

**CMRC Grant Annual Report**  
**“See More, Know More, Do More: Shaping and Sharing Canada’s Digital Image”**  
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**December 15, 2015 (updated to March 1, 2016)**

The following report describes activities undertaken under the CMRC funded project “See More, Know More, Do More: Shaping and Sharing Canada’s Digital Image.” Over the course of the year, and despite a variety of administrative and procedural delays (described below), the core redevelopment work was completed. The installation and configuration work was only completed in late October, and, as a consequence, project outcomes are in the process of being developed but have not yet been realized.

### **Development of Functional Specifications**

The redevelopment project began with the acquisition of CMRC funds on October 17, 2014. Although the letter of award was dated August 7, 2014, the receipt of funds was delayed due to the unanticipated need to set up new cost centres and submit ORS documents.

At that stage, we began authoring a Functional Specifications document. This document described all of the project-specific customized functionality of the legacy Drupal 5 system in platform agnostic terms. This platform agnostic description was needed in order to facilitate a review of the redevelopment process for a different platform. Additionally, the Functional Specifications document was cross-referenced with documentation from the legacy system including:

- Mappings of metadata terminology for contributors in ONIX and Dublin Core format;
- System flows and “Fair Dealing Decision Tree” for inputting information about works embedded within a composite;
- Descriptions of the custom Drupal 5 modules and their dependencies and installation procedures;
- Copy deck for contextual help items designed to support non-expert users of the system;
- Annotated screen captures from the legacy system;
- Wireframe diagrams describing the relative position and weight of user interface elements; and
- Descriptions of the nesting options and relationships among embedded works based on analysis of the Canadian Copyright law.

The resulting cross-referenced Functional Specifications document described the system processes and logic needed to accurately capture, display and invite additions, corrections and licensing terms for works protected by Canadian copyright law. In particular, the document provided a framework for acknowledging and promoting a richer understanding that works often exist and circulate in composite forms with no single or individual rights holder.

### **Islandora Project Assessment**

The Functional Specifications document was needed to provide a frame of reference for pursuing the redevelopment of the “Dialogic Fair Dealing” tools for a new Web-based content management platform. After an analysis of different options (including custom development for the current Drupal version) and after discussions with York University library personnel on industry standards, and consideration of the platforms used by York University Digital Libraries (YUDL) and Clara

Thomas Archives and Special Collections (CTASC) we determined that the Canadian-developed Islandora platform represented the best option. In brief, the benefits were: internationally recognized development expertise at YUDL; less customization needed relative to Drupal-only solution; better long-term storage and preservation capabilities; opportunity for partnership with CTASC; more robust search tools; better and easier exposure of metadata to search engines; and widespread use of Islandora would increase the likelihood of uptake of our tools by the broader digital archiving community in Canada.

Based on our evaluation of the options available to us, we presented a rationale to the York Procurement office to permit the sole sourcing of an assessment contract with the global leader in Islandora development, PEI-based discoverygarden Inc. (DGI). This process was completed in early January and our initial consultations with DGI in January 2015 led to the completion of the Project Assessment in late February 2015. This assessment provided a technical description of how the functionality developed for the legacy Drupal 5 platform could be redeveloped in Islandora. The document was updated and refined to provide a clearer understanding to the project team and was considered complete by the end of March, 2015. The document contained a high level of technical detail to permit any Islandora developer to bid on the project without first having to undertake their own time-consuming, independent assessment. Without this level of detail, the estimates provided would have been much more provisional and tentative than what we required for project-planning and grant-application purposes.

The Assessment recommended a multi-phase process, with the initial phases involving installation and configuration of Islandora and its dependencies on the York server (Phase 1), and the provision of commenting functionality in keeping with the dialogic principles of the system (Phase 2). There was no funding for subsequent phases and the project team decided to undertake the initial phases in order to re-establish pilot archives online for further grant application development to cover the remaining phases of development. Our attempts to obtain further funding for Phase 2 via an application for a CIRA research grant in 2015 were unsuccessful (although we were provided no rationale for this decision) and we will attempt to apply again in 2016.

### **Phase 1 Development RFP**

Once the scope of our initial development was supported by the technical description provided by the Assessment, a contractor had to be found to complete the work. As per university regulations, that contract had to be put out to tender via a Request for Proposal (RFP) process. This required extensive consultation with the procurement office in order to formalize the process, prepare documents, identify potential bidders and establish an approved protocol and timeline for soliciting and evaluating bids.

Four companies were asked to bid. One declined, another accepted but did not submit a completed bid and two bids were successfully received. These bids were evaluated, a rationale for our selection of the successful bidder was provided to the York Procurement office and the planning for the completion of Phase 1 of the development plan was initiated.

