



TDL.ORG
TEXAS DIGITAL LIBRARY

Annual Board Meeting

September 27, 2018

2:00 – 3:30pm

AT&T Center, Room 107

Austin, Texas

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Welcome

Welcome, members, to the annual board meeting of the Texas Digital Library.

2:00pm Welcome and Agenda Overview (Bella Gerlich, Chair)

2:10pm Board Business (Bella Gerlich, Kristi Park)

- Governing Board Elections
- New membership category for consortia
- Q & A

2:30pm Annual Report (Kristi Park and Lea DeForest)

- 2018 accomplishments
- 2019 objectives
- Financial Report

3:00pm OER Activities and Developments (Kristi Park)

3:20pm Discussion and Wrap-Up (Kristi Park)



Agenda

Founding Members

Texas A&M University

Texas Tech University

University of Houston

University of Texas at Austin

Full Members

Angelo State University

Baylor University

Sam Houston State University

Stephen F. Austin State University

Texas A&M International University

Texas A&M University - Corpus Christi

Texas A&M University at Galveston

Texas State University

Affiliate Members

University of Texas at Arlington

University of Texas at Dallas

Texas Woman's University

Trinity University

University of Houston - Clear Lake

University of North Texas

University of Texas - Rio Grande Valley

University of Texas - Medical Branch at Galveston

University of Texas Southwestern Medical Center

West Texas A&M University



TDL Members

Chris Matz, Angelo State University

John Wilson, Baylor University

Lisa Shen, Sam Houston State University

Shirley Dickerson, Stephen F. Austin State University

Catherine Rudowsky, Texas A&M University - Corpus Christi

David Baca, Texas A&M University at Galveston

Doug Ferrier, Texas A&M International University

David Carlson, Texas A&M University

Joan Heath, Texas State University

Bella Gerlich, Texas Tech University

Suzanne Sears, Texas Woman's University

Christopher Nolan, Trinity University

Lisa German, University of Houston

Karen Wielhorski, University of Houston – Clear Lake

Diane Bruxvoort, University of North Texas

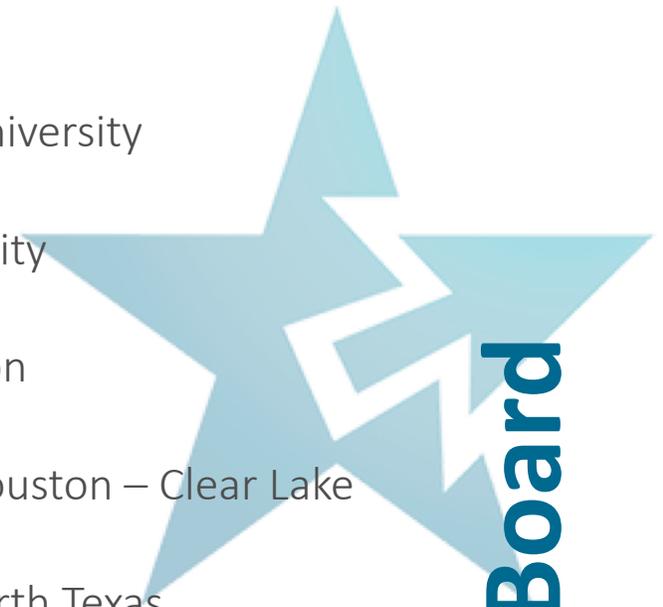
Paul Sharpe, University of Texas - Rio Grande Valley

Iorraine Haricombe, University of Texas at Austin

Pat Ciejka, University of Texas Medical Branch

Kelly Gonzalez, University of Texas Southwestern

Shawna Kennedy Witthar, West Texas A&M University



TDL Member Board



Board Business

Governing Board elections, bylaws, and a new membership category.

David Carlson, Dean, Texas A&M University*

*Lisa German (Chair), Dean of Libraries, University of Houston**

TBD (Vice Chair/Chair-Elect), elected at Fall Governing Board Meeting

Bella Karr Gerlich (Past Chair), Dean of Libraries, Texas Tech University*

Kelly Gonzalez, Assistant Vice President for Library Services, University of Texas Southwestern

Iorraine Haricombe, Vice Provost and Director, University of Texas at Austin*

Shawna Kennedy-Witthar, Director of Information and Library Resources, West Texas A&M University

Catherine Rudowsky (Secretary-Treasurer), Dean of Libraries, Texas A&M University – Corpus Christi

Mark Smith, Director, Texas State Library and Archives Commission**

Kristi Park, Executive Director, Texas Digital Library**

*ex officio member | **ex officio, non-voting member | *Executive Committee*



Consortia

- Consortium members would pay a discounted per-institution membership fee + normal annual fees for the services the consortium chooses.
- One member, or an umbrella organization, must be willing to act as the “agent” of the consortium and point of contact to TDL for contracting and invoicing.
- The consortium would participate as a full, or “regular”, member of the Texas Digital Library consortium as a single entity.
- Non-Texas institutions are eligible on a case-by-case basis.

Systems

In Summer 2018, the TDL Governing Board implemented a consortial membership model for University Systems with the following characteristics:

- For systems with four (4) or more institutions, 50% of the non-flagship institutions of the system must join to form the consortium.
- For systems with fewer than four (4) members, a minimum of two non-flagship institutions must join.
- Consortial pricing is only available for Regular Members (not Affiliates).
- The flagship institution of each University System is not eligible to become a member of the System consortium or obtain consortial pricing.

Bylaws Changes

The board approved the following changes to TDL Bylaws 2017-18. Bylaws were reviewed and recommendations made in light of changes to the TDL membership structure. The board concluded that the basic mechanisms for governance were sufficient to ensure fair representation of the membership on the Governing Board, but suggested some changes in terminology to reflect the membership structure changes. (See full Bylaws in Reference Section.

Governance (Article V)

No changes to the governance structure (Article V):

- Permanent seats on Governing Board for Founding ARL members
- At minimum 3 elected seats on the Governing Board, representing non-ARL libraries (with a mechanism for increasing this number as the membership grows)
- A commitment to reflecting the diversity of the membership in the selection of elected members (Article VI, Section 3.3)

Terminology

Revised terms used for membership categories to reflect new membership structure (multiple locations):

- References to Tier 1 members changed to “Founding ARL members.”
- References to Tier 2 changed to “non-Founding ARL members” or “all other Regular Members” depending on context

Change to definition of Consortia Member (Article III, Section 4)

Changed “Multiple Affiliate members can be grouped into a Consortia membership” to “Multiple Regular members can be grouped into a Consortia membership, with the approval of the Governing Board.”



2018 Accomplishments

What we achieved in 2018: reporting on our projects, strategies, and finances.

TDL 2020 Strategic Plan: Strategies

Deliver essential preservation services as an integral component of a national digital preservation infrastructure, in order to preserve knowledge for future generations.

Enhance the access, usability, and interoperability of Texas' digital collections by fostering connections within the digital library ecosystem.

Create meaningful and innovative professional development programs.

Leverage the expertise of Texas librarians and staff, to take advantage of their talents, develop shared standards and practices, and establish a common base of knowledge across all member institutions.

Establish a broad and enduring base of funding through statewide membership, external partnerships and funding sources, and legislative appropriation.



