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Heritage Content Priorities Task Group

(Draft) Final Report for Member Review and Feedback

September 2020

The Canadiana Collections, over five centuries in the making, tell an incomplete, oftentimes distorted and, sometimes harmful, story of Canada. As new custodians of the Canadiana Collections, CRKN and its members have the opportunity to redefine the principles guiding the collections' evolution, thereby helping to ensure that future development of the collections are firmly grounded in our commitment to reconciliation. The findings and recommendations of the Truth and Reconciliation Commission, as well as the recent social and racial unrest evidenced around the world, once again underline the need for each organization to do its part in creating a more just and equitable society.

With this in mind, the members of the Heritage Content Priorities Task Group respectfully submit their report. If adopted, the recommendations presented will be an initial step in an ongoing effort to ensure that future collection curation, description and arrangement be done in collaboration with the users of our collection, guided by and respectful of Traditional Knowledge.

Heritage Content Priorities Task Group: Final Report

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Executive Summary

The Heritage Priorities Task Group (HCPTG), comprised of library and archives representatives from CRKN's membership, was formed to review and revise the scope and priorities of the Canadiana Collections. In particular, the HCPTG was asked to develop principles for the addition of new content, make recommendations to improve the collections' discoverability, and develop recommendations for expanding CRKN's heritage digitization and preservation program.

The HCTPG acknowledges that CRKN's Canadiana Collections reflect certain narratives of Canada's past. In some cases, these narratives are inaccurate and insensitive. With this in mind, the HCTPG recommends that CRKN continues to work toward a more representative historical narrative of Canada through the digitization, acquisition, and preservation of Canada's stories. This is no small feat. The term "Canadiana" suggests and assumes a heritage consensus that has not been realized. Furthermore, the term "heritage" also denotes a collective understanding of shared history which is also not representative of the commitment the Canadian academic library community has made to reconciliation. CRKN is poised, now, to build an online Canadian heritage site that is fluid, agile and encompassing enough to incorporate digital collections from a wide variety of Canadian collecting institutions that reveal our nation's history.

The HCPTG undertook its work by examining the historical development of the past forty years of collection principles and policies for the Canadiana Collections. The group reviewed principles and criteria for digital collections currently used by others in the Canadian galleries, libraries, archives, and museums (GLAM) community, as well as national heritage digitization initiatives around the world. The task group also surveyed CRKN members and stakeholders about their strategies and practices around digitization, in addition to their digitization, hosting, and preservation priorities and needs. Furthermore, since it has figured so prominently in recent national discussions around digitization, the HCPTG also reviewed the current state of newspaper digitization in Canada.

In this report, the HCPTG recommends principles and criteria that can be used to prioritize digitization projects, including digitization of materials intended for the Canadiana Collections, as well as digitization work carried out for external parties. The task group also recommends a series of transitional steps to assist CRKN with integrating this new approach. With these updated principles and criteria, as well as new suggestions for increasing discoverability, the Canadiana Collections can continue to evolve and meet research needs now and in the future, allowing CRKN to achieve critical strategic goals.

Recommendations in Brief

The HCPTG respectfully submits the following for consideration by the Preservation and Access Committee, Content Strategy Committee, and CRKN Board:

1. The Canadiana Collections should be enhanced with 1) content that is more reflective of the diversity of Canadians; 2) at risk materials; 3) high interest archival collections; and 4) newspapers. CRKN should consider focusing its efforts in these areas through the creation of collection development strategies developed in collaboration with members.

2. A series of assessments (content, usage, feasibility, and timeline) should be used to evaluate and prioritize materials to be added to the Canadiana Collections. A complementary series of assessments, including content, access, organization, strategic opportunities, technical, feasibility should be used to evaluate and prioritize third-party digitization projects.

3. The assessment of materials to be added to the Canadiana Collections should be carried out by an advisory committee made up of a diverse group of researchers, librarians, archivists, and others in the field of cultural heritage. The advisory committee should be a standing committee reporting directly to the PAC, with members appointed by the PAC. Members of the advisory committee, as well as CRKN staff who work closely with the Canadiana Collections should participate in professional learning relating to Indigenous histories and contemporary issues.

4. In addition to steps already taken, CRKN should investigate and implement measures to further increase the discoverability of the Canadiana Collections.

5. The survey confirmed a strong member interest in adding content to the Canadiana Collections and having it preserved in the Trustworthy Digital Repository (TDR). As a result, it is recommended that digitization, hosting, and long-term preservation services be clearly identified and made available to both members and stakeholders. CRKN should launch a targeted marketing campaign to increase awareness among members and stakeholders of the strengths and capacity of CRKN's digitization and preservation services.

6. More focus should be made in engaging with small and local GLAM organizations, as they often hold the histories of marginalized and under-represented communities. When engaging with Indigenous organizations, respect should be paid to cultural protocols. As well, a coordinated approach should be taken, collaborating with other organizations, so that Indigenous communities are not overwhelmed by requests for assistance.

7. It is recommended that CRKN work collaboratively with the Canadian Collective Print Strategy Working Group as it analyzes collective print collections in Canada. A significant factor in determining the level of risk of print collections is to assess whether digital surrogates exist, and what digital preservation measures are in place for their long-term stewardship. Partnership and collaboration initiatives exist as the community links national collection analysis with national digitization efforts.

8. It is recommended that CRKN work collaboratively with Bibliothèque et Archives nationales du Québec (BAnQ) and Library and Archives Canada and other major organizations (OurDigitalWorld, Internet Archive Canada) on solutions to enable digitization, access, and digital preservation of newspapers.

9. CRKN convenes different types of fora (such as conferences or virtual meetings) to enable an exchange of expertise on topics such as digitization strategies and priorities, the logistics of sharing of equipment, digital preservation, funding opportunities, and more.

10. Policy toolkits and resources for developing digitization and heritage preservation strategies should be developed for members and stakeholders. This should be done in conjunction with other organizations (e.g. the NHDS) that are also developing resources in this area.

11. For those recommendations which are adopted, the HCPTG recommends that CRKN allows at least a four-month period for CRKN to transition to new processes. This transition period could be from December 2020 to the end of March 2021.

Introduction

The Canadiana Collections began in 1978 with the creation of the Canadian Institute for Historical Microreproductions (CIHM). CIHM's key objectives were to make printed Canadiana more easily available to all Canadians, to make rare and scarce Canadiana widely available, and to ensure the preservation of printed Canadiana. After several decades of microfilming Canadian documentary heritage, CIHM began transitioning to digital reproductions in the late 1990s. In 2008, Canadiana.org was formed from a merger between CIHM and AlouetteCanada, an open digitization initiative, to continue this work. For the next ten years, Canadiana.org facilitated access to Canadian digital heritage and worked to preserve this content for generations to come.

