Annual Board Meeting

September 26, 2017
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Welcome

Welcome, members, to the annual board meeting of the Texas Digital Library.
2:00pm  Welcome and Agenda Overview (lorraine haricombe, Chair)

2:10pm  Board Business (lorraine haricombe, Kristi Park)
        –  Governing Board Elections
        –  Revising our by-laws

2:15pm  Annual Report (Kristi Park)
        –  2017 accomplishments
        –  2018 objectives
        –  Financial Report

3:00pm  New Member Services Update (Courtney Mumma)
        –  Texas Data Repository
        –  Digital Preservation Services

3:30pm  Discussion and Wrap-Up (Kristi Park)
Board Officers
lorraine haricome, University of Texas at Austin (Chair)
Diane Graves, Trinity University (Vice Chair/Chair-Elect)
Bella Gerlich, Texas Tech University (Secretary-Treasurer)

Texas Digital Library Staff
Kristi Park, Director
Ryan Steans, Assistant Director
Courtney Mumma, Services Manager
Lea DeForest, Communication Strategist
Maurice Fortin, Angelo State
John Wilson, Baylor University
Lisa Shen, Sam Houston State University
David Carlson, Texas A&M
David Baca, Texas A&M Galveston
Doug Ferrier, Texas A&M International
Cate Rudowsky, Texas A&M-Corpus Christi
Joan Heath, Texas State University
Bella Gerlich, Texas Tech University
Kris Helge, Texas Woman's University

Diane Graves, Trinity University
Member, UHCL
Lisa German, University of Houston
Mark Phillips, UNT
lorraine haricombe, UT Austin
Kelly Gonzalez, UT Southwestern
Shawna Kennedy Witthar, West Texas A&M
Member, UT Arlington
Member, UT Rio Grande Valley
Member, Stephen F. Austin State University
Angelo State University
Baylor University
Sam Houston State University
Stephen F. Austin State University
Texas A&M University*
Texas A&M International University
Texas A&M University-Corpus Christi
Texas A&M University at Galveston
Texas State University
Texas Tech University*
Texas Woman's University

Trinity University
University of Houston*
University of Houston-Clear Lake
University of North Texas
The University of Texas at Austin*
The University of Texas at Arlington
The University of Texas Rio Grande Valley
The University of Texas at Dallas
University of Texas Southwestern Medical Center
The University of Texas Medical Branch at Galveston
West Texas A&M University

*foundling institution
Bylaws

Recommended changes to terminology
In light of changes to the TDL membership structure, a committee comprised of Lisa German (University of Houston), Joan Heath (Texas State University), and Kristi Park (TDL) reviewed the TDL Bylaws in summer 2017 to evaluate needs for updates, particularly to bylaws sections related to governance. After review, the committee concluded that the basic mechanisms for governance were sufficient to ensure fair representation of the membership on the Governing Board for the time being, but suggested some changes in terminology to reflect the membership structure changes.

Full bylaws included in packet on page 28.

<table>
<thead>
<tr>
<th>Recommendation #1</th>
<th>Recommendation #2</th>
<th>Recommendation #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>The basic governance structure remains the same:</td>
<td>Changes that reflect new membership fee structure:</td>
<td>Review of standing committees:</td>
</tr>
<tr>
<td>- Permanent seats for ARL libraries</td>
<td>- References to Tier 1 members are changed to “ARL libraries.”</td>
<td>- During review, the committee noted that the TDL has not historically set up all of the standing committees detailed in Article VI, Section I of the bylaws.</td>
</tr>
<tr>
<td>- At minimum 3 elected seats representing non-ARL libraries (with a mechanism for increasing this number as the membership grows)</td>
<td>- References to Tier 2 members are changed to “non-ARL libraries” or “all other Regular Members” depending on context.</td>
<td>- The committee recommends a discussion at the Member Board Meeting to inform future decision-making about any changes to this section by the Governing Board.</td>
</tr>
<tr>
<td>- A commitment to reflecting the diversity of the membership in the selection of elected members</td>
<td></td>
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</tr>
</tbody>
</table>
2017 Accomplishments