2018 Objectives: Services

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Continue Digital Preservation and Texas Data Repository (TDR) usage growth and make enhancements to these services in alignment with services roadmaps.</p>	<p>Digital Preservation Services</p> <p>TDL added Angelo State, Trinity, and UT Rio Grande Valley as digital preservation services users.</p> <p>TDL scaled up infrastructure to accept larger content sets and underwent successful replications to Chronopolis and DPN.</p> <p>TDL co-authored and served as a charter signatory on the Digital Preservation Declaration of Shared Values.</p> <p>TDL started a Digital Preservation Services User Group focused on resource sharing.</p> <p>TDL hosted a week-long Digital Preservation Management Workshop at Trinity University in July and will sponsor Archivemata Camp in November at the University of Houston.</p>	<p>In digital preservation, queuing users and executing ingests efficiently remains a challenge. Additionally, DPN has implemented stricter deadlines for 2018 deposits, which may create a logjam as the deadline approaches.</p> <p>Too much of TDL's representation within national and international digital preservation communities is through a single TDL staff member.</p>

2018 Objectives: Services

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Continue Digital Preservation and Texas Data Repository (TDR) usage growth and make enhancements to these services in alignment with services roadmaps. <i>(con't.)</i></p>	<p>Texas Data Repository UT Arlington and Texas A&M Galveston signed on as new users of the Texas Data Repository.</p> <p>TDL made incremental improvements to the Texas Data Repository service, including doubling the size of maximum file upload, enhanced reporting, allowing login by non-affiliated researchers, and adding recursive admin permissions for TDR liaisons.</p> <p>The TDR Steering Committee working groups created instructional videos and documentation and other shared resources.</p> <p>TDL sponsored travel of two Steering Committee members to the Dataverse Community Meeting at Harvard University.</p> <p>TDL joined the Dataverse Global Community Consortium as charter members.</p> <p>TDL formed its own Datacite Consortium and successfully migrated DOI creation in TDR from our legacy system (EZID) to DataCite.</p> <p>Harvard's Dataverse repository and multiple other repositories began harvesting/indexing TDR metadata, increasing discoverability of Texas research.</p>	<p>With the Texas Data Repository, the active engagement of TDR Steering Committee members has produced use cases and feature requests faster than we can address them including:</p> <ul style="list-style-type: none"> • Bulk upload of files • Handling large datasets • Digital preservation of the content • Sensitive and confidential data • Additional reporting enhancements

2018 Objectives: Services

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Explore HykuDirect hosting through a limited pilot project.</p>	<p>TDL completed a Hyku Hosting Pilot with three members. The lightweight pilot allowed members to provide feedback on the viability of the repository platform and gave TDL a chance to learn the application and assess the ease and cost of hosting it for members. A report was published in August 2018. TDL continues active engagement with the Hyku community and joined the Bridge2Hyku project headed by the University of Houston, but does not have immediate plans to launch a Hyku hosting service.</p>	<p>With the end of grant funding for Hyku development, some question exists regarding sustainability as an open source project.</p> <p>Challenges to launching a Hyku hosting service include: time-consuming migrations from other platforms and resource intensiveness of the Hyku platform itself.</p>
<p>Transition expanded DPLA hub from prototype to production-ready service.</p>	<p>TDL completed a second year of grant-funded work on developing an expanded DPLA aggregation hub.</p> <p>A DPLA Metadata WG will release draft metadata guidelines for an expanded DPLA hub in October.</p> <p>TDL software developer refactored aggregation application with enhanced metadata remediation features.</p>	<p>Requirements for standardized rights statements by DPLA imposes difficulties on repositories not willing or able to adapt their rights metadata accordingly.</p> <p>Locating operational funding for staff needed for statewide implementation of an aggregation service, along with long term sustainability, remains a challenge.</p>

2018 Objectives: Services

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Achieve greater integration of existing services, with an emphasis on easing workflows to TDL preservation systems.</p>	<p>TDL piloted with UT Libraries a DSpace-to-DuraCloud integration in Spring 2018, which provides an automated workflow for moving DSpace content to digital preservation storage.</p>	<p>Staff vacancies on the technology side have limited our ability to take on some planned projects including a TDR-Chronopolis integration.</p>
<p>Upgrade all hosted services to latest versions, including TDL-hosted Vireo deployments to Vireo 4.</p>	<p>Began DSpace 6 upgrades August 2018, with scheduled completion in October.</p> <p>Remained up-to-date on major releases for DuraCloud and Dataverse.</p> <p>Filled long-open software engineer position in June 2018 to facilitate Vireo 4 development. Launched plans for increased community involvement in Vireo 4 development.</p>	<p>Vireo 4 has been delayed by open TDL software engineer and the more-complex-than-anticipated set of changes in this new version. TDL-hosted Vireo installations will not be upgraded in 2018.</p> <p>OJS 3 upgrades were delayed after an initial investigation revealed that significant retraining and retheming will be required with the upgrade.</p> <p>Infrastructure improvements have slowed down upgrade process for all services, but will result in improved security and standardization.</p>

2018 Objectives: Infrastructure

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Re-architect TDL systems and services within Amazon Web Services (AWS) for greater security, efficiency, and performance.</p>	<p>TDL implemented a new, more secure VPN and VPC peering architecture for better security and improved automation capability.</p> <p>Technical staff undertook major assessment of AWS usage and legacy systems, eliminating unused servers and backup copies to reduce costs.</p> <p>TDL implemented new backup regime using the AWS snapshot scheduler to improve standardization of backups and reduce costs.</p> <p>TDL retired a legacy centralized authentication server.</p> <p>TDL implemented new site monitoring applications to improve visibility into site performance.</p>	<p>A lack of standardization in the way systems and applications have been deployed over time has made rearchitecting necessary, but also a slow process. We must balance the need to make changes to the way our systems are configured and architected with the need to keep existing services and applications running and updated with latest versions.</p>
<p>Achieve greater standardization in the deployment and management of services through application of new tools and processes.</p>	<p>New VPC architecture will allow for greater automation in future.</p> <p>Dspace upgrades to version 6 present an opportunity for increasing standardization of systems.</p> <p>Increased use of Ansible playbooks improve efficiency of deployments.</p>	

2018 Objectives: Recruitment & Funding

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Recruit and onboard four additional institutional members.</p>	<p>TDL hosted two "Digital Library Summits" (in Lubbock and Houston) and conducted numerous phone calls and meetings with a pipeline of active prospects.</p> <p>Developed consortium and university system membership models.</p> <p>Upgraded existing Affiliate member to Full Member. Expecting at least one additional member in 2019.</p>	<p>The recruitment process is often a long one that involves multiple contacts over many months. Several institutions that want to join are grappling with finding funding for new services in the current funding environment. Others are waiting for big projects to conclude so that they can shift focus to a different priority.</p>
<p>Break even on Texas Conference on Digital Libraries through increased sponsorships.</p>	<p>TCDL 2018 sponsors included DPN, Bibliolabs, OCLC, and Chronopolis. Sponsorship income increased by 20% from 2017.</p>	<p>We did not achieve our goal for 2017 but will continue to increase sponsorship amounts for 2019.</p>

2018 Objectives: Member Retention

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Retain all current members and upgrade when possible.</p>	<p>TDL upgraded SFASU to full membership from Affiliate status.</p> <p>UT Arlington and Texas A&M Galveston signed on as new users of the Texas Data Repository.</p>	<p>One member downgraded from Full Member to TDR Affiliate status starting in Fall 2018, and another member unsubscribed from the Texas Data Repository. Members downgrading membership lost benefits (such as steering committee membership) associated with these levels of engagement.</p> <p>The next fiscal year (FY 2018-19) will be the second year of increases for some members resulting from membership structure changes.</p>
<p>Explore potential consortial services that provide cost-savings to members.</p>	<p>TDL formed a Texas DataCite consortium membership starting in September 2018 with four members (TDL, UT Austin, TAMU, and TAMU-CC).</p>	<p>Offering discounted memberships of this type increases workload on TDL administrative staff to manage contracts and invoicing.</p>

2018 Objectives: Member Retention

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Continue to transform OJS and DSpace training programs in ways that leverage member and community expertise and incentivize member participation.</p>	<p>DSpace Education Working Group created documentation for TDL DSpace users and added to the TDL Confluence Wiki.</p> <p>TDL launched the DSpace Users Group and will be hosting a North American DSpace Users Group Meeting in Austin in 2019.</p> <p>TDL staff began a series of internal "Training Reboot" discussions and conducted a training and documentation inventory.</p>	<p>TDL depends on community contributions for many aspects of this work and needs to formalize incentives and rewards for these contributions.</p>