In 2018, Canadiana.org combined with CRKN in recognition of complementary strengths and objectives. Following the merger, and as a result of ongoing member support and contributions through fees paid to the Heritage Content Access and Preservation (HCAP) fund, CRKN removed the subscription paywall to the Canadiana Collections. At this time, CRKN also began integrating the various online portals created to house thematic collections into two comprehensive portals: Canadiana (www.canadiana.ca) and Héritage (www.heritage.canadiana.ca). The combination also necessitated a change in CRKN By-laws, allowing founding members of Canadiana.org (Library and Archives Canada, Bibliothèque et Archives nationales du Québec, Toronto Public Library) to become institutional members, as well as a new tier for associate membership which resulted in welcoming OurDigitalWorld and Bank of Canada as associate members participating in the heritage program.. Expanding membership to include these leaders in heritage, access and preservation allows CRKN to foster connections with GLAM stakeholders.

Canadiana includes nearly 20 million pages of digitized monographs, serials (annuals, periodicals, and newspapers), and government publications, largely published before 1921. Héritage, created in partnership with Library and Archives Canada (LAC), includes digitized microfilm copies of popular archival collections at LAC dating from the 17th century to the late 20th century. Together, these collections comprise 60 million pages of documentary heritage available at no charge and used by researchers throughout the world.

To keep these collections vital and responsive to the developments of the research community, it is necessary to review and augment them on a regular basis. One of the goals of the CRKN and Canadiana.org combination was to better align the scope of the Canadiana Collections with member, stakeholder, and researcher needs. As identified in the CRKN-Canadiana Merger Exploration Working Group:

> *A combined CRKN/Canadiana would continue to foster a vibrant research environment in Canada by expanding access to research and knowledge through new approaches to licensing, digitization of content, preservation, and discoverability. Working with a broad range of stakeholders, together we would advance equitable, sustainable, digital access to Canada's cultural heritage and scholarly resources for Canadians and the world ...*

To assist in this work, in the spring of 2018, CRKN formed the Preservation and Access Committee (PAC), responsible for reviewing and making recommendations regarding the development of CRKN's heritage services. The PAC has two associated task groups: the Platform Technical Task Group (PTTG) and the Heritage Content Priorities Task Group (HCPTG). These task groups are, respectively, responsible for advising on the technical capabilities of the Canadiana access and preservation platforms, and for developing principles and criteria for the growth of the Canadiana Collections and CRKN's digitization and preservation services.

The HCPTG was launched in January of 2019 and provided a focused and goal-oriented approach to the responsibilities listed above. CRKN was faced with several challenges and opportunities upon becoming the custodians of the Canadiana Collections: the need to understand the current landscape of digitization work in Canada, to recognize the

unique strengths of CRKN's digitization service, and where it may fill gaps, and to develop a guiding policy for adding new material to the Collections. The role of the HCPTG is to respond to these challenges proactively on behalf of CRKN.

CRKN's heritage program is also a significant focus of the CRKN 2019-2024 Strategic Plan. Following the combination and throughout 2019, CRKN undertook a significant consultation period in preparing for the new Strategic Plan. As the first strategic plan that represented CRKN's newly expanded mandate, a new vision and mission were developed:

Vision: The world's knowledge is accessible by all.

Mission: CRKN advances interconnected, sustainable access to the world's research and to Canada's documentary heritage content.

HCPTG Members

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Landscape Analysis

The HCPTG recognized the need to gather information about how others in the GLAM community were approaching digitization. This involved investigating the adopted principles and criteria, digitization strategies, as well as the materials prioritized for digitization. The task group took a three-step approach to gathering this information:

1. An environmental scan of general strategies and practices around digitization
2. An environmental scan relating specifically to newspaper digitization, and,
3. A survey of CRKN members and stakeholders

Environmental Scan of General Strategies and Priorities around Digitization

The goal of the environmental scan was to define and understand the digitization priorities of member and stakeholder institutions, as well as strategies and the principles they have adopted around digitization.

In addition, the environmental scan was used to identify questions to be included in the HCPTG survey, as well as identify stakeholders to include as part of the survey.

The environmental scan comprised 36 GLAMs across Canada and was based on information available on their institutional websites. While the analysis that resulted from the environmental scan is not intended to make an exhaustive inventory of all large-scale digitization projects across Canada, it does establish a representative sample of institutions that are digitizing Canadian content. In choosing the 36 institutions, the following selection criteria were used:

- **Broad scope**: Galleries, libraries, archives, and museums that are both members and non-members of CRKN
- **Digitization at scale**: The quantity of documents scanned must be significant. Excluded are institutions that hold large collections of Canadian heritage content but who have little digitized content, or their digitized content is controlled access
- **Geographically representative**: Where possible, all provinces and territories in Canada should be represented

Outcomes

The 36 institutions that were identified during the environmental scan are listed in Appendix B.

The environmental scan showed that few institutions have their strategic plans (including principles and criteria) for digitization or digital preservation available on their websites. On the rare occasion that institutions did publish such plans, it was often buried several layers deep within their sites. Discoverability of this information was lacking and highly variable in scope and depth.

An environmental scan of national-level digital heritage initiatives, both in Canada and around the world, was also carried out. Understanding how national digital heritage is conceived of across a small sample of countries provides potential guidance on setting the scope for Canadiana. In Canada, the National Heritage Digitization Strategy (NHDS)

has made inroads regarding national approaches to digital heritage access and preservation, and has identified useful criteria for focused efforts around content in its Draft Content Strategy.

As well, an initial conversation was held with the Canadian Collective Print Strategy Working Group, co-chaired by CARL and LAC. The national shared print network will be analyzing collective print collections in Canada. A significant factor in determining the level of risk of print collections is to assess whether digital surrogates exist, and what digital preservation measures are in place for their long-term stewardship. While it will be out of scope for the shared print network to digitize the material it considers and archives, there is an opportunity to link print collection analysis work with national digitization efforts.

Recommendation: It is recommended that CRKN work collaboratively with the Canadian Collective Print Strategy Working Group as it analyzes collective print collections in Canada. A significant factor in determining the level of risk of print collections is to assess whether digital surrogates exist, and what digital preservation measures are in place for their long-term stewardship. Partnership and collaboration initiatives exist as the community links national collection analysis with national digitization efforts.

See Appendix B for a summary of findings on national projects.

Environmental Scan of Newspaper Digitization

There is growing awareness that newspaper digitization, with evolving text analysis tools, can support academic research in new directions. Europe in particular is leading the way in utilizing newspaper collections as data for humanities research.

The NHDS Prioritizing National Digitization Projects Survey of 2018 found that "newspapers were by far the most highly prioritized material" among respondents. Since April 2018, CRKN has digitized close to half a million pages of newspapers (over 58,000 issues), building upon the newspaper digitization project launched by Canadiana.org in 2016. With the goal of supplementing survey results, and recognizing the aforementioned interest in newspaper digitization, the HCPTG undertook a scan of newspaper digitization projects in the GLAM community.