What we achieved in 2017: reporting on our projects, strategies, and finances.
Strategies in 2017

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.
## Member Recruitment

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>Deliver essential preservation services.</th>
<th>Enhance the access, usability, and interoperability of Texas’ digital collections.</th>
<th>Create meaningful and innovative professional development programs.</th>
<th>Leverage the expertise of Texas librarians and staff.</th>
<th>Establish a broad and enduring base of funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVES</td>
<td>Begin implementation of new membership structure, with new contracts, in fall 2017.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>✔</td>
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<tr>
<td>Recruit at minimum 2 additional institutional members by December 2017.</td>
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<td>☐</td>
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</tr>
<tr>
<td>Hire a communications officer to help with content development and other recruitment activities.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Organizational Effectiveness

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>Deliver essential preservation services.</th>
<th>Enhance the access, usability, and interoperability of Texas’ digital collections.</th>
<th>Create meaningful and innovative professional development programs.</th>
<th>Leverage the expertise of Texas librarians and staff.</th>
<th>Establish a broad and enduring base of funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVES</td>
<td>Re-envision training for core services, with a focus on DSpace and Open Journal Systems, to ensure effective use of staff time, TDL community involvement, and effective on-time delivery.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
<tr>
<td></td>
<td>Fill all open positions and retain qualified staff.</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
<td>❌</td>
</tr>
</tbody>
</table>
## Vireo

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>Deliver essential preservation services.</th>
<th>Enhance the access, usability, and interoperability of Texas' digital collections.</th>
<th>Create meaningful and innovative professional development programs.</th>
<th>Leverage the expertise of Texas librarians and staff.</th>
<th>Establish a broad and enduring base of funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OBJECTIVES</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete and release Vireo version 4.</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>By end of 2017, upgrade all hosted Vireo installations to Vireo 4 and provide training on new version.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fill open software developer position so that TDL can contribute to Vireo development more effectively.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
## Digital Public Library of America

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>OBJECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deliver essential preservation services.</td>
<td>✔ Successfully prototype a DPLA aggregation service.</td>
</tr>
<tr>
<td>Enhance the access, usability, and interoperability of Texas' digital collections.</td>
<td>X Obtain a second year of funding for the project through an LSTA.</td>
</tr>
<tr>
<td>Create meaningful and innovative professional development programs.</td>
<td>✔ Cooperation Grant and begin work to convert the prototype to a working aggregation hub.</td>
</tr>
<tr>
<td>Leverage the expertise of Texas librarians and staff.</td>
<td>X</td>
</tr>
<tr>
<td>Establish a broad and enduring base of funding.</td>
<td></td>
</tr>
</tbody>
</table>

* ✔ Indicates completed objectives.

* X Indicates ongoing or incomplete objectives.
# Texas Data Repository

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>Deliver essential preservation services.</th>
<th>Enhance the access, usability, and interoperability of Texas’ digital collections.</th>
<th>Create meaningful and innovative professional development programs.</th>
<th>Leverage the expertise of Texas librarians and staff.</th>
<th>Establish a broad and enduring base of funding.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Onboard 8 institutional users of the Texas Data Repository.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>✔ Form the TDR Steering Committee to help guide development of the service.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>✔ Communicate a clear road map for technology development.</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Provide on-going training opportunities related to research data management.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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# Digital Preservation Services

## STRATEGIES

<table>
<thead>
<tr>
<th>STRATEGIES</th>
<th>Deliver essential preservation services.</th>
<th>Enhance the access, usability, and interoperability of Texas' digital collections.</th>
<th>Create meaningful and innovative professional development programs.</th>
<th>Leverage the expertise of Texas librarians and staff.</th>
<th>Establish a broad and enduring base of funding.</th>
</tr>
</thead>
</table>

## OBJECTIVES

<table>
<thead>
<tr>
<th>✔ Clarify and communicate the TDL digipres service offering, to enable confident and effective use of the services by our members.</th>
<th>📝</th>
<th>📝</th>
<th>📝</th>
<th>📝</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Implement Chronopolis digital preservation service.</td>
<td>📝</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>✔ Recruit 4 additional institutional users of TDL digipres services.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>


2017 Highlights - Accomplishments

- Hosted the TDL Data Symposium in Fall 2017 and the 10th annual Texas Conference on Digital Libraries

- On-boarded nine institutional users of the Texas Data Repository and began accepting datasets for publication.