2018 Objectives: Organizational Effectiveness

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Select and implement systems for better member and potential member relationship tracking, contract workflows, and documentation</p>	<p>TDL implemented HubSpot for constituent relationship management and completed a project to refresh services contacts at each member institution.</p> <p>TDL documented workflows for contracts.</p> <p>TDL created technical and on-boarding documentation in a Confluence wiki.</p>	<p>TDL's contracting workflows are complex, because of the existence of multiple agreements and invoices. We are working to codify and simplify practices around contracts and invoicing.</p> <p>Creating habits of documentation requires culture change that is an on-going process.</p>
<p>Fill vacant staff positions.</p>	<p>TDL filled its open administrative associate and software engineer positions.</p>	<p>Turnover, especially on the technology side, is an ever-present reality and requires the development of strategies for managing and filling vacancies more efficiently.</p>

2018 Objectives: Organizational Effectiveness

GOALS	ACCOMPLISHMENTS	CHALLENGES
<p>Implement tools (e.g. JIRA, Confluence) for better project tracking and increased transparency across the staff organization and the wider TDL community.</p>	<p>TDL has made significant strides in terms of internal documentation and more transparent project and task tracking, using tools such as JIRA, Zendesk, and Confluence. We have implemented a "no ticket, no work" rule on the technology side that requires any significant task, problem, incident, or question to be documented in one of our ticketing systems.</p> <p>Added paid version of Slack to allow communication about Vireo development among developers and members of the Vireo Users Group, many of whom are part of the TDL community but not on staff at TDL.</p> <p>TDL has opened many of these tools to a wider group of partners (beyond TDL staff) to facilitate collaborative work.</p>	<p>On the technology side in particular, there is need for better policy around use of our various tools, to prevent duplication or siloing.</p> <p>As we grow the use of these tools to include members of the wider TDL community, the cost of maintaining this infrastructure grows.</p>

2018 Highlights: Outreach

Service and TDL Representation

Chronopolis Advisory Committee
Dataverse Global Community Consortium
Digital Preservation Management Workshop
Digital Preservation Network Node Managers Group
Diversity Action Committee (UT Libraries)
DPLA Project Steering Group (Principal Investigator)
DSpace Steering Committee
EaaS Advisory Group
iPres Organizing Committee, Program Co-Chair for iPRES 2018
NDSA Cloud Services Working Group
NDSA Infrastructure Working Group

NDSA Levels of Preservation Implementation Sub-Group
NDSA Standards Working Group
NEDCC Instructor
OER Outreach Working Group (UT Libraries)
OSSArcFlow Evaluator (IMLS Grant)
PASIG Steering Committee and Program Committee for Mexico City 2019
Reading the First Books Project (Advisory Board)
South Central States Fedora Users Group
Texas Archivemata Users Group Steering Committee (A-TEX) and National Archivemata Forum
Vireo Users Group Steering Committee



Presentations and Symposia

AWS Public Sector Summit (attendee)
Cross Timbers Library Collaborative Conference (keynote)
Dataverse Community Meeting (presentation)
Digital Frontiers 2017 (presentation, sponsor)
DLF Forum 2017 (presentation)
DuraSpace Members Summit @CNI (presentation)
DPN Annual Member Meeting (presentation)
GWLA Meeting (presentation)
iPRES 2018 (panel)
Idcx (presentation)

NDSA Digital Preservation Conference 2017 and 2018 (presentations)
Open Repositories 2018 (presentation, panel)
PASIG Fall 2017 (presentation)
Re-Think It 2018 (presentation)
Samvera Virtual Connect (presentation)
Texas Conference on Digital Libraries (presentation)
Texas Council of Academic Libraries (presentation)
Texas Library Association Conference (presentation)
UT Austin Digital Preservation Symposium (keynote)

Publications

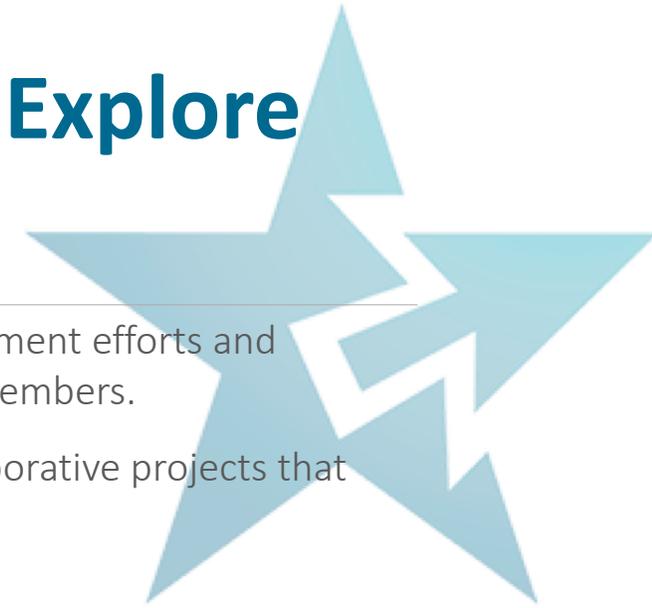
Digital Preservation Declaration of Shared Values
TDL Hyku Pilot Report



2019 Objectives

Our goals for the coming year.

2019 Objectives: Maintain, Strengthen, and Explore



Building our communities

- ★ Increase contributions to OSS and digital preservation communities in which we participate.
- ★ Empower members to take leadership roles within TDL communities.
- ★ Continue new member recruitment efforts and internal outreach to existing members.
- ★ Pursue opportunities for collaborative projects that attract external funding.

Strengthening our team

- ★ Document and solidify processes across multiple communication/project management tools.
- ★ Cross-train tech team members on all systems and applications.
- ★ Find new ways to celebrate our contributions, build relationships, and promote team cohesion across our distributed team.

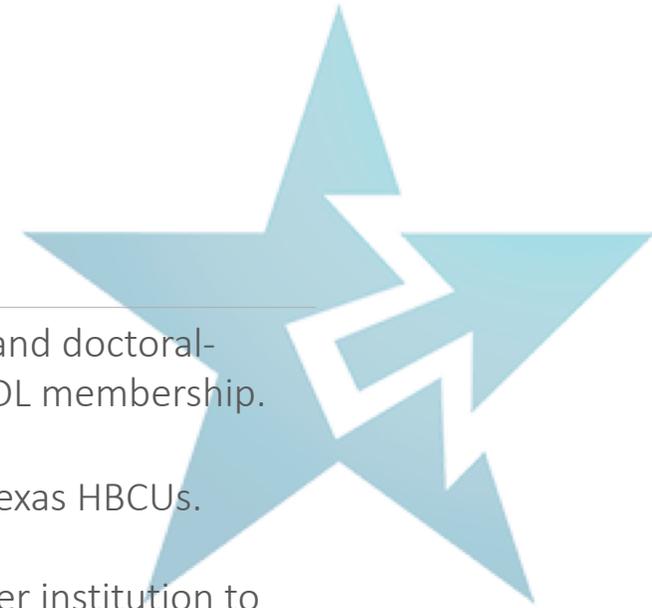
Enhancing technology and services

- ★ Continue road map for systems improvement and automation.
- ★ Explore and plan for potential new services.
- ★ Continue incremental improvements and upgrades to hosted services.

2019 Projects and Objectives

Building our communities

- ★ Participate in DuraCloud Community Sprints and become a Certified DuraCloud Service Provider.
- ★ Support Bridge2Hyku project and stay active in the Hyku Service Provider Group.
- ★ Continue efforts to build an active Vireo OSS community.
- ★ Continue engagement with Dataverse Global Community, and Digital Preservation service providers communities.
- ★ Become member of PKP in support of Open Journal Systems OSS.
- ★ Incentivize member leadership in OSS communities on behalf of TDL; develop forms of recognition for member representatives.
- ★ Ensure contact with every masters- and doctoral-granting institution in Texas about TDL membership.
- ★ Make special effort to engage with Texas HBCUs.
- ★ Support outreach within TDR member institution to increase local buy-in for repository use.
- ★ Undertake “member census” to assess member relationship, gather feedback, and promote services internally.
- ★ Develop pipeline of multi-institutional grant-fundable projects.