Canada, unlike many other countries (for example Chronicling America in the United States and Trove in Australia), does not have a national newspaper digitization program. With the lack of such a program, public libraries, historical societies, provincial and local archives, as well as university libraries and archives, are left to fill the void, digitizing their local newspapers, often in piece-meal fashion. In doing so, Canadian institutions face many challenges, such as copyright and permissions issues. Individual institutions do their best to manage these issues, but do not necessarily have the expertise that is often required. Lack of funding is also a constant challenge. Canada lags far behind places like the United States, United Kingdom, and Australia for funding newspaper digitization, and most projects in Canada have relied on one-time grants, volunteers, and non-government contributions to move forward.

Added to these already substantial challenges is the fact that the newspaper industry is undergoing transformational change. Newspapers are regularly closing or being amalgamated, and corporations are buying up local community papers. With these developments, there is a fear that large quantities of newspaper content could be lost forever. Meanwhile, working with large media companies for permissions to digitize newspapers still under copyright, as well as preservation of shuttered newspaper archives, are ongoing challenges for GLAM organizations.

A further obstacle lies in simply trying to discover what has been digitized and what has not. There is no national inventory or index and the most comprehensive listing, by province, of both free and subscription sites is on a US-based

genealogy website called [The Ancestor Hunt](#). With no national index, it is often challenging for organizations to avoid duplicating digitization efforts.

To add to the complexity of the situation, while many of the digitized newspapers are freely accessible, some content is behind paywalls (for example, [newspapers.com](#) and [newspaperarchive.com](#)). It is worth noting that newspaperarchive.com is scraping content from some freely available public sites and adding to their content, and publishing companies such as Postmedia appear to be making deals with subscription sites to digitize their newspaper holdings and put them behind a paywall.

Library and Archives Canada is currently working on a newspaper strategy with national implications. In their research they have found that while client demand for newspapers as a research tool is high, they have growing gaps in their own newspaper collection. While the main parts of the strategy are LAC-focused, of wider interest are the sub-objectives to:

- establish a nationally discoverable comprehensive collection of Canadian newspapers
- provide digital access whenever possible
- ensure long-term access and preservation

Recommendation: It is recommended that CRKN work collaboratively with Bibliothèque et Archives nationales du Québec (BAnQ) and Library and Archives Canada (LAC) and other major organizations (OurDigitalWorld, Internet Archive Canada) on solutions to enable digitization, access and digital preservation of newspapers.

Member and Stakeholder Survey Summary

At the 2019 CRKN Conference, in a session convened by Rebecca Graham (University Librarian, University of Guelph; Chair, PAC); Dan Mirau (Director, Concordia University of Edmonton; Chair, HCPTG) and Mark Jordan (Head of Library Systems, Simon Fraser University; Chair, PTTG) on Digital Heritage Content, CRKN members were asked for their feedback and insights on several questions relating to CRKN's digital heritage program. These questions focused on the future scope of the Canadiana Collections, ways to improve discoverability of the collections, and member feedback on CRKN's digitization, preservation, and hosting services.

When asked how CRKN should select and prioritize new digitization projects, conference attendees suggested several criteria:

- open access
- unique
- of national significance
- held by CRKN members
- meets the copyright and permissions requirement, as well as content type and metadata standards to be added to the Canadiana Collections

Some members indicated an interest in having their digitized collections preserved in CRKN's Trustworthy Digital Repository (TDR), while other members mentioned that their institution already has preservation infrastructure.

Building on the findings of the 2019 conference session, the PAC and the HCPTG determined it would be beneficial to consult in more detail with CRKN members and stakeholders regarding their digitization, hosting, and preservation strategies, priorities, and needs. In late April 2020, a survey was launched to both members and stakeholders.

In total, 72 organizations participated: 44 member organizations and 28 stakeholders.

Member Survey

The response rate from CRKN members was close to 55%. The sample was determined to be fairly representative of CRKN's membership, with both large, medium and small institutions responding.

The survey found that CRKN members are strongly engaging in digitization, hosting and preservation activities:

- The majority of members who responded (64%) have created or are in process of creating a digitization strategy
- 50% of members who responded have their own dedicated digitization unit and a further approximately 20% have a spread of digitization activity throughout their organization (Special Collections and Archives are frequently cited)
- Close to 50% of members who responded describe digitization as an ongoing program at their institutions
- Members own a wide variety of equipment and have staff with expertise in many types of digitization

The survey found that the main reasons for digitization are: historical/cultural value of the item, increased access to the item, and reduced wear and tear through digitization of the original item.

Photographs and slides were the most frequently mentioned item that members are currently digitizing with 91% of members involved in digitization, mentioning it. This is closely followed by archival collections (mentioned by 86%), audio recordings (76%), films and videos (74%) and rare and fragile items (74%).

Challenges related to digitization included lack of funding, qualified staff, and necessary equipment, and issues around rights management.

The survey also found strong member interest in CRKN's digitization, hosting and preservation services. When asked if they would consider using CRKN's digitization services, 45% indicated "yes", with four respondents noting that they currently have a project in mind. A similar number (40%) said that they were "unsure", questioning the cost-effectiveness of working with CRKN and its ability to handle large projects. Interest in access and preservation services is very strong with 60% interested in having their digital content integrated into the Canadiana collection; 40% indicating an interest in preserving their digital content in CRKN's TDR, and 20% indicating interest in a hosted portal.

Recommendation: The survey confirmed a strong member interest in adding content to the Canadiana Collections and having it preserved in the TDR. As a result, it is recommended that digitization, hosting, and long-term preservation services be clearly identified and made available to both members and stakeholders. CRKN should launch a targeted marketing campaign to increase awareness among members and stakeholders of the strengths and capacity of CRKN's digitization and preservation services.

Members were asked for feedback on how the Canadiana Collections should evolve. The survey found very strong member interest in the continued development of the collections, with close to 50% of members indicating that it is "very important" and a further 40% indicating that it was "somewhat important" that CRKN continue to add new content to the collections.

When asked which materials should be added to the collections, material relating to groups that have been underrepresented in Canadian documentary heritage received the strongest support. One-third of members chose it as their top priority, while a further one-third chose it as their second priority. As one member noted in the survey:

"I think providing access to material people don't even know exists/content that is/has little awareness outside of community members is really important. Part of marginalization is erasure from the historical record to isolate people. Re-enfranchising marginalized people to the historical record is very important, BUT it needs to be done appropriately, in consultation with the groups, and with an eye to potential harm open access can cause. Open access is fundamentally inappropriate for some materials (think Indigenous traditional knowledge)."

Following very closely in priority were at risk materials. High interest archival collections and newspapers also received strong support.

Recommendation: The Canadiana Collections should be enhanced with 1) content that is more reflective of the diversity of Canadians; 2) at risk materials; 3) high interest archival collections; and 4) newspapers. CRKN should consider focusing its efforts in these areas through the creation of collection development strategies developed in collaboration with members.