- Hired digital preservation expert to manage DigiPres services and provide consulting and training for members.

- Joined the Chronopolis digital preservation network, adding another non-commercial option for digital preservation storage managed by mission-driven organizations within the Academy.
2017 Highlights - Outreach

Presentations and Symposia
- DLF Forum 2016
- LITA Forum
- Texas Library Association Conference
- TDL Data Symposium
- DPLAfest
- Texas Conference on Digital Libraries
- Cross Timbers Library Collaborative Conference
- Reading the First Books Symposium
- RecordsDNA Project

Publications
- Texas Digital Library Dataverse Implementation Working Group Final Report

Service
- DSpace Steering Committee
- DPN Peer-to-Peer Membership
- DPLA Project Steering Group
- Vireo Users Group Steering Committee
- South Central States Fedora Users Group
- PASIG Steering and Program Committees
- DPN Node Managers Group, Peer to Peer pilot, and Technical Advisory Committee
- Dataverse Community Group
- Texas Archivematica Users (A-Tex) Steering Committee
- Texas Data Repository Steering Committee, Training and Outreach Working Group and Assessment Working Group
- Chronopolis Advisory Board
FY 17 Expenses

Budgeted
$1,015,622

Actual
$895,732

Staff
Amazon Web Services
Operations
Travel & Professional Development
Research Grant

$743,352
$72,582
$151,850
$28,046
$19,792

$743,352
$28,046
$19,792
$72,582
$151,850

$94,530
$127,851
$626,359
$27,200
$19,792
FY 17 Revenue

Balance forward at beginning of FY 17 $1,298,082

<table>
<thead>
<tr>
<th>Membership Fees</th>
<th>DPN reimbursement</th>
<th>Grant income</th>
</tr>
</thead>
<tbody>
<tr>
<td>$911,250</td>
<td>$25,000</td>
<td>$71,877</td>
</tr>
<tr>
<td>Budgeted</td>
<td>$1,008,127</td>
<td></td>
</tr>
<tr>
<td>$943,583</td>
<td>$12,723</td>
<td>$71,877</td>
</tr>
<tr>
<td>Actual</td>
<td>$1,028,183</td>
<td></td>
</tr>
</tbody>
</table>
FY 18 Finances

- Staff
- Amazon Web Services
- Operations
- Travel & Professional Development
- Research Grant

Budgeted Expenses $1,208,870

Projected Revenue $993,437

Balance forward at beginning of FY 18 $1,430,533
2018 Aspirations

Our goals for the coming year
Select and implement systems for better member and potential member relationship tracking, contract workflows, and documentation.

Implement tools (e.g., JIRA, Confluence) for better project tracking and increased transparency across the staff organization and the wider TDL community.

Fill vacant staff positions.

Recruit four additional institutional members.

Break even on Texas Conference on Digital Libraries through increased sponsorships.

Retain all current members and upgrade when possible.

Continue to transform OJS and DSpace training programs in ways that leverage member and community expertise and incentivize member participation.
SERVICES

Continue DigiPres and TDR usage growth and make enhancements to these services in alignment with services roadmaps.
Upgrade all hosted services to latest versions, including TDL-hosted Vireo deployments to Vireo 4.
Achieve greater integration of existing services, with an emphasis on easing workflows to TDL preservation systems.
Explore HykuDirect hosting through a limited pilot project.
Transition expanded DPLA hub from prototype to production-ready service.

INFRASTRUCTURE

Re-architect TDL systems and services within Amazon Web Services (AWS) for greater security and cost-effectiveness.
Achieve greater standardization in the deployment and management of services through application of new tools and processes.