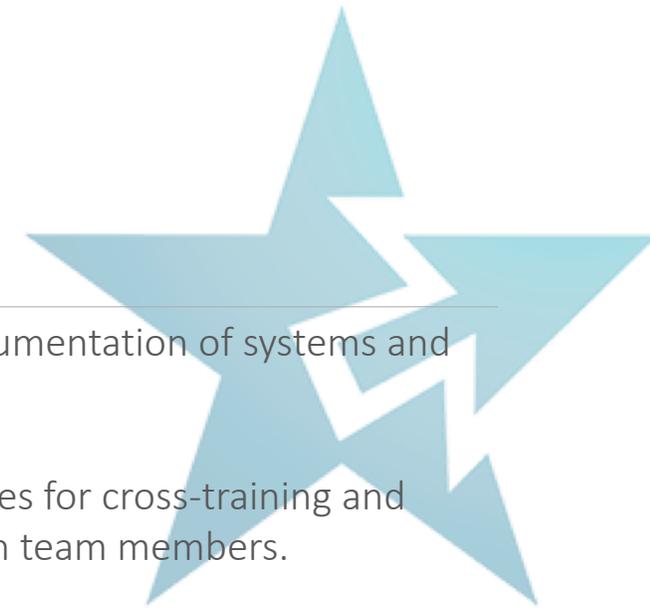
2019 Projects and Objectives

Strengthening our team

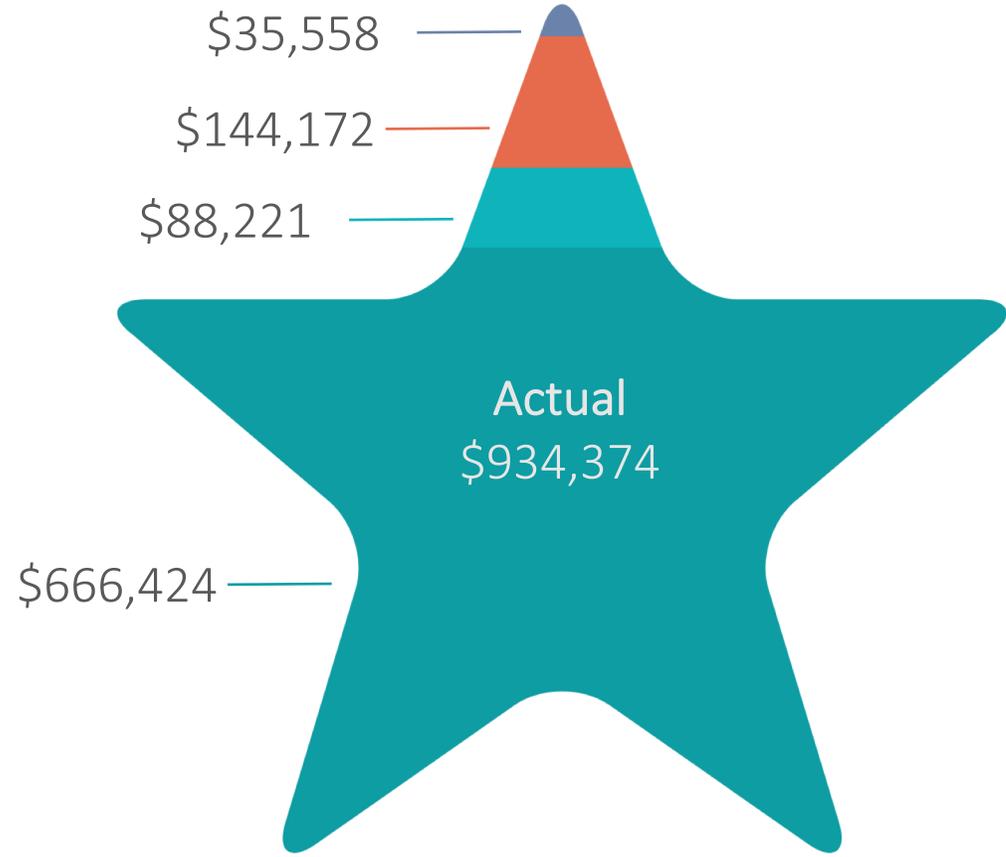
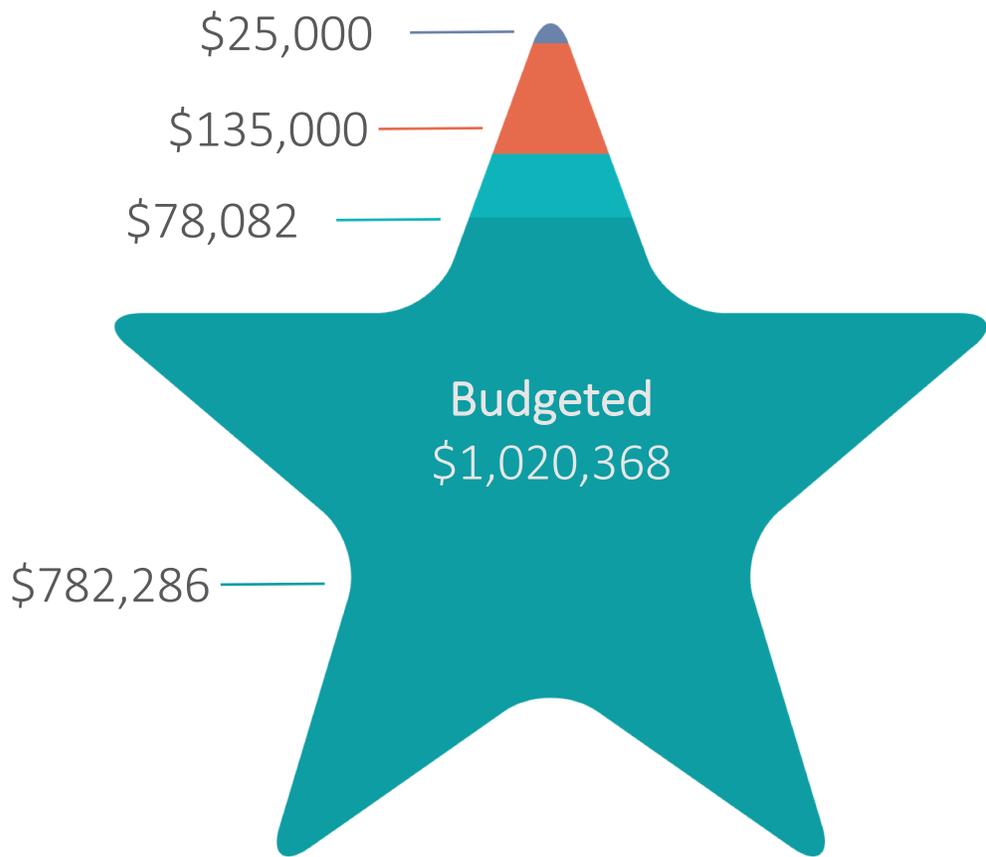
- ★ Meet together twice yearly in person (at least).
- ★ Improve all-team meetings with more intra-team reporting and informal chat time.
- ★ Identify strategies for rewards and celebration of team and individual accomplishments.
- ★ Enforce policies related to documentation of systems and processes.
- ★ Implement regular opportunities for cross-training and knowledge-sharing among tech team members.

