



NJVid Alpha Implementers Meeting  
Rutgers, Newark – 8/20/08 – 2:30PM-5PM  
MINUTES

Present: Grace Agnew, Laura Barrett, Isaiah Beard, Jeanne Boyle, Erika Gorder, Jane Hutchison, Mary Mallery, Greg Mattison, Sandie Miller, Tom Nemeth, Sheri Prupis, Bob Wolk

**Introductions:**

Each attendee introduced himself/herself. Jeanne Boyle from Rutgers was in attendance acting as guest consultant for rights issues.

**Forms:**

Tom handed out the Release Form for Participants, Related Rights Guidance, Rights Decision Tree, Sample Nonexclusive License, Metadata Deposit Form, Deposit Agreement, and Guttenplan Chart. Erika handed out a Tape Inspection guide. We can link to these documents from our Web site. Sandie suggested adding a title to the release form. Some of these documents were still in development, while some were complete.

**Discussion of First Round of filling out Forms for NJVid:**

Reactions to Metadata Deposit Form – The group would have preferred something easier to fill out, but the form as currently constituted is understandably unintuitive in spots, since it derives from the computer-based Workflow Management System (WMS), which is not intended to be transposed and filled out on paper – could be revised with checkboxes and could incorporate part II's instructions into part I to cut down on having to go back and forth between the two parts for guidance – will become less of an issue once WMS is programmed – Grace assured the group that entering metadata with the WMS will be easier than with the form – WMS metadata template can be expanded to include more than the core set of data fields. Some fields are in effect hidden from the core set and can be brought up front.

Even though the WMS can import MARC records, a complete MARC record does not include all of the metadata elements required by the WMS. Therefore, there will always be a need to perform at least some degree of metadata input.

Grace explained the intent of Rights Event field and Rights Statement field on the Metadata Deposit Form – Rights Event asks user to specify the method by which rights have been obtained, such as through a license, release form, deed of gift, etc., and to make note of the rights forms that the user will

upload and attach to the metadata through, for example, scanned PDFs – Rights Statement is where the collection manager specifies which of the three presentation options the licensor has permitted.

In a sense, there will be two different rights workflows when using the WMS – one for faculty who hold rights to their own works and one for institutions' collection managers who are not the rights holders of works.

Due to potentially different sets of core metadata elements, commercial video and locally-owned videos might require different metadata templates within the WMS.

Erika asked if there is a limit to the number of people at an institution who can access the WMS at one time. Isaiah answered that it only depends on how much strain the particular institution's Web server and bandwidth can handle.

#### **Further Discussion:**

Grace recommended changing the language on the nonexclusive license so that attribution acts as a condition of use; Tom will perform the change – We should put a notification on our Web site informing visitors where to go to transfer film to tape and DVD. William Paterson uses Javanni transfer service. Their site is [www.perfectpopcorn.com](http://www.perfectpopcorn.com).

Discussion of ways to obtain permission from participants – Greg noted he has seen signs that claim something to the effect of, "This event will be recorded and your attendance implicitly acts as permission to record and redistribute your contribution to the event." Why can't we employ the same tactic for obtaining permissions at our institutions' local events and gatherings? The group liked this idea, and Bob was put in charge of assembling a starter kit that will instruct institutions how to put on conferences and events where attendees implicitly license their contributions to recordings of the event for use with initiatives such as NJVid. The key to this is getting the word out throughout the state that, as much as possible, institutions should be recording guest speakers, conferences and so forth and holding them in venues with good acoustics and lighting, with an eye toward getting permissions outright from participants for use with NJVid and other digital initiatives.

Tom will be holding onto the Deposit Agreements and can convert them to PDFs to upload to the WMS when the time is right to do so.

#### **Direction of NJVid and Next Steps in Development:**

Should NJVid accept audio and video or video only? The group liked the idea of accepting audio as a way to enrich NJVid's collections. Isaiah explained that from a technical point of view, streaming audio is not quite the same as streaming video, so we would have to overcome some technical hurdles, but it should not be too difficult. Tom was worried about broadening the scope of NJVid to the point where it could potentially lose focus. Grace explained that the grant did not limit the scope of NJVid's collections solely to video.

A major next step is to decide how to browse for content on the site. Tom mentioned that the Metadata workgroup will hold a meeting soon where a sub-goal will be to develop a taxonomy based on initial works provided for the NJVid Commons. Nevertheless, more content is needed, since the total number of hours provided for NJVid at this meeting was far less than our goal of 30. (Aiming to launch NJVid Commons with that or more). Grace knows people at Rutgers who might be able to offer more content, and she has a contact at NJN who might be able to offer noteworthy, “high impact” videos – Laura pointed out that a lot of the content that was brought to the meeting is historical in nature.

Another major step is to decide which metadata elements ought to be publicly displayed next to each video on the Web site. Tom will work with the Alpha Implementers on this. Chad needs a decision soon so that he can program this.

Tom explained that the NJVid Web site has been redesigned by Robert Harris – Web group will have a phone conference on August 25 to discuss reaction to Robert’s redesign – Attempting to time launch of new Web site, including links to all sample and necessary documents, with the launch of NJVid Commons.

Some of the logistics in terms of workflow still need to be ironed out. Isaiah is located in New Brunswick, but his students and the encoding equipment is in Newark. How should institutions go about mailing their videos? What paperwork should they include in their mailing package, if not the Deposit Agreement, which goes to Tom in Wayne, at least for the time being?

#### **Demo of Encoding Suite:**

Isaiah showed the group the digitization equipment. Adobe Premier is used to digitize tapes. DVCam is an acceptable format, in addition to VHS, S-VHS, mini-DV and DVD – Rutgers is considering relocating the encoding equipment.

#### **List of Content brought to the Meeting and given to Isaiah:**

- UMDNJ – four separate Medical History Society of NJ guest speakers on 1 VHS tape
- William Paterson – A couple of DVDs of The Hooters music band (performing original works except for one cover performance that needs to be edited out), plus four videos with signed licenses (Tom can make PDFs of the licenses when the time comes – Bob has the licenses):
  - *Jazz in Paterson* (history of jazz in Paterson) by Terry Ripmaster
  - *Women in the Silk* (silk strike in Paterson) by Terry Ripmaster
  - Video about Ellis Island by Vince Parrillo
  - *Smokestacks and Steeples* – history of Paterson by Vince Parrillo
- Montclair St. – *Carpe Diem* series on three DVDs

- *Montclair in Nice*
- *Challenges to Health Care in NJ*
- *Animal Conservation*
- American Labor Museum – *House on the Green* – Main expository introduction to the museum
- Passaic Valley Regional High School – two short DVDs
  - *Science in the Cinema* – an Overview of the series
  - *Creating Communities through Videoconferencing*