Aspirations 2018

Re:architect TDL systems and services within Amazon Web Services (AWS) for greater security and cost-effectiveness.
Achieve greater standardization in the deployment and management of services through application of new tools and processes.
Continue DigiPres and TDR usage growth and make enhancements to these services in alignment with services roadmaps.
Upgrade all hosted services to latest versions, including TDL-hosted Vireo deployments to Vireo 4.
Achieve greater integration of existing services, with an emphasis on easing workflows to TDL preservation systems.
Explore HykuDirect hosting through a limited pilot project.
Transition expanded DPLA hub from prototype to production-ready service.
For your reference

TDL mission and vision
TDL Bylaws
Governing Board 2017 & 2018
Committees, Working Groups, & User Groups

New one-pagers for TDL services
Consortial usage stats (by service)
Fliers for 2018 TDL conferences and workshops
2017 Annual Report
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

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.
Article I – Name

The name of the organization is the Texas Digital Library, hereinafter known as TDL. The TDL Bylaws – Rev. 7/2017 (Proposed)
**Article III – Membership and Member Board**

**Section 1**
Membership in the TDL shall be limited to nonprofit institutions of higher education. There are three classes of membership 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 the TDL. Each administrative head shall have one place on the Member Board and shall have 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 the 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 Affiliate members can be grouped into a Consortia membership. The administrative head of one of the institutions will act as the representative to the 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. 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 powers and duties of the Chair.
should the office of Vice Chair/Chair Elect, Secretary/Treasurer, or a Member-at-Large position.

Section 5

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

Section 7

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

Article V

Section 1

The Governing Board of the TDL shall consist of the 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 ten non-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 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 Regular 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.

Article VI – Governing Board and Executive Committee

Section 1

The Secretary/Treasurer will report on the status of the TDL’s financial resources at the meetings and a separate biennial report on the financial resources at the biennial conference. The Secretary/Treasurer shall keep a record of the financial resources at the biennial conference. The Secretary/Treasurer shall keep a record of the financial resources at the biennial conference and include others as necessary to the office including appointment committees and providing a pattern of work for each member of the Governing Board. The Vice-Chair shall perform other duties as directed and omissions of the Chair. The Vice-Chair/Chair Elect shall also perform other duties as necessary.
Article VI - Committees

Section 1
The Standing Committees include: Membership Development Committee, Conference Committee, Nominations and Elections Committee (see Article VII), Awards Committee, and Legislative Committee. The Membership Development Committee shall focus on the marketing of the organization and its capabilities to member institutions and new member communities. 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 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.

The Chair may appoint special committees as deemed necessary to perform such duties.

Section 3

With the exception of the Legislative Committee, committee members shall be appointed by the Vice-Chair/Chair Elect for a period of two years beginning at the end of the meeting at which the Vice-Chair/Chair Elect assumes the Chair. Committee member(s) shall be appointed by the Vice-Chair/Chair Elect as needed expertise that are not TDL members may be appointed as committee members with no voting privileges. The Legislative Committee shall be appointed for a two-year term in even-numbered years by the Vice-Chair/Chair Elect.

Article VII - Nominations and Elections

Section 1
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 the subject matter of removal of the committee by the Board. The report should contain information of the activities of the committee to the TDL membership. The report should contain information of the activities of the committee to the TDL membership. The report should contain information of the activities of the committee to the TDL membership. The report should contain information of the activities of the committee to the TDL membership.
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 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 Governing Board. A majority of the Member Board, including at least three of the Regular 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 from TDL activities, gifts, and other sources.