Enhancing our technology and services

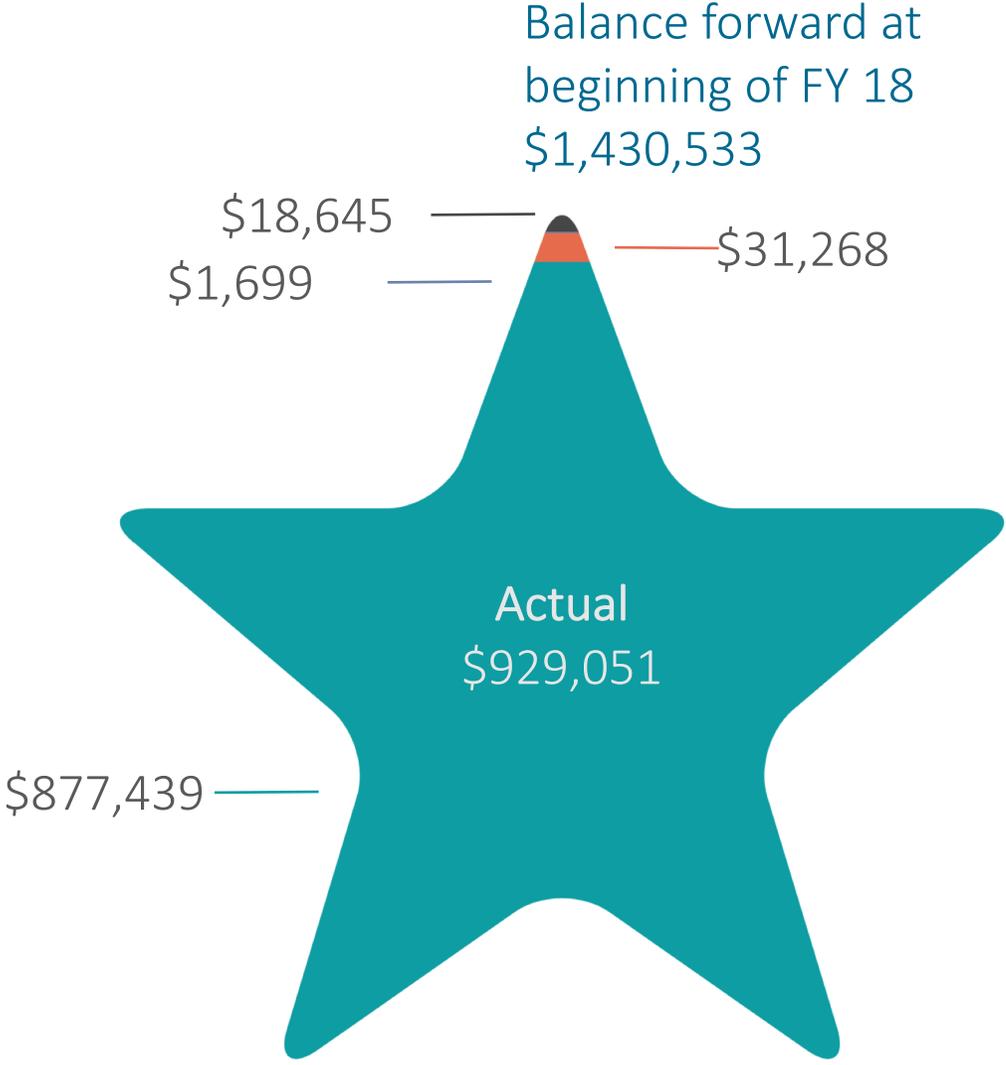
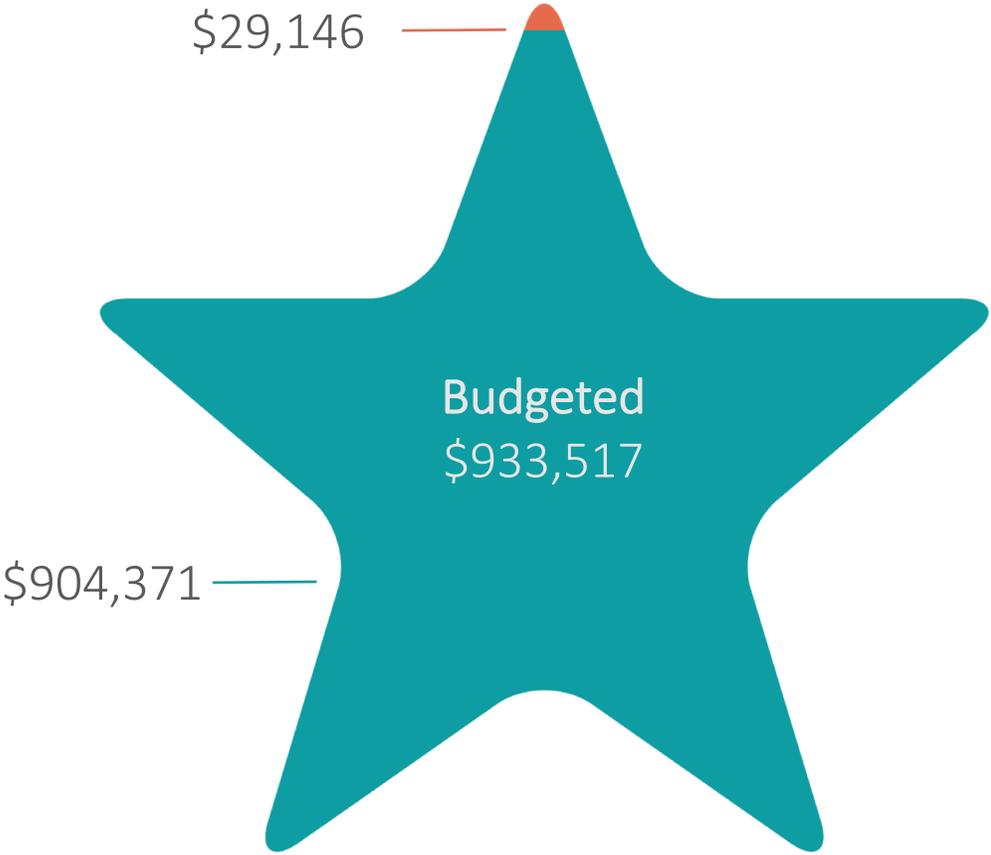
- ★ Continue standardization of systems on a service-by-service basis. OJS is a focus for 2019.
- ★ Automate implementation of OS updates and patches across all systems.
- ★ Implement more secure access control measures.
- ★ Explore possible services related to sensitive data storage and web archiving.
- ★ Continue Hyku hosting evaluation and support Bridge2Hyku.
- ★ Develop migration path for Bepress Digital Commons users to hosted TDL platforms.
- ★ Work with partners, including TSLAC, to explore opportunities for collaboration on Open Educational Resources.
- ★ Devise plan for expanded DPLA service hub with reduced reach. Harvest metadata from TDL and pilot group members.