Interestingly, the HCPTG survey found that support for newspaper digitization among CRKN members was not as strong as found in the results of the NHDS survey. The HCPTG survey found it ranked 4th in priorities, behind material from marginalized groups, at risk materials and high interest archival fonds. This variance in findings may be attributed to the differing demographics of respondents. A majority (57%) of respondents for the NHDS survey identified as genealogists, while librarians and archivists respectively made up 15% and 11% of the respondents. These are quite different demographics than from the HCPTG survey, where at least 70% of respondents identified themselves as either an archivist or a librarian.

When asked the open-ended question "How can CRKN best support digitization and preservation of heritage content?" members frequently mentioned the importance of collaborating both with members and key stakeholders, working towards trying to secure funding for digitization, and sharing expertise.

Specifically, some of the comments made include the following:

- "Openly endorse cross-institutional collaboration; make it easy for other institutions to add their content."
- "Offer more assistance to digitize content held by Canadian institutions knowing that budgets and funding for this work is limited."
- "To help with large mass/bulk digitization projects."
- "Subsidized digitization services; digitization advisor to assist with questions and formation of institutional strategies"
- "CRKN should lead coordination on a national scale of digitization priorities and projects."
- "CRKN can best support these efforts through its continued active support of ongoing national initiatives like the National Heritage Digitization Strategy and the work being done by groups like CARL, CCA and other national bodies dealing with various aspects of this work. CRKN should work closely with these groups to develop strategies for the securing of sustainable funding and for the development and promotion of achievable digitization standards, staff core competencies and training."
- "Provide training and workshops, more awareness of digitization"
- "Facilitate the development of a national digitization and preservation network, to increase communication and partnerships between institutions. For example, we'd love to share expertise and learn about what is being digitized at other institutions to develop partnerships, similar to the data community."

- "By providing low-cost, high-volume digitization services for various media"
- "Recognizing the importance of collections held in small and medium sized institutions across the country, work to provide grant funding for digitization & description projects. Very often this can't be done with existing staff complement, so we will need to hire project staff to carry out large-scale digitization."
- "By helping institutions to help themselves and you. CRKN could work on finding grant funding opportunities like the NHDS to assist with big digitization projects at member locations that can be shared in Canadiana. CRKN could create a stable of specialized/ hard to obtain equipment that could be loaned out to facilitate digitization projects at member locations that can be shared in Canadiana. CRKN could quarterback and provide secretariat support to national initiatives to save at risk material"
- "I think sharing procedures, workflows and details on equipment and software used would be a great way to encourage further digitization of these materials within the archival community."

Stakeholder Survey

Twenty-eight stakeholders responded to the survey. A cross section of organizations responded: museums (7), archives (7), libraries (5), historical/heritage societies (4), museum and gallery (1) museum and archives (1), other (3). Respondents included institutions from various levels of government: federal, provincial, and municipal, as well as private institutions.

Overall, respondents are moderately engaged in digitization. Almost two-thirds (64%) indicated that they had created or were in process of creating a digitization strategy. Twenty-eight percent of respondents had a dedicated digitization unit. For most, digitization was carried out by various staff, as part of their duties, including summer students and volunteers. While not as strong as for members, stakeholders expressed they had good expertise using a variety of scanners, and they owned a variety of scanning equipment, such as digital cameras, map or large format scanners, and book scanners. Like members, stakeholders are carrying out a wide variety of digitization projects. And similar to members, the main challenge facing stakeholders is a lack of funding, lack of necessary equipment, problems creating good quality metadata and issues around rights management.

Compared with member results, the stakeholder survey indicates a more moderate interest in CRKN's digitization, hosting and preservation services. Only 10% (compared with 45% of members) stated that they would consider using CRKN's digitization services. The majority felt "unsure", with several noting that they were unaware of these services .As well, interest in CRKN's hosting and preservation services is moderate with 25% expressing an interest in having their digital content integrated into the Canadiana collection; 15% indicating an interest in preserving their digital content in CRKN's TDR, and 15% indicating interest in a hosted portal.

When asked the open-ended question "How can CRKN best support digitization and preservation of heritage content?", stakeholders indicated the importance of working with small and local organizations, as they often hold the histories of marginalized and under-represented communities. Stakeholders indicated that they could use assistance with funding and with advocacy. It appears, not surprisingly, that smaller GLAM organizations are struggling with getting their digitization and preservation programs off the ground. As one respondent noted: "We are a very small archives and this is an overwhelming topic. What we really need is help with developing a digitization strategy in the first place."

Recommendation: More focus should be made in engaging with small and local GLAM organizations, as they often hold the histories of marginalized and under-represented communities. When engaging with Indigenous organizations, respect should be paid to cultural protocols. As well, a coordinated approach should be taken, collaborating with other organizations, so that Indigenous communities are not overwhelmed by requests for assistance.

Recommendation: Policy toolkits and resources for developing digitization and heritage preservation strategies should be developed for members and stakeholders. This should be done in conjunction with other organizations (e.g. the NHDS) that are also developing resources in this area.

Recommendation: CRKN convene different types of fora (such as conferences or virtual meetings) to enable an exchange of expertise on topics such as digitization strategies and priorities, the logistics of sharing of equipment, digital preservation, funding opportunities, and more.

Canadiana Collections Scope

Historically, the Canadiana Collections have been built project by project, with principles and criteria created for each individual project. While this approach met the historical funding needs of Canadiana.org, it lacked a holistic scope and vision for the collections as a whole. Building upon the findings of the environmental scan, member and stakeholder surveys, historical approaches, and CRKN's current strategic plan, the HCPTG recommends the following principles to define the scope of the Canadiana Collections.

Preamble

Like the rich and diverse community which it serves, the Canadiana Collections should contain content that meets Canadian research needs and is representative of all of Canada's peoples. Recognizing the importance of preserved and accessible historical content for research across a broad range of fields and disciplines, the Canadiana Collections will be accessible to all Canadians and to the world, recognizing that in some instances, accessibility needs to be limited in order to respect the traditional knowledge of Indigenous communities. As a collection that historically has been and currently is supported largely by CRKN members, it is imperative that these collections reflect the ever-changing priorities and needs of those members.

Principles

The following principles should guide decision-making around adding content to the Canadiana Collections:

Representative: The Canadiana Collections will be developed to represent the geographic, socio-cultural, and linguistic diversity of Canada with a view to historically under-represented and marginalized voices and communities.

Collaborative: The Canadiana Collections will be developed in close collaboration with CRKN members, stakeholders, and other partner organizations to ensure alignment of priorities and to avoid duplication of effort.

Open Access: The Canadiana Collections will focus on open access content when possible, recognizing that some valued materials, for cultural reasons, may not be appropriate for open access.

