weber

Discussion of Potential Taxonomies for the Site:

If we want users to have the option to browse for content on NJVid in addition to search, the metadata for NJVid videos needs to include genre/form/subject/etc. data that can be used to create a taxonomy for browsing – Mary Beth Weber and Tom Nemeth to work on this – Mary Beth can contact Jane Johnson Otto, who developed the MIC genre/form guide, for potential assistance