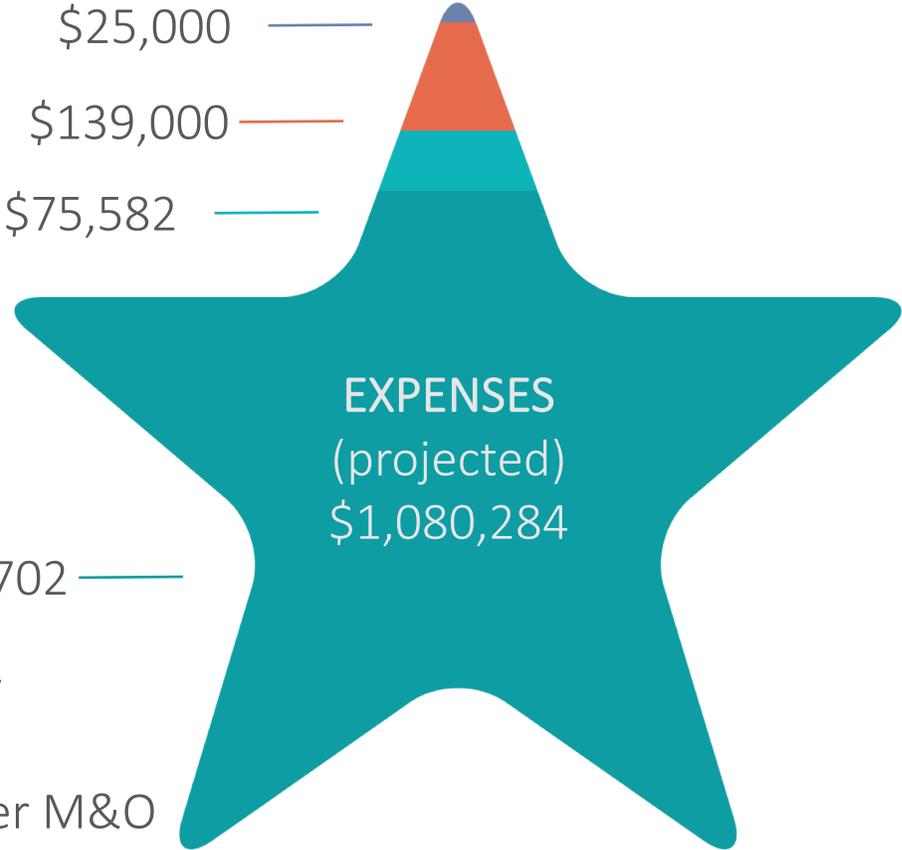
FY 18 Expenses



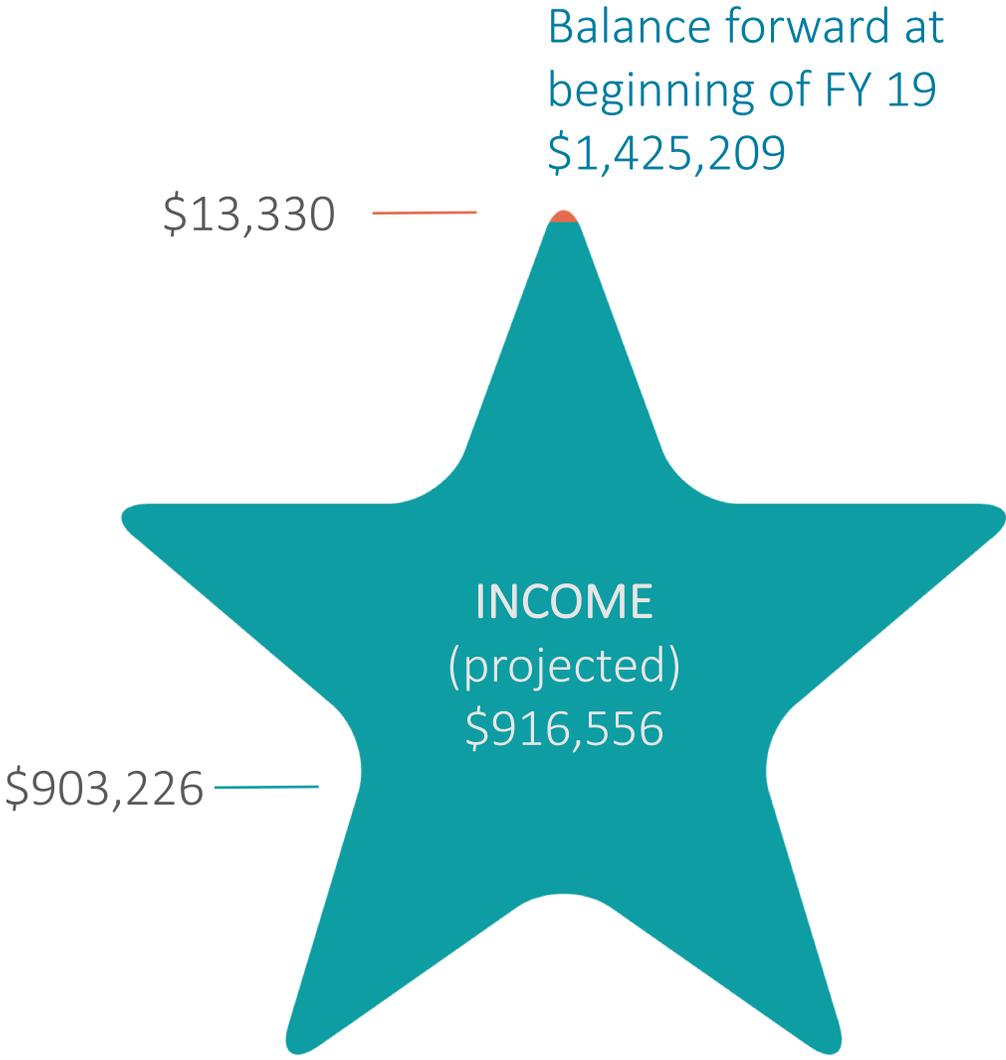
FY 18 Revenue



FY 19 Finances



- Staff
- Other M&O
- Cloud Services & Storage
- Travel & Professional Development



- Membership Fees
- DPN reimbursement



For your reference

TDL Mission and Vision

TDL Bylaws

New Membership Category Fliers

TDL Member Groups

OER Summit

Consortial Usage Stats (by service)

Contact Information

Mission and Vision of Texas Digital Library

Mission

The Texas Digital Library is a consortium of Texas higher education institutions that builds capacity for preserving, managing, and providing access to unique digital collections of enduring value.

Our empowering technology infrastructure, services, and community programs:

- Support research, teaching, and digital curation efforts at our member institutions
- Facilitate collaboration amongst our community and with external partners
- Connect local work to a global ecosystem of digital library efforts

Vision

The Texas Digital Library will be an essential resource, built by and for our institutional members, that enhances access to the unique digital collections of Texas and ensures their long-term preservation.



TDL Bylaws (Revision May 2018)

Article I – Name

The name of the organization is the Texas Digital Library, hereinafter known as TDL. The Texas Digital Library is an association of institutions whose fiscal agency is the University of Texas at Austin Libraries.

Article II – Mission, Code of Ethics, and Goals

Section 1

The mission of the TDL is to advance and advocate the role of digital libraries and digital scholarly communication technologies that support the research and teaching missions of institutions of higher education in Texas and to promote cooperation, communication and resource sharing among its members. The TDL will seek to represent the interests of all member institutions in its decision-making.

Section 2

The Texas Digital Library is committed to maintaining high standards of ethics at all times.

Section 3

The goals for the Texas Digital Library is:

- to provide an open forum and adequate representation to all digital library professionals and organizations
- to be a resource for members in all stages of digital library development in support of scholarly communication
- to provide a set of services to TDL member organizations that support digital scholarly communication
- to identify targets of opportunity that can benefit members and establish effective means of communication to facilitate members' focus on areas of interest
- to establish a collaborative atmosphere in which members can come together to help each other and ultimately improve the digital library community in Texas
- to serve both the membership and the digital library community through a variety of programs such as the Texas Conference on Digital Libraries (TCDL), the TDL training program, and presentations at international conferences
- to provide and cultivate leadership in the digital library community that effectively communicates issues, concerns, and developments for the improvement of scholarly communication
- to provide recognition of outstanding achievements in statewide digital library development in support of scholarly communication

Article III – Membership and Member Board

Section 1

Membership in the TDL shall be limited to nonprofit institutions of higher education. Three classes of membership are available: Regular Member, Affiliate Member, and Consortia Member.

Section 2

Regular member. The administrative head of the library of the institution will act as the representative to TDL. Each administrative head shall have one place on the Member Board with one vote. An administrative head may designate a person to represent him/her at meetings as a discussant and to vote on questions. This designation must be put in writing and presented to the chair of the meeting prior to the beginning of the meeting.

Section 3

Affiliate member. The administrative head of the library of the institution will act as the representative to TDL. Affiliate members can serve on committees but do not have a place on the Member Board, cannot vote, and cannot hold office.

Section 4

Consortia member. Multiple Regular members can be grouped into a Consortia membership, with approval of the Governing Board. The administrative head of the library of one of the institutions will act as the representative to TDL. This administrative head shall have the rights of a Regular Member. This administrative head may designate a person to represent him/her at meetings as a discussant and to vote on questions. This designation must be put in writing and presented to the Chair of the meeting prior to the beginning of the meeting.

Article IV – Officers

Section 1

The officers of the TDL shall be Chair, Vice-Chair/Chair Elect and Secretary/Treasurer.

Section 2

The Officers will serve as the Executive Committee. (See Article V, Section 5)

Section 3

The term of office is one year for Chair and Vice-Chair/Chair Elect. The term of office is two years for Secretary/Treasurer.

Section 4

The Chair shall be the presiding officer of the Governing Board and, with the aid of the Executive Committee, establish meeting agendas and represent the organization.

Section 5

In the absence or withdrawal of the Chair, the Vice-Chair/Chair Elect shall have and perform all duties and obligations of the Chair. The Vice-Chair/Chair Elect shall also perform other duties as may be assigned by the Chair or the Governing Board. The Vice-Chair shall exercise duties incident to the office including appointing committees and providing a program of work for each standing committee and such other duties as may seem appropriate.