Criteria for Selection and Prioritization of Digitization and Preservation Projects

CRKN currently works with memory institutions to digitize Canadian heritage content to be added to the Canadiana Collections. With the goal of making more Canadian heritage content available to both national and international audiences, CRKN and its members are presented with the opportunity to prioritize what material will be digitized, preserved and made accessible with the Canadiana. With this in mind, the HCTPG is recommending a process to assist CRKN in its consideration of proposed heritage digitization projects for the Canadiana Collections. This process is based on Diane Vogt-O'Connor's framework as presented in "Selection of Material for Scanning." In *Handbook for Digital Projects: A Management Tool for Preservation and Access.* Edited by Maxine K. Sitts, 45-73. Northeast Document Conservation Centre: Andover, Massachusetts, 2000.

In exploring digitization projects, a number of criteria may be considered to determine the feasibility and appropriateness of adding this content to the Collections. Chief among these are the following:

- **Heritage Content Assessment**
- **Use-based Assessment**
- **Feasibility Assessment**
- **Timeline Assessment**

Heritage Content Assessment

Broadly speaking, content that is being considered for digitization and inclusion within the Canadiana Collections should highlight the global significance of Canada's heritage. In addition, this heritage material should represent the geographic, socio-cultural, and linguistic diversity of Canada.

Recommendation: The assessment of materials to be added to the Canadiana Collections should be carried out by an advisory committee made up of a diverse group of researchers, librarians, archivists, and others in the field of cultural heritage. The advisory committee should be a standing committee reporting directly to the PAC, with members appointed by the PAC. Members of the advisory committee, as well as CRKN staff who work closely with the Canadiana Collections, should participate in professional learning relating to Indigenous histories and contemporary issues.

Material of high value would include content that was highlighted in the survey as being of high importance to CRKN members: 1) content relating to marginalized communities, 2) at risk content, 3) high-interest archival collections and 4) newspapers.

In keeping with the CRKN Strategic Plan (2019-2024), which endeavours to respect Indigenous Ways of Knowing, the advisory committee, when assessing material related to Indigenous peoples and communities, are encouraged to review documents such as the First Nations Principles of Ownership, Control, Access and Possession (OCAP) as well as the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the United Nations Joinet-Orentlicher Principles (and its addendum).

The following assessment rubric may be used in evaluating content to be added to the Canadiana Collections.

	High Value	Medium Value	Low Value
Content Assessment	a) Material would be of high value to a broad range of researchers	a) Material would be of moderate value to a broad range of	a) Material would be of low value to a broad range of researchers

		researchers	
	b) Material relates to marginalized communities or is at risk	b) Material relates to high-interest archival collections or newspapers	b) Material is not one that was identified as being of high importance in the HCPTG survey
Score	3 points per criteria	2 points per criteria	1 point per criteria

Use-based Assessment

The purpose of the Canadiana Collections is to make available heritage content that will be accessed and used by both national and international audiences. Recognizing that use-base assessments may, at times, unintentionally prioritize content that is representative of dominant cultures, the HCPTG recommends that the memory institution proposing an item/collection of heritage material for digitization and inclusion in the Canadiana Collections to describe anticipated future use, based on locally observed user and use patterns. The following scoring rubric may be used to help assess anticipated content-use:

	High use	**Moderate Use**	**Low use**
	14-20+	7-13	1-6
Score	6 points	3 points	1 point

Feasibility Assessment

A feasibility assessment involves reviewing project factors that may determine the likelihood of its success. The first of these is the consideration of rights-issues associated with the collection. This includes copyright and privacy concerns, and imposed restrictions (tolerable and intolerable) on use.

Format and technical considerations, including the material condition (fragile or stable) and quality of legacy media (outdated audio/video formats), should be weighed against CRKN's capacity to migrate the content to a contemporary digital standard. Technical considerations also include the availability of granular metadata that will be integral to the preservation and use of the digitized heritage content.

The feasibility assessment can be completed using the scoring rubric below:

	High Feasibility	**Moderate Feasibility**	**Low Feasibility**
	Risk: Materials are contained in adequate storage and are undamaged. Materials suffer from regular processes of aging	**Risk:** Material is in fair condition and is moderately fragile **Legacy Media:** Quality presents some challenges	**Risk:** Chemically unstable; self-destructing, damaging materials around them; posing health hazards

	Legacy Media: Appropriate quality for digitization **Copyright:** No longer covered by copyright provisions/licensed for reproduction (proof of authorization contained in application) **Privacy:** No personal information is contained in the collection **Imposed Restrictions:** None **Metadata:** Granular metadata available	**Copyright:** Permissions are under negotiation, copyright protections end in 5 years **Privacy:** Some private information, but approved for widespread use **Imposed Restrictions:** Any that would limit access for 2-5 years **Metadata**: Subpar metadata available	**Legacy Media:** Poor quality – cannot ensure quality digitization **Copyright:** Collection falls under copyright protections and no rights have been granted **Privacy:** Personal information is contained in the collection **Imposed Restrictions:** Any that would limit access for 5-10 years **Metadata:** None available
Score	3 points for each category if more than 10% of the collection falls under the high feasibility criteria	2 points for each category if less than 10% is high feasibility criteria. 2 points for each category if no high feasibility criteria but 10% or more is moderate criteria	1 point for each category if less than 1% high feasibility criteria and less than 10% is moderate criteria

Timeline Assessment

Given the volume of project proposals for digitization and Canadiana-inclusion, the proposed advisory committee, with assistance from CRKN staff, will assess the scope and duration of each project to help ensure its successful completion. Here, realistic timelines are determined between CRKN and the partnering memory institutions to help assist CRKN staff with planning for successive projects, digitization equipment set-up, as well as human resource planning.

Please see the timeline scoring rubric below:

Timeline Equipment needs Human Resources	**Low:** Smaller, or shorter project duration CRKN has the required equipment to accommodate the material CRKN has the personnel required	**Moderate:** Slightly longer project duration CRKN does not have the required equipment but can obtain it with additional effort	**High:** Longer project duration Not likely to obtain required equipment or location challenges Personnel not available

		Additional personnel required, either through additional effort (grants), collaboration or hiring	
Score	3 points per criteria	2 points per criteria	1 point per criteria

In this rubric, criteria can be selected from several measures. For instance, the timeline consideration could be low, but the human resource requirements might be more moderate. In that scenario, three points would be allocated for the timeline, and two points for the human resource needs.

Once all rubrics have been scored, a final tally will provide a numeric figure to help CRKN prioritize projects based on all considerations. It should be noted that cases may arise where certain factors, such as the risk associated with leaving the collection undigitized or the historic value of a collection, may overwhelm other considerations, undermining the rubric approach. In this instance, additional conversations between CRKN, the advisory committee and the nominating organization should occur to address additional concerns and determine an alternative approach.

Digitization, Hosting and Preservation Services

Background

As well as digitizing, hosting, and preserving material for the Canadiana and Héritage collections, CRKN also digitizes, hosts, and preserves for members, as well as organizations such as public libraries, museums, archives, and government agencies, on a fee for service basis.

CRKN's digitization program has its roots in the 1990s, when Canadiana.org moved from producing microfiche to creating digital collections. Over time, first Canadiana.org and subsequently CRKN has built up a strong digitization infrastructure, in terms of staff, equipment and software. CRKN currently has three book scanners (including a scanner with a "v" cradle), three microfilm scanners, a microfiche scanner, a slide scanner, and a scanner for digitizing photographs.