### **Phase 1 Development Process**

After a bid was selected and accepted by the Procurement office, we began to work out the timing and process for making our server accessible to DGI and DGI determined which staff would be assigned to the project. DGI technical staff provided a list of requirements for accessing the server. Initially, they asked for full access to the server, however York UIT would not provide it unless

formal management of the server was reassigned from UIT to the project team, and this was not possible from a funding or staffing standpoint. As a result, we worked with both DGI and UIT to find compromise solutions to the various requirements on DGI’s end and concerns on UIT’s end. Ultimately, while we were able to reduce the requirements on DGI’s end, they still required full access for a limited number of tasks.

UIT would only permit these tasks to be undertaken, and still agree to manage the server going forward, if they had a UIT staff member remotely oversee the installation by having virtual access to the commands being run with root access to the server. The management time would be charged according to UIT rates. Estimates had to be approved by the principal investigators and account/budget information provided to UIT. Coordinating schedules, server permissions, and administrative approvals took a considerable amount of time, and once the installation process began, there were some further permissions requests and approvals needed in order to complete the process. The installation and configuration were completed in mid-October. At the conclusion of the process, we were left with a fully installed and configured server optimized for digital archiving as well as three initial digital archive site containers, each tied to a particular URL as required by the projects. Two of these projects, the ModernDrama.ca archive, and the Canadian Writers in Person archive, are in the process of being republished online.

### **Current Status**

As a result of the foregoing challenges in completing the administrative and planning tasks associated with formally selecting a contractor and initiating the work, we have not yet initiated some of the research tasks described in our initial proposal. While the creation of digital archives of Canadian culture is underway, the process is not yet complete. We estimate that they will be online in Spring 2016 toward the conclusion of the 18-month timeframe of the CMRC grant. We are currently preparing a grant application for February submission for a Canadian Internet Registration Authority (CIRA) Community Investment Program (CIP) award. A successful award would cover the costs needed to complete the remaining phases of development, including the development of a custom Islandora solution pack for the fair dealing, licensing and discussion tools, and the advanced theming and layout work associated with ensuring the solution pack is as user-friendly as possible.

Due to shortfalls in the funding of the initial proposed budget of \$30,091, and to unforeseen expenses (see budget summary below), our project is slightly behind in delivering the full functionality we anticipated. For example, our current redevelopment strategy must proceed based on ingesting the digital cultural resources without the legacy metadata and therefore by manually re-entering the information. Additional funding would facilitate the recovery and conversion of that metadata into a portable format, such as XML, and save downstream labour resources. We still expect to complete some of the archive projects and be in a position to carry that momentum forward into subsequent grant opportunities.

### **Budget Summary**

The original proposed budget was affected by unanticipated circumstances. Our initial request for the full \$30,000 in funding could not be met. Instead, we received \$27,543.00. We also incurred unforeseen expenses because York UIT/SMS insisted that they had to oversee portions of the installation in order to that university network and server security protocols were met (for which they charged us \$595.00), and due to the billing of the Project Assessment portion in USD funds (an additional \$1,634.92). These three factors generated a total shortfall of \$4686.92 in funding to the

project as described in the initial CMRC project proposal. Our remaining funds -- plus an additional \$800 (both paid from Coombe’s contribution to the project) were allocated to pay David Meurer \$5520 for spending six hours a week dealing with Procurement, serving as a project liason between DGI and University information technology services, server management, update and maintaining Wordpress multisite installation and plug-ins, maintaining compatibility with University data storage technology updates, investigating cloud storage options and their compatibility with University systems, and arranging export of databases for assessment of costs of data migration, supervising the creation of the web presence needed to disseminate the results of our research and preparation of draft budget for CIRA application.

<b>Description</b>	<b>Date</b>	<b>Estimate</b>	<b>Actual</b>
Project Assessment (Discovery Garden Inc.)	Feb, 10, March 23, 2015	\$5000.00	\$ 6634.92 <sup>1</sup>
York UIT Supervisory Security Support for Installation	Oct. 28, 2015	\$00.00	\$ 595.00 <sup>2</sup>
Installation and Configuration of Digital Archiving software	Aug. 25, 2015	\$17,000.00	\$ 7755.74
Research Assistance (David Meurer)	July, August 2015	\$8091.00	\$ 7136.98
Total Expenditures		\$30,091.00	\$ 22,841.90
<b>Total Award</b>		<b>\$30,000</b>	<b>\$ 27,543.00</b>
<b>Remaining Funds</b>			\$ 4701.10

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<sup>1</sup> Cost charged in USD funds

<sup>2</sup> These costs were not anticipated and were due to the need for SMS/UIT to oversee installation to ensure it met York University security requirements.