Deleted: Tier One
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
Amendments to these Bylaws may be made only by an affirmative vote of a majority at a meeting of the Governing Board.
David Carlson, Dean, Texas A&M University Libraries*

Bella Karr Gerlich, Dean of Libraries, Texas Tech University Libraries*

Lisa German, Dean of Libraries, University of Houston*

Diane Graves, Assistant Vice President for Information Resources and University Librarian, Trinity University

Martin Halbert, Dean, University of North Texas

lorraine haricombe, Vice Provost and Director, University of Texas at Austin Libraries

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

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

Kristi Park, TDL Executive Director**

Ryan Steans, TDL Assistant Director**

*ex officio member  |  **ex officio, non-voting member  |  Executive Committee
David Carlson, Dean, Texas A&M University Libraries*

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

Lisa German (Vice Chair/Chair-Elect), Dean of Libraries, University of Houston*

lorraine haricombe, Vice Provost and Director, University of Texas at Austin Libraries

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

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

Kristi Park, TDL Executive Director**

Ryan Steans, TDL Assistant Director**

Open Position

Open Position

*ex officio member | **ex officio, non-voting member | Executive Committee
The TDL Conference Committee is appointed by the Governing Board and is responsible for planning the annual Texas Conference on Digital Libraries (TCDL).

Eric Ames (Chair), Baylor University
Clarke Iakovakis (Vice-Chair), University of Houston - Clear Lake
Elizabeth Gushee, University of Texas at Austin
Kara Long, Baylor University
Marcia McIntosh, University of North Texas
Jeremy Moore, Texas State University
Jessica Neal, Trinity University
Krystal Schenk, University of Texas at Arlington
Bethany Scott, University of Houston
Amanda Zerangue, Texas Women's University
The TDL Awards Committee is appointed by the Governing Board to recognize outstanding work in digital libraries at academic institutions throughout Texas. Awards are given at the annual Texas Conference on Digital Libraries (TCDL).

Sian Brannon (Chair), University of North Texas
Sean Visintainer (Vice-Chair), University of Texas Rio Grande Valley
Kris Helge, Texas Woman’s University
Jonathan Helmke, Stephen F. Austin State University
Derek Reece, University of Texas at Arlington
Darryl Stuhr, Baylor University
Heidi Winkler, Texas Tech University
Christina Chan-Park, Baylor University
Nerissa Lindsey, Texas A&M International University
Anna J. Dabrowski, Texas A&M University
Edward Warga, Texas A&M University-Corpus Christi
Matthew McEniry, Texas Tech University
Adam Townes, University of Houston
Jessica Trelogan, University of Texas at Austin
Amanda Zerangue, Texas Woman’s University
Dianna Morganti, Texas State University
Courtney Mumma, Texas Digital Library

Stephanie Larrison (Co-Chair), Texas State University Libraries
Billie Peterson-Lugo (Co-Chair), Baylor University Libraries
Christopher Starcher, Texas Tech University Libraries
David Reynolds, Johns Hopkins University
Ryan Steans, Texas Digital Library, ex-officio

Drew Krewer (Chair), University of Houston Libraries
Bethany Scott, University of Houston Libraries
Sean Buckner, Texas A&M University Libraries
Laura Waugh, Texas State University
Courtney Mumma, Texas Digital Library
Laura McElfresh (Chair), Texas A&M Galveston Libraries
Colleen Lyon, University of Texas at Austin Libraries
Faedra Wills, University of Texas at Arlington Libraries
Nerissa Lindsey, Texas A&M International Libraries
Susan Elkins, Sam Houston State University Libraries
Laura Waugh, Texas State University

DSpace Users Group
South Central States Fedora Users Group
Metadata Community User Group
Vireo Users Group
New Marketing Materials

Member benefits
Member fee structure
Digital Preservation Services
DigiPres Fees

Texas Data Repository
Institutional Repository Service (DSpace)
ETD Submission Management System (Vireo)
Journal Hosting Service (Open Journal Systems)
Turn the page to see our membership fees and contact info@tdl.org for more information.

When you're ready to take the next step, we'll be ready for you.

In exchange for digital collections, Texas Digital Library will allow you to scale up your services.

This is all we do.

Poised for Perpetual Growth

and showcases the scholarship of your institution.

The open source services we use are secure and allow for persistent access to all of your content. We are an ecosystem of digital library efforts.