For the past ten years, CRKN has been providing full lifecycle support for members and stakeholders to digitize, host, or preserve their documentary heritage. Services offered include high quality digitization, mass digitization, optical character recognition (OCR), metadata creation and enhancement, and hosting, as well as preservation in the certified Canadiana Trustworthy Digital Repository (TDR). CRKN regularly digitizes, hosts, and preserves materials from print, photographic negatives, slides, microfilm and microfiche for members and stakeholders. Over eight million pages of material from members and stakeholders is currently hosted online and preserved in the TDR, the great majority being freely accessible. This service for a fee work helps to fulfill CRKN's core mission of advancing interconnected, sustainable access to the world's research and to Canada's documentary heritage content.

Criteria for Assessing and Prioritizing External Projects

Currently, CRKN devotes approximately half of its digitization-related resources to digitizing content for the Canadiana Collections, and half for digitizing external fee-based projects. With limited resources available, when CRKN is faced with a large number of potential projects, CRKN staff will need a way to evaluate and prioritize these projects. Projects should be strategically evaluated so that those with the most benefit to CRKN and its members are given higher priority

than those that would be less beneficial. As well, projects need to be assessed to ensure that CRKN is aware of the risks involved.

While it is recommended that assessment of projects for the Canadiana Collections should be carried out by a newly struck advisory committee, the HCPTG recommends that assessment for external projects be carried out by CRKN staff under the guidance of the PAC. Specifically, it is anticipated that a team consisting of the Senior Director, Strategy and Engagement, the Manager, Digitization and Heritage Collections, and the Heritage Projects and Partnership Coordinator, will be responsible for assessing and prioritizing projects. Additional staff will be consulted as needed to provide technical expertise to the assessment team. Staff will provide regular updates on external projects to the PAC.

Criteria for Assessing and Prioritizing External Digitization and Preservation Projects

The HCPTG recommends using the following process to evaluate and prioritize external projects.**:**

Value Assessment

The value of a project will be assessed based on the perceived value of its content, how accessible it will be to the public, whether or not the project is with a member, a stakeholder or other entity, and the strategic opportunities that it offers CRKN.

1. *Content Assessment*

   Priority will be given to projects containing material that would be of benefit to the research community.

   Material of high value is considered as: 1) content relating to marginalized or under-represented communities, 2) at risk content, 3) high-interest archival collections and 4) newspapers.

   Content that further enhances the Canadiana Collections, particularly monographs, serials, and official publications published prior to 1930, would also be prioritized, especially if the client is willing to allow the content to be added to the collections and made openly available.

2. *Public Access Assessment*

   Material that will not be open access will be given lower priority. However, it is recognized that some material should not be made open access due to cultural considerations and that such material should not be valued lower in priority.

3. *Organization Assessment*

   CRKN will prioritize projects for its members over projects for non-members. As well, projects for non-profits and key stakeholders will be prioritized over projects for commercial or for-profit organizations.

4. *Strategic Opportunities Assessment*

   Projects that provide strategic opportunities for CRKN will be prioritized. Opportunities may include developing a strategic partnership and the generation of revenue that can be reinvested in the overall program.

The following scoring rubric may be used to help assess value:

	High Value	Medium Value	Low Value
Content Assessment	a) Material would be of high value to a broad range of researchers	a) Material would be of moderate value to a broad range of researchers	a) Material would be of low value to a broad range of researchers
	b) Material relates to marginalized communities or is at risk	b) Material relates to high-interest archival collections or newspapers	b) Material is not one that was identified as being of high importance in the HCPTG survey
Public Access Assessment	Material fits under Canadiana scope and can be added to the Canadiana Collections, or material is controlled access due to cultural considerations	Material will not be added to Canadiana, but will be publicly accessible on another platform	Material will not be publicly accessible on any platform and material is not controlled access due to cultural considerations
Organization Assessment	CRKN Member or Associate Member	Not a CRKN Member or Associate Member, but a non-profit or a key stakeholder	Not a CRKN Member or Associate Member, nor a non-profit, nor a key stakeholder
Strategic Opportunities Assessment	The project offers strategic opportunities for CRKN	The project offers moderate opportunities for CRKN	The project offers low or no opportunities for CRKN
Score	3 points per criteria	2 points per criteria	1 point per criteria

Risk Assessment

The risk of a project will be assessed based on financial risk, equipment risk, the condition of the material to be digitized, and CRKN's capacity to complete the project.

1. *Financial Risk Assessment:*

   Projects that run the risk of being underpriced and therefore not recovering costs or generating revenue should be accepted cautiously.

2. *Equipment Risk Assessment:*

Projects that will be carried out on machines that are temperamental or prone to frequent breakdowns should be scored as higher risk than projects that will be carried out on more reliable machines. In addition, projects that require new equipment may be scored as a higher risk.

3. *Condition of Material Risk Assessment:*

   Material that can be digitized with relative ease will be prioritized

4. *Capacity Risk Assessment:*

   Risk will be evaluated against staff and machine capacity.

	High Risk	**Moderate Risk**	**Low Risk**
Financial Risk Assessment	The project runs a high risk of not recovering costs	The project runs a moderate risk of not recovering costs	The project runs a low risk of not recovering costs
Equipment Risk Assessment	There is a high risk of scanning equipment breaking down or software failing during the project	There is a moderate risk of scanning equipment breaking down or software failing during the project	There is a low risk of scanning equipment breaking down or software failing during the project
Condition of Material Risk Assessment	a) Material is in poor condition and is not stable and will be difficult to scan b) Material cannot be easily digitized	a) Material is in fair condition and is moderately fragile b) Material can be digitized with moderate ease on the equipment available	a) Material is in good to excellent condition, is not fragile, and should scan with relative ease b) Material can be digitized with relative ease on the equipment available
CRKN Capacity Risk Assessment	CRKN does not have capacity to carry out the project in the time frame specified	CRKN may or may not have the capacity to carry out the project in the time frame specified	CRKN has the capacity to carry out the project in the time frame specified
Score	3 points per criteria	2 points per criteria	1 point per criteria

Scoring

In order to determine the overall score, the Risk Assessment score should be subtracted from the Value Assessment score.

At all times, CRKN staff will provide project assessments to the PAC for review and comment.

Recommendation: A series of assessments (content, usage, feasibility, and timeline) should be used to evaluate and prioritize materials to be added to the Canadiana Collections. A complementary series of assessments, including content, access, organization, strategic opportunities, technical, and feasibility should be used to evaluate and prioritize third-party digitization projects.