Section 6

The Secretary/Treasurer shall keep minutes of the proceedings of the Governing Board and maintain a register giving the names and addresses of administrative heads entitled to vote. The Secretary/Treasurer shall also keep such other records as may be required, including all financial records. The Secretary/Treasurer will report on the state of the TDL's financial resources at the fall meeting.

Article V – Governing Board and Executive Committee

Section 1

The Governing Board of the TDL shall consist of the Founding Association of Research Library (ARL) Members and at least three members elected at large from the other Regular Members. The Governing Board members will choose the Chair, Vice-Chair/Chair Elect, and Secretary/Treasurer at the fall meeting after the Member-at-Large position(s) have been filled.

Section 2

For every four non-Founding-ARL Regular Members added to the TDL membership, the Governing Board may increase its elected representation by one member.

Section 3

The TDL Director and a staff representative determined by the Director will serve as *ex officio*, non-voting members of the Governing Board.

Section 4

Five members of the Governing Board, including at least three Founding ARL members, shall constitute a quorum.

Section 5

The Executive Committee shall be appointed by the Governing Board and will consist of at least one Founding ARL member and at least one other Regular Member of the Governing Board.

Section 6

Those members appointed to the Executive Committee will serve for two years.

Section 7

The Executive Committee shall be responsible for recommending a proposed budget and dues schedule to the Governing Board. The Executive Committee shall set the agenda for meetings and carry out other necessary business as occasions may arise.

Section 8

Should the office of Vice Chair/Chair Elect, Secretary/Treasurer, or a Member-at-Large position become vacant, the Governing Board shall appoint a member to fill the office or position for the remainder of the regular term.

Article VI - Committees

Section 1

The Standing Committees include: Conference Committee, Nominations and Elections Committee (see Article VII), Awards Committee, and Legislative Committee. The Conference Committee shall be responsible for the annual Texas Conference on Digital Libraries (TCDL). The Awards Committee shall be responsible for acknowledging outstanding achievements in digital libraries in support of scholarly communication throughout the state of Texas. The Legislative Committee shall keep the TDL membership informed of legislation affecting all libraries serving institutions of higher education, work to establish beneficial relationships with the State Legislature and the Texas Higher Education Coordinating Board, and work in cooperation with the Texas Library Association.

Section 2

The Chair may appoint such special committees as are deemed necessary to perform such duties as may be assigned to them.

Section 3.1

With the exception of the Legislative Committee, committee member(s) shall be appointed by the Vice-Chair/Chair Elect for a period of two years.

Section 3.2

The Legislative Committee shall be appointed for a two-year term in even-numbered years by the Vice-Chair/Chair Elect. Individuals with needed expertise that are not TDL members may be appointed as committee members to serve without voting privilege, but the majority of the committee members must be members of the TDL.

Section 3.3

The diversity of the organization shall be reflected in the membership of each committee.

Section 4

Each committee chair will report in writing to the TDL membership. The report should contain the record of activities of the committee. Failure of a committee to complete the program of work provided by the Chair shall be sufficient cause for removal of the committee's membership.

Article VII – Nominations and Elections

Section 1

In the spring, the Chair shall appoint a Nominating Committee of three members, one of whom shall be the exiting Chairman of the Governing Board.

Section 2

The Nominating Committee shall name at least one candidate for each Member-at-Large board position to be filled. At-large members will serve terms of three years, with one third of the at-large positions being elected each year. Such nominations shall reflect the diversity of the organization. Nominations may also be made from the floor.

Section 3

The Nominating Committee shall conduct the election prior to the Fall Meeting of the Member Board.

Article VIII – Meetings

Section 1

The TDL shall meet annually in the fall at a time and place to be determined by the Governing Board acting on behalf of the members. The Chair shall report to the membership on the Governing Board's activities since the previous meeting. Interest groups within the TDL may schedule regular discussion groups to meet during the annual meeting.

Section 2

Other meetings may be called at the discretion of the membership or of the Governing Board. All related expenses will be the responsibility of the interest group calling the meeting.

Section 3

A majority of the Member Board, including at least three of the Founding ARL members, constitutes a quorum, and a majority of those present and voting shall decide the question.

Section 4

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern the TDL in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or any special rules of order established by the TDL.

Article IX – Funds, Contracts, and Property

Section 1

The TDL's fiscal year shall be September 1 through August 31 of the following year.

Section 2

Funds for expenses of the TDL shall be derived from annual institutional membership fees paid by members and from additional funds that accrue from TDL activities, gifts, and other sources.

Section 3

An annual institutional membership fee will be assessed. The fees will be set by the Governing Board at the fall meeting, and will be due by the following August 1.

Section 4

In the event that the TDL ceases to exist, the financial assets, such as they may be, will inure to the benefit of the members.

Article X – Records

The Governing Board shall determine the repository for records of the TDL.

Article XI – Amendments

Section 1

Amendments to these Bylaws may be made only by an affirmative vote of a majority at a meeting of the Governing Board.

Section 2

Notice of the proposed amendments to the Bylaws will be given in writing at least thirty days in advance of the meeting.

CONSORTIAL MEMBERSHIP

PARTNERSHIP

Consortium members would pay a discounted per-institution membership fee + normal annual fees for the services the consortium chooses.

One member, or an umbrella organization, must be willing to act as the “agent” of the consortium and point of contact to TDL for contracting and invoicing.

The consortium would participate as a full, or “regular”, member of the Texas Digital Library consortium as a single entity.

BENEFITS

Benefits of consortial membership to Texas Digital Library include:

- Full governance rights of a single Regular member; consortial members are asked to elect a single representative to the TDL Member Board.
- Digital Preservation Network (DPN) access (a value of \$20,000 per institution)

Staff and faculty of member libraries have full access to member benefits of Texas Digital Library:

- Discounted registration to Texas Conference on Digital Libraries (25% off non-member price)
- Access to other TDL discounts (Digital Preservation Management Workshop, DataCite membership, etc.)
- Access to pool of experts at member libraries, members-only training, and professional development events
- Opportunities to participate in working groups and committees

COST

The fee structure for Regular and Consortial members has two parts:

1. Fee based on membership category
2. Fee(s) for services used

Three to five (3-5) academic libraries joining as a consortium would receive a 20% discount on membership fees and pay the full annual fee for any service module subscribed to.

Texas Digital Library Consortial Membership

More than five academic libraries joining as a consortium could receive a larger discount on membership fees.

Below is the breakdown of cost for a hypothetical Consortial Membership for three universities, subscribing to the Digital Repository Service as a consortium (i.e. a single shared DSpace Repository).

Consortial member	Institution Category	Discounted Membership Fee (20% discount)	Digital Repository Service (<250 GB of storage)
University A	Master's Granting	\$10,000 \$8,000	\$7,000
University B	Baccalaureate (would fall in "private liberal arts" category)	\$5,000 \$4,000	
University C	Baccalaureate (would fall in "private liberal arts" category)	\$5,000 \$4,000	
<p>Total Annual Fee for the Consortium: \$23,000 (A one-time set-up fee of \$2,000 for the repository service would be assessed at the start of service on-boarding.)</p>			

UNIVERSITY SYSTEMS AS CONSORTIA

The Texas Digital Library (TDL) has representatives from each University System in Texas as members: Texas A&M, Texas State, Texas Tech, University of Houston, the University of North Texas, and the University of Texas.

In Summer 2018, the TDL Governing Board implemented a consortial membership model for University Systems with the following characteristics:

- Eligibility
 - The flagship institution of each University System is not eligible to become a member of the System consortium or obtain consortial pricing.
 - For systems with four (4) or more institutions, 50% of the non-flagship institutions of the system must join to form the consortium.
 - For systems with fewer than four (4) members, a minimum of two non-flagship institutions must join.
 - Consortial pricing is only available for Regular Members (not Affiliates).
- Pricing and governance
 - Members of the consortium would receive a discounted membership fee of 20% and pay full service-related fees for any service subscribed to.
 - Other elements of a consortium membership would pertain: The Consortium would have one (1) seat on the Member Board (i.e. one vote in Governing Board elections) and would provide one point of contact for contracts and invoicing.
 - Faculty and staff at each participating institution would be eligible for membership discounts and other benefits of membership (e.g. discounted pricing for Texas Conference on Digital Libraries).
- TDL reserves the right to assess the University System consortia model every three years to address any issues.