Secure Storage and Persistent Services

Access Expert Staff

Join a Global Ecosystem of Digital Scholarship

Get Discussed

Your Legacy

Membership with Texas Digital Library allows you to:

Preserve your valuable digital content.

Adapt and publishing processes.

Promote your scholarship by making research data searchable.

Foster the Digital Preservation Network.

Preserve unique digital collections for enduring value.

Advise faculty on research data repositories, dissemination, and digital curation efforts.

Enlighten with cultural significance of materials, including scholarly works of students and faculty.

Curate a repository of your digital materials.

Preserve your legacy.

Increase your impact.

Incorporate your impact.

Discover your impact.

GET DISCOVERED

INCREASE YOUR IMPACT

PROTECT YOUR LEGACY
Please visit [tdl.org](http://tdl.org) for more pricing details or contact info@tdl.org for additional information.

### Member Institution

**Base Fee**

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Annual Fee</th>
<th>Setup Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Founding Research Institutions</td>
<td>$75,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>High Research Activity Institutions</td>
<td>$20,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Independent Medical Libraries</td>
<td>$15,000</td>
<td>$5,000</td>
</tr>
<tr>
<td>Master's Colleges and Universities</td>
<td>$10,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Private Liberal Arts Colleges and Universities</td>
<td>$5,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Independent Medical Libraries</td>
<td>$2,000</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Non-member affiliate services available for annual fee include DSpace, Vireo, OJS, and other services.

**Repository Hosting (DSpace)**

<table>
<thead>
<tr>
<th>Size</th>
<th>Annual Fee</th>
<th>Setup Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Micro (&lt;75GB)</td>
<td>$3,500</td>
<td>$2,000</td>
</tr>
<tr>
<td>Small (&lt;250GB)</td>
<td>$7,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Medium (&lt;500GB)</td>
<td>$9,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Large (500 GB - 1TB)</td>
<td>$12,500</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Digital Preservation Services**

- $2,250
- $2,000

**Design Your TDL Service Package to Fit Your Institution's Needs:**

000 $2,000
000 $2,500
000 $7,000
000 $9,000
000 $11,000
000 $13,000
000 $15,000

Step 1: Select your base membership level with Texas Digital Library:

- Texas Digital Library (DSpace)
- Vireo (Thesis & Dissertation Management)
- Open Journal Systems (Scholarly Journal Hosting)

Please visit [tdl.org](http://tdl.org) for more pricing details or contact info@tdl.org for additional information.
NEW! Texas Digital Library now offers Digital Preservation Services.

Texas Digital Library

For more information, visit tdl.org/digital-preservation or contact info@tdl.org.
TDL Digital Preservation Storage Options via DuraCloud@TDL:

<table>
<thead>
<tr>
<th>Option</th>
<th>Commercial</th>
<th>Non-commercial, rooted in cultural heritage community</th>
<th>Non-commercial, rooted in geographic distribution</th>
<th>Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glacier</td>
<td>S3</td>
<td>Chronopolis</td>
<td>DPN</td>
<td></td>
</tr>
<tr>
<td>Amazon Web Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TDL Digital Preservation Service (DPS) Fees**:

- per TB
- per year

**Non-member, base membership fees**:

- $0.50 per TB
- $2,500 per year

**Member fees**:

- $2,750 per TB
- $2,500 per year

**Additional storage available for annual storage fees per TB**:

- 2TB/year
- 5TB/year

**Fixity and Data Integrity**:

- Fixity check type varies per node.
- DuraCloud@TDL MD5 hashes on upload.
- Combination of MD5 hashes and cyclic redundancy checks (CRCs) with unspecified regularity, on upload, and moved, when content is moved.
- At least once per calendar year.

**Geographic Distribution**:

- Any three from the following:
  - UMIACS, Texas A&M
  - partner nodes: UCD, TDL, Chronopolis, Texas APTrust
  - diverse partner technology following any three from the following:
    - MISSION

**Mission**:

- Non-commercial, rooted in cultural heritage community
- Non-commercial, rooted in geographic distribution
- DPN
The Texas Data Repository (TDR) is a platform for publishing and archiving datasets and other data products created by faculty, staff, and students at Texas higher education institutions.