Increasing Discoverability

The impact of the Canadiana Collections is determined by its discoverability. Simply put, if researchers cannot find the collections and their content, or are not aware of them, they will not use them, cite them, or share them with their colleagues and communities. As CRKN holds strong relationships with its member libraries and a large number of CRKN members have been long-time supporters of Canadiana, many of CRKN's initial discoverability efforts have been focused on libraries. By providing enhanced metadata as MARC records and KBART files, libraries can incorporate Canadiana content in their discovery systems. This means that library users can more conveniently find the content they are looking for when they search library catalogues or OCLC's Worldcat database. CRKN has also entered into agreements with Ebsco and Ex Libris to provide additional metadata to provide more robust discovery in their products.

CRKN staff have been actively updating metadata. CRKN has also begun the first phase of a multi-phase project to decolonize Canadiana metadata in order to accurately and respectfully describe Canadiana content. In July 2020, a rights statement pilot project was initiated in order to provide copyright-related information with the ultimate goal of fulfilling CRKN's commitment to making the Canadiana Collections open access. Similarly, a transcription pilot project is currently underway to evaluate the feasibility of handwritten materials being "crowd-sourced" transcribed where OCR technology is unsuccessful. With an eye to the future, CRKN is currently investigating the feasibility of implementing BIBFRAME, the successor to the MARC standard, which incorporates linked open data.

Recommendation: In addition to steps already taken, CRKN should investigate and implement measures to further increase the discoverability of the Canadiana Collections.

Shorter term measures

- Making Canadiana's "hidden" newspaper collection more prominent and easier to navigate.
- Organizing the complex Government Publications collection so that it is easier to navigate.
- Extending the transcription project.

Longer term measures

- Experimenting with intelligent character recognition (ICR), which is similar to optical character recognition (OCR) except it is intended for hand-written text.
- Setting guidelines for priorities for OCRing the Héritage collection.
- Creating file and item level metadata for priority collections in Héritage.
- Re-OCRing documents in Canadiana. The earliest documents were OCR'd over 20 years ago. Given the improvements in technology that have taken place since then, it would be worthwhile to begin re-OCRing the collection, starting with the documents that were the first to be added to the collection
- Creating a searchable database of interesting images from the collections. There are some amazing images hidden amongst the 60 million images in the Canadiana Collections.
- Developing the mechanisms for curated thematic collections.

CRKN should continue to increase discoverability of the collections in line with common practices (where applicable), with input from members, and guidance from the PAC. Some of the discoverability measures mentioned above can be

done in a relatively short time frame, but most will require a significant investment of resources. As a first step, CRKN staff should work with the PAC to establish priorities, focusing on measures that will give researchers the best return on investment.

Implementation of Recommendations

Recommendation: For those recommendations which are adopted, the HCPTG recommends that CRKN allows at least a four-month period for CRKN to transition to new processes. This transition period could be from December 2020 to the end of March 2021.

During that time, it is recommended that CRKN, under guidance of the PAC, carry out the following activities:

- Create a procedure for soliciting new projects for materials to be added to the Canadiana Collections.
- Develop the terms of reference for an advisory committee whose main function will be to evaluate project proposals for adding material to the Canadiana Collections.
- Under the guidance of the PAC and collaborating with members and stakeholders, define and scope ongoing digitization of newspapers.
- Continue internal work on updating pricing for CRKN's digitization, hosting and preservation services
- Further develop models of service for CRKN's digitization, hosting and preservation services.

Appendices

Appendix A: HCPTG Terms of Reference

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Heritage Content Priorities Task Group

Terms of Reference

Approved: Preservation & Access Committee, October 5, 2018
Revised and Approved: Preservation & Access Committee, May 15, 2019

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Objective:

The objective of the Heritage Content Priorities Task Group (HCPTG) is to establish a scope of work for the development and enhancement of Canadiana content through 1) principles for content inclusion; 2) guidelines for digitization criteria and priorities; and 3) recommendations to increase discoverability. The work of the HCPTG will integrate the priorities of the CRKN membership and will strive to work with the broader Canadian heritage community.

In addition, the HCPTG will make recommendations on principles and criteria that CRKN staff may use in evaluating and prioritizing revenue generating projects of digitization, preservation and hosting undertaken for third-party clients.

The HCPTG will deliver a final report, including recommendations to both the Preservation and Access Committee (PAC), and the Content Strategy Committee (CSC) by September 2020. In the interim, the HCPTG will make recommendations to the Preservation and Access Committee (PAC) and the Board that supports the ongoing development of Canadiana content.

Goals:

1.   Review the content and structure of the Canadiana collections as well as any existing Canadiana collection development strategies.

2.   Consult with key stakeholders during the development of goals 3 and 4, including but not limited to LAC, BAnQ and NHDS. Consult with these stakeholders to better define the landscape of digitized heritage content in Canada in order to set priorities for the Canadiana collections.

3.   Develop a set of principles that will define a scope of content for the Canadiana collections.

4.   Develop criteria based on the above principles that will facilitate the selection of projects and prioritization of work within various streams of collection development and enhancement.

5.   Recommend criteria by which revenue-generating digitization and hosting projects that CRKN may undertake should be assessed and recommend priorities for accepting these projects.

Membership:

- One (1) current member of the Content Strategy Committee (CSC), appointed by the CSC.
- One (1) current member of the PAC, appointed by the PAC.

- One (1) member of the former CRKN Advisory Committee on Héritage Priorities, if available, appointed by the PAC.
- Up to five (5) librarians, archivists or curators with collection development experience from CRKN's member institutions, who shall, when possible, reflect the diversity of CRKN membership (small, medium, and large institutions) and regional diversity appointed by the PAC.

A CRKN staff member shall be appointed by the Executive Director to provide support to the HCPTG. In consultation with the Chair, other CRKN staff may be called upon to participate in meetings as resource personnel, as required.

Appointment Process:

The members of the HCPTG will be appointed, as noted above, by either the PAC or the CSC for the duration of the HCPTG. As the HCPTG will function for a fixed duration, no rotation of member terms is expected.

Chair:

Either the CSC representative or the PAC representative will serve as Chair of the HCPTG, as willing, and by agreement with the Chair of the PAC.

Meetings:

Meetings will be held using web-meeting facilities as the Chair may determine. A minimum of 4 and maximum of 10 meetings are anticipated.

Meetings may be held at any time provided written notice has been given to each task group member at least 7 days, exclusive of the day on which notice is given, before the meeting is to take place. Notice of meetings may be waived by unanimous written consent of HCPTG members.

Quorum for meetings is a majority of (non-staff) HCPTG members.

Lines of Accountability and Communication:

The HCPTG is primarily accountable to the PAC with reporting also to the CSC.

The Chair of the HCPTG reports on its activities to both the PAC and the CSC, and submits written recommendations as required for the consideration of the PAC and CSC.

The HCPTG will take a consultative approach to its work, engaging members and stakeholders as appropriate.

Financial and Administrative Policies:

Service on the HCPTG is non-remunerative;

Travel and meeting expenses for HCPTG members will be reimbursed according to the policies and procedures of CRKN.

Members of the HCPTG will comply with Board-approved conflict of interest guidelines and procedures.

