

SEDAC Long-Term Archive Board Meeting

Wednesday, August 20, 2008

11:00 a.m. – 1:40 p.m.

CIESIN, Geoscience 207

Lamont Campus of Columbia University

Minutes

Attendance: Karin Block (Proxy for Kerstin A. Lehnert), Stephen P. Davis, Robert R. Downs (Chair), Arthur Lerner-Lam, Marc Levy, David Millman, Sri Vinay.

Guests: Robert T. Cartolano, Director, Library Information Technology Office, Columbia University Libraries; Robert S. Chen, Director of CIESIN and Manager of SEDAC

Introductions and Agenda

Each of the participants introduced themselves, briefly. The Board offered its congratulations to SEDAC staff members on the renewal of the SEDAC contract. The draft Agenda was reviewed and accepted without modifications.

Review Meeting Minutes

The Minutes of the SEDAC Long-Term Archive Board Meeting of October 19, 2007 were reviewed. After a brief discussion, the Minutes were approved unanimously without modifications. The Board requested distribution of future draft Minutes within a few weeks after the Meeting to facilitate review. The approved Minutes will be posted on the SEDAC LTA Website.

Data Set Nomination

The SEDAC data set, “Integrated Model for the Assessment of the Greenhouse Effect (IMAGE) 2.0”, was nominated for accession to the Long-Term Archive by Marc Levy, the SEDAC Lead Project Scientist and LTA Board Member. Robert Chen also provided historical context for the data set. After discussion of the data set and the appraisal process, the data set nomination was accepted. The data will be prepared for appraisal and the description of the data set will be posted to the SEDAC LTA Website for review.

Discussions about the data set and its potential preservation to enable future use raised issues about the capabilities that would enable diverse communities of users to use the data set in the future. The Board indicated that the Archival Information Package (AIP) for this dataset should not depend on the long-term preservation of hard copy materials (e.g., the IMAGE 2.0 book by Alcamo et al.), but should include if possible digital versions of all materials (e.g., excerpts from the book) that are needed to support the long-term usability of the data. The discussions also identified the need to include, within the AIP, citations of related resources that describe the data set so that future users may access such resources to inform their understanding of the data.

Plan for Testing Digital Object Dissemination

The Board reviewed the draft Plan for Testing the Dissemination of Digital Objects of the SEDAC Long-Term Archive. The Board discussed whether the draft test only evaluated near term accessibility and use, and asked what criteria would be needed to test affordances to facilitate discovery, access, and use, including scientific usability, in the future. The Board recommended including, within the test plan, an invitation to domain experts to participate in the evaluation of the data set from the perspective of possible future users. The Board also recommended that the LTA clarify the relationship between external testing and internal quality assurance procedures. The Board recommended revising the test plan and distributing it for further review by the Board.

Long-Term Archive Self-Assessment

The Board reviewed the status of the self-assessment of the LTA to meet requirements for a trusted digital repository, which the Board had requested. The self-assessment was conducted by the Chair, based on the Trustworthy Repositories Audit & Certification: Criteria and Checklist (TRAC). The TRAC document and other resources about trustworthy digital repositories and long-term preservation are accessible from links on the Related Resources page of the SEDAC LTA site. Conducting the self-assessment has identified improvements for elements of the LTA Implementation Plan and for preservation procedures that are being developed. The draft self-assessment report will be distributed to the Board to facilitate additional discussion.

LTA Implementation Plan

Proposed changes to the LTA Implementation Plan were briefly reviewed. The Board requested that the revised LTA Implementation Plan be posted, with the changes tracked, to the internal SEDAC LTA Website for review. The Board also suggested that they consider the revisions for potential adoption at the next SEDAC LTA Board Meeting.

Guest Speaker

Robert T. Cartolano, Director of the Library Information Technology Office of the Columbia University Libraries presented on Digital Repository Storage and Technology, describing digital repository planning and development activities being conducted by the Columbia University Libraries, in collaboration with Columbia University Information Technology. The presentation included descriptions of hardware, operating system, and software choices, including Fedora for the digital repository architecture. In addition, decisions on storage capabilities and storage facilities were described. The presentation was followed by extensive discussions of vendor and platform options, redundant backup and failover systems, subsystems for submission and preparation of digital objects for ingest, and security issues. It was recognized that the SEDAC LTA could be an excellent test case for exploring how the Libraries might manage distributed long-term digital collections of scientific data generated by the Columbia University community, both in terms of policies and procedures and use of technological approaches like Fedora.

The meeting adjourned at 1:40 p.m.

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Agenda

- 11:00 – 11:05 a.m. Review agenda
- 11:05 – 11:10 a.m. Review LTA Board Meeting Minutes of October 19, 2007
- 11:10 – 11:20 a.m. Nomination of data for accession to the LTA
- Integrated Model for the Assessment of the Greenhouse Effect (IMAGE) 2.0
- 11:20 – 11:30 a.m. Review draft Plan for Testing the Dissemination of Digital Objects of the SEDAC Long-Term Archive
- 11:30 – 11:40 a.m. Review status of the self-assessment of the LTA to meet requirements for a trusted digital repository
- 11:40 – 11:50 a.m. Review proposed changes for the LTA Implementation Plan
- 11:50 – 12:25 p.m. Presentation by Robert T. Cartolano on Columbia University Libraries digital repository development activities
- 12:25 – 12:30 p.m. Next Meeting