New! Texas Data Repository with Texas Digital Library

For more information, visit tdlo.org/Texas-data-repository or contact info@tdl.org.

Set up

Once you sign up for the service, setting up your data repository is easy. The annual fee for data repository services is $10,000 for universities with high research activity and $5,000 for all other schools.

ONBOARDING

All system administration tasks are handled by TDL staff, including hosting and professional management of your Dataverse.

YOUR DATaverse

The Texas Data Repository is built in an open-source application called Dataverse, originally developed and used at Harvard University.

Set up

Once you sign up for the service, setting up your data repository is easy. The annual fee for data repository services is $10,000 for universities with high research activity and $5,000 for all other schools.

ONBOARDING

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YOUR DATaverse

The Texas Data Repository is built in an open-source application called Dataverse, originally developed and used at Harvard University.

For more information, visit tdlo.org/Texas-data-repository or contact info@tdl.org.
Institutional Repository Services with Texas Digital Library

TDL's repository services promote the principles of open access while allowing your institution to provide reliable online access to your scholarly and pedagogic output. Once you sign up for the service, setting up your DSpace repository is easy. The annual fee for repository services starts at $3,500 based on your storage needs.

EXPAND ACCESS
PROMOTE SCHOLARSHIP
BRAND CONTENT

YOUR DSPACE REPOSITORY

TDL digital repositories use DSpace, a widely-used open source repository software that can manage and preserve all types of digital content and facilitate indexing of that content by commercial search engines, such as Google.

ONBOARDING

All system administration tasks are handled by TDL staff, including hosting and professional management of DSpace. Your IR service allows members to preserve their scholarship. TDL's IR service allows members to brand their repositories. You can promote your institution and your content.

SET UP

Preserve all types of digital content and facilitate its indexing by commercial search engines. With TDL's hosted IR, you can show your students and faculty the world-class quality of your IR. The TDL Consortium, your scholarly association, will provide assistance in setting up and maintaining your IR. TDL will train your IR staff on DSpace software, and free professional services are available throughout the year.

For more information, visit tdldl.org or contact info@tdl.org.
ETD Submission and Management System

TDL member institutions can make the process of submission and management of electronic theses and dissertations (ETDs) more efficient. This system allows for the tracking and management of the manuscript review process, creating flexible workflows using customizable filters, and exporting documents and metadata for all ETDs. Communications with all participants, including students, faculty advisors, and staff, happen through a single interface.

ONBOARDING

Institutional Repository

Graduate offices and libraries can easily submit their theses and dissertations online and provide expert management software for students to easily submit their theses and dissertations through a single interface. The Texas Digital Library (TDL) hosts Vireo, an electronic thesis and dissertation (ETD) submission and management system developed by the Texas Digital Library in collaboration with the Texas A&M University. Vireo allows ETD members to track and manage their ETDs.

SET UP

The annual fee for journal hosting services is $7,000 for TDL members. Once you sign up for the service, setting up Vireo is free and easy for your users and there is no size limit. The TDL provides a simple ETD interface.

MANAGE YOUR ETDs WITH TDL

COMMUNITY

Support Emergence

Connect with the ETD

Scholars

Workflow

Tame Your ETD Submissions and Management System
Your Open Access Journals

Your library will control policy as peer reviewers, editors, and authors. Your library will select the journals to administer and support any of your users. TDL will train your library liaison for new journal creation, while your library will control policy.

The software handled by TDL will manage the service workflow for faculty, staff, and students. Issues online and indexing are handled online by the peer-review process, handling submissions from authors, managing the peer-review process.

Your library will control policy.

For more information, visit tdl.org/journals or contact info@tdl.org.

Annual fee for journal hosting services is $5,000 for TDL members. Once you sign up for the service, setting up journals is free and easy for your users and there is no size limit. The

FREE FOR USERS

ONBOARDING

Your Open Access Journals

The software handled by TDL will manage the service workflow for faculty, staff, and students. Issues online and indexing are handled online by the peer-review process, handling submissions from authors, managing the peer-review process.