CURRENT STATUS (August 2018)

System	Current TDL Members	Other System Institutions
Texas A&M System	4 Regular Members <ul style="list-style-type: none"> • Texas A&M - Corpus Christi • Texas A&M at Galveston • Texas A&M International • West Texas A&M 	<ul style="list-style-type: none"> • Prairie View A&M • Tarleton State • Texas A&M-Kingsville • Texas A&M-Commerce • Texas A&M-Texarkana • Texas A&M-Central Texas • Texas A&M – San Antonio
Texas State System	1 Regular Member <ul style="list-style-type: none"> • Sam Houston State University 	<ul style="list-style-type: none"> • Lamar University • Sul Ross State • Lamar Institute of Technology (community college) • Lamar State-Orange (community college) • Lamar State-Port Arthur (community college)
Texas Tech System	1 Regular Member <ul style="list-style-type: none"> • Angelo State University 	<ul style="list-style-type: none"> • Texas Tech University Health Sciences Center • Texas Tech University Health Sciences Center El Paso
University of Houston System	1 Regular Member <ul style="list-style-type: none"> • UH Clear Lake 	<ul style="list-style-type: none"> • UH Downtown • UH Victoria
University of North Texas System	NA	<ul style="list-style-type: none"> • UNT Health Science Center • UNT Dallas
University of Texas System	3 Regular Members <ul style="list-style-type: none"> • UT Medical Branch • UT Rio Grande Valley • UT Southwestern Medical 2 Affiliate Members <ul style="list-style-type: none"> • UT Arlington • UT Dallas 	<ul style="list-style-type: none"> • UT el Paso • UT Health Science Center at San Antonio • UT Permian Basin • UT MD Anderson • UT Health Science Center at Tyler • UT San Antonio • UT Tyler

TCDL Planning Committee

The TDL Conference Committee is responsible for planning the annual Texas Conference on Digital Libraries (TCDL).

Clarke Iakovakis (Chair), Oklahoma State University
Marcia McIntosh (Vice-Chair), University of North Texas
Shelley Barba, Texas Tech University
Jon Crossno, University of Texas Southwestern Medical Center
Taylor Davis-Van Atta, University of Houston
Taylor Fairweather, West Texas A&M University
Kara Long, Baylor University
Jeremy Moore, Texas State University
Jessica Neal, Trinity University
Mark Philips, University of North Texas
Sarah Potvin, Texas A&M University
Linda Reynolds, Stephen F. Austin State University
Kristen Weischedel, University of Texas Rio Grande Valley
Amanda Zerangue, Texas Woman's University



TDL Awards Committee

The TDL Awards Committee recognizes outstanding work in digital libraries at academic institutions throughout Texas. Awards are given at the annual Texas Conference on Digital Libraries (TCDL).

Sean Visintainer (Chair), University of Texas Rio Grande Valley

Sean Buckner (Vice-Chair), Texas A&M University

Susan Elkins, Sam Houston State University

Lauren Goodley, Texas State University

Nerissa Lindsey, Texas A&M International University

Joseph Pruett, Angelo State University

Adrian Shapiro, Texas Woman's University

Chris Starcher, Texas Tech University

Jessica Trelogan, University of Texas at Austin

Emily Vinson, University of Houston

Annie Wu, University of Houston



Steering Committees

Texas Data Repository

Christina Chan-Park, Baylor University
Anna J. Dabrowski, Texas A&M University
Nerissa Lindsey, Texas A&M International University
Laura McElfresh, Texas A&M University at Galveston
Matthew McEniry (Chair), Texas Tech University
Courtney Mumma, Texas Digital Library

Peace Ossom-Williamson, University of Texas at Arlington
Santi Thompson, University of Houston
Meti Tmava, Texas Woman's University
Jessica Trelogan, University of Texas at Austin
Laura Waugh (Vice-Chair), Texas State University

Vireo

Stephanie Larrison (Co-Chair), Texas State University
Billie Peterson-Lugo (Co-Chair), Baylor University

Christopher Starcher, Texas Tech University
David Reynolds, Johns Hopkins University

A-Tex Archivematica User Group

Julianna Barrera-Gomez, University of Texas at San Antonio
Sean Buckner, Texas A&M University
Courtney Mumma, Texas Digital Library

Bethany Scott (Chair), University of Houston
Laura Waugh, Texas State University



Working Groups & User Groups

DSpace Education Working Group

Lea DeForest, Texas Digital Library
Susan Elkins, Sam Houston State University
Nerissa Lindsey, Texas A&M International University
Colleen Lyon, University of Texas at Austin

Laura McElfresh (Chair), Texas A&M University at Galveston
Joseph Pruett, Angelo State University
Ed Warga, Texas A&M Corpus Christi
Laura Waugh, Texas State University
Faedra Wills, University of Texas at Arlington

DSpace User Group

Ed Warga (Chair), Texas A&M University - Corpus Christi

DPLA Metadata Working Group

Albert Duran, Houston Public Library
Liz Gushee, University of Texas at Austin
Kara Long (Chair), Baylor University
Matthew Richardson, Houston Public Library

Hannah Tarver, University of North Texas
Katie Tomfohrde, Houston Public Library
Anne Washington, University of Houston
Nick Woodward, Texas Digital Library



OER @ TDL

SAVE the DATE: OER Summit

November 15-16, 2018 @ The University of Texas at San Antonio

Academic librarians, faculty, and administrators with an interest in Open Educational Resources are invited to attend a strategic planning summit to consider OER at a statewide level. We hope to develop a set of shared goals and strategies that can be implemented across the state.

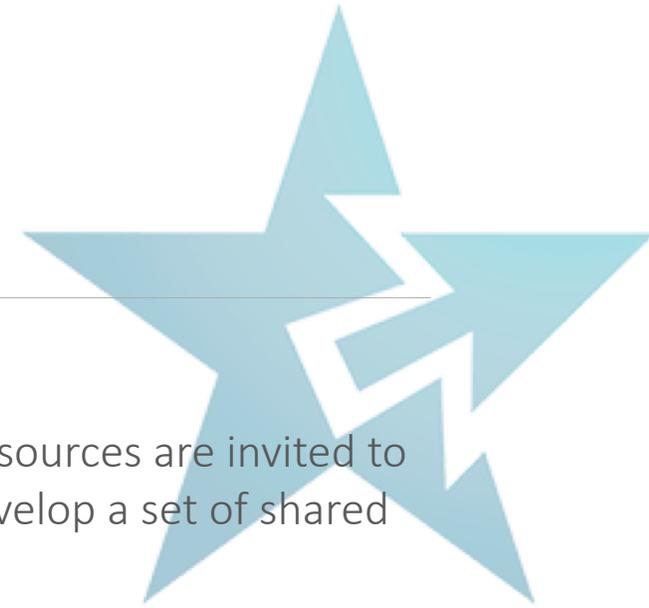
More information about the event and how to register will be distributed to library deans and directors soon. There will be no registration fee, but the number of attendees will initially be capped at two per institution.

For more information, please contact:

- Danielle Plumer, dplumer@tsl.texas.gov
- Kristi L. Park, kristi.park@austin.utexas.edu

Sponsors

Texas Digital Library | Texas State Library and Archives Commission | The University of Texas at San Antonio



TDL By the Numbers

Texas Data Repository

Dataverses (191)
Datasets (351)
Files (5,213)
TDL members (45%)

Vireo

ETDs processed (27,089)
TDL members (73%)

Digital Preservation

TBs of data (56)
TDL members (32%)

DSpace

Items in DSpace (182,918)
Increase since 2017 (25,771)
All-time downloads (111,034,010)
TDL members (73%)

Open Journal Systems

Active Journals (84)
TDL members (64%)



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Thank you

Thank you for attending the annual Member Board meeting of the Texas Digital Library.
Here's to an exceptional 2019.