Your library will control policy.

For more information, visit tdl.org/journals or contact info@tdl.org.
<table>
<thead>
<tr>
<th><strong>Texas Data Repository</strong></th>
<th><strong>Vireo</strong></th>
<th><strong>Digital Preservation</strong></th>
<th><strong>Open Journal Systems</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Datasets (44)</td>
<td>ETDs Processed (24,210)</td>
<td>Files (1,334,275)</td>
<td>Active Journals (60)</td>
</tr>
<tr>
<td>Files (1,527)</td>
<td>Members (12)</td>
<td>DPN Deposits (1)</td>
<td>All-Time Downloads (4,187,274)</td>
</tr>
<tr>
<td>All-Time Downloads (167)</td>
<td>Members (16)</td>
<td>TBs of Data (31)</td>
<td>Members (10)</td>
</tr>
<tr>
<td>Members (12)</td>
<td></td>
<td>Members (5)</td>
<td></td>
</tr>
<tr>
<td>All-Time Downloads (167)</td>
<td></td>
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<tr>
<td>Increase since 2016 (34,804)</td>
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<tr>
<td>Total Downloads (167)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Members (12)</td>
<td></td>
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</table>
2018 Events

Coming up in 2018
Texas Conference on Digital Libraries
May 15 – 17, 2018
Austin, Texas

25% off registration for TDL Members

Sponsored by
TEXAS DIGITAL LIBRARY

Register at tdl.org
Digital Preservation Management Workshop

July 22 – 28, 2018
San Antonio, Texas

Seats are limited!

Early registration and discount for TDL Members

Presented by Nancy McGovern
in collaboration with:

MIT Libraries
Trinity University Coates Library
TEXAS DIGITAL LIBRARY

Registration coming soon!
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.
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Accomplishments

- Began implementation of new membership structure.
- Formally launched new Texas Data Repository (TDR) and formed TDR Steering Committee.
- Hosted the TDL Data Symposium in Fall 2017 and the 10th annual Texas Conference on Digital Libraries.
- Recruited one new institutional member.

Aspirations

- Re-envision training programs to leverage member and community expertise and incentivize member participation.
- Implement organizational and systems improvements to create greater efficiency and security, better project and member relationship tracking, and greater transparency.
- Keep hosted services up-to-date by upgrading all applications to latest versions.
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.

Accomplishments

- On-boarded nine institutional users of the Texas Data Repository and began accepting datasets for publication.
- Successfully prototyped an aggregation service for an expanded Texas hub for the Digital Public Library of America (DPLA).
- Provided access to unique research and cultural heritage collections through 19 institutional repositories and 60 online scholarly journals.

Aspirations

- Recruit four additional institutional members, increasing access to their unique collections
- Retain all current members and encourage full utilization of repository, journal-hosting, research data hosting, and digital preservation services.
- Explore HykuDirect hosting through a limited pilot project
- Transition expanded DPLA hub from prototype to production-ready service
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.

Accomplishments

- Hired digital preservation expert to manage DigiPres services and provide consulting and training for members.
- Joined the Chronopolis digital preservation network, adding another non-commercial option for digital preservation storage managed by mission-driven organizations within the Academy.
- Recruited 4 additional institutional users of TDL digital preservation services.

Aspirations

- Continue the growth in usage of our DigiPres services and make enhancements to services in alignment with technology roadmap.
FY 17 Finances

Expenses
$895,732
- Staff: $19,792
- Amazon Web Services: $27,200
- Other Management & Operations: $94,530
- Travel & Professional Development: $127,851
- Research Grant: $626,359

Revenue
$1,028,183
- Membership Fees: $943,583
- DPN Reimbursement: $12,723
- Grant income: $71,877
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.
Thank you

Thank you for attending the annual Member Board meeting of the Texas Digital Library. Here’s to an exceptional 2018.