Canadian Research
Knowledge Network

Réseau canadien
de documentation
pour la recherche

Timeframe:

It is expected that the HCPTG will be formed and begin work in February 2019, and will deliver a final report, including recommendations to both the PAC, and the CSC by September 2020. As such, no rotation of member terms is expected.

Appendix B: Environmental Scan: institutions reviewed

Institution	Stakeholder/ Member	Completed HCPTG Survey	Description
Archives de la Ville de Montréal	Member	Yes	Aerial views form the past of the city and Image Bank
Archives de la Ville de Québec	Member	Yes	La Ville de Québec conserve une riche collection de documents qui témoignent son histoire. Il est possible d'y accéder en ligne, en utilisant le moteur de recherche de la Division de la gestion des documents et des archives. Il permet d'effectuer des recherches en plein texte sur tous les fonds et collections des archives historiques de la Ville de Québec pour lesquels une description existe.
	Member	Yes	Bibliothèque et Archives nationales du Québec provides access via the Internet to digital versions of tens of thousands of Québec materials, including books, newspapers, music scores, fixed images of iconographic and cartographic items, sound recordings and government publications.
Canadian Museum of History	Stakeholder	Yes	Browse the Canadian-history-themed packages below — each is full of museum objects, archival documents, short interviews, activity suggestions and more. All content has been developed in consultation with diverse cultural communities and topic experts, and reflects current Canadian curricula.
City of Toronto Archives			The Archives holds a wide variety of records that may help you in your research. We have government records, which include Council minutes, departmental

			files and reports, and non-government records, which includes photographs, letters, and architectural plans.
City of Vancouver Archives			The City of Vancouver Archives acquires a variety of records that document the city's history.
Concordia University	Member	Yes	Archives and Library's Special Collections
Glenbow Museum			Glenbow Museum has recently begun to digitize its art and artifact collections. What you will currently find in this database is a small selection from our art, community history, military history, and Native North America collections, primarily focusing on the history of Alberta. Please check back regularly as we continue to add to this online collection.
Ingenium Canada	Stakeholder	Yes	This portal provides public access to much of the archival holdings of Ingenium. Ingenium is made up of three separate museums; the Canada Museum of Science and Technology, the Canada Aviation and Space Museum, and the Canada Agriculture and Food Museum. As part of our commitment to open data, we are offering this portal as a way to search the archival collections housed at all three institutions.
Internet Archive; Canadian Libraries			Welcome to the Canadian Libraries page. The Toronto scanning centre was established in 2004 on the campus of the University of Toronto. From its humble beginnings, Internet Archive Canada has worked with well over 50 institutions, in providing their unique material(s) with open access and sharing these collections the world over. From the Archives of the Sisters of Service to the University of Alberta, IAC has digitized approximately 522,741 unique and special collections.
L.M. Mongomery Research Centre (University of Guelph)	Member	Yes	The L.M. Montgomery Research Centre Web site is a scholarly resource designed to highlight the L.M. Montgomery Collection of the University of Guelph Library, making it visible and easily accessible to scholars and readers of Lucy Maud Montgomery.

[Library and Archive Canada](#)			Collection Search enables you to search many of the resources of Library and Archives Canada (LAC) all at once, or you can limit your search to an individual search type, such as: Library Search (search published materials held at LAC, or search many libraries across Canada). Archives Search (search descriptions of LAC's archival holdings). Ancestors Search (search by a person's name).
[McCord Museum](#)			The McCord Museum conserves and presents close to 1,500,000 objects, images and manuscripts that are irreplaceable reflections of the social history and material culture of Montreal, Quebec and Canada. Currently the online collection -- created in collaboration with seven other museums -- is made up of 147,500 artefacts. More than 130,000 artefacts held by the McCord and some 17,500 artefacts held by the partner museums are available for viewing.
[McGill University Digital Exhibitions & Collections](#)	Member	Yes	Explore more than 80 digital projects covering a wide array of subjects including, art, architecture, history and literature, engineering, medicine, maps, music, and urban design. Also Browse 17,000 digitized books from the McGill University Library Internet Archive collection. Also includes material on the fur trade in 18th and 19th century (North West Company in particular)
[Memorial University libraries](#)	Member	Yes	Welcome to Memorial University's Digital Archives Initiative (DAI), your gateway to the learning and research-based cultural resources held by Memorial University and partnering organizations. From books and maps to photographs, periodicals, video and audio, the DAI hosts a variety of collections which together reinforce the importance, past and present, of Newfoundland and Labrador's history and culture.
[Monastère des Augustines - Archives](#)			Les archives des Augustines permettent de retracer l'évolution des soins de santé, du développement social, de la vie en communauté et de l'établissement de douze hôpitaux au Québec depuis les premiers temps de la colonie.

[Musée de la Gaspésie](#)			Image bank on different subjects and the Robin fonds (The Robin company is one of Canada's most important and oldest enterprises. For over two centuries, it exported dried cod to the markets of Europe, the Caribbean and South America..More than 50 000 pages of the company's archives are digitized and available online.
[Nova Scotia Archives - Virtual Archives](#)			Your best destination for information about "the most comprehensive collection of Nova Scotia historical evidence anywhere."
[Our Digital World](#)	Member	Yes	We are a not-for-profit that is dedicated to providing an innovative and sustainable digital platform for community collections. We provide tools and services built upon collaboration and the belief that discovery and access to community content and our shared cultural assets are the foundation of identifying and enriching a community's sense of identity. As part of digital stewardship – our challenge is to assist communities with best practices and toolsets to create open, reusable and interoperable data that can be easily shared across systems and optimized for discovery.
[ROM Collections](#)			With thousands of items currently logged in its database, ROM's Online Collections is an ongoing project to digitally archive the Museum's physical collections and make them accessible for all. We are adding new objects all the time with the goal of having 100,000 ROM objects available in this database. The breadth and depth of collections will continue to grow and evolve. A team of photographers continues to digitise objects, and ROM experts, both staff and volunteers, will continue to add treasures held in the ROM's collections, and also new acquisitions, to the online collection
[Rooms Provincial Archives (NL)](#)	Stakeholder	Yes	The Rooms collects and preserves materials relevant to Newfoundland and Labrador that have an enduring legal, fiscal, evidential or research value. From government and private records to maps, photos and film, our collections cover centuries of materials that tell the story of our province and its history. These records, along with expertise and assistance in accessing them,

			are available to researchers in the Reference Room.
[Simon Fraser University Library - Digitized Collections](#)	Member	Yes	The Simon Fraser University Library digitized collections include over 130 collections, with more than 1.3 million digitized newspapers, photographs, documents, sound recordings, and other objects. Many of these collections originated with the Multicultural Canada digitization project, which grew from the conviction that the cultural groups that make up our country have little-known stories that need to be researched and told.
[Toronto Public Library Digital Archive](#)	Member	Yes	Instant access to rare historical photos, maps, books and more from Toronto Public Library.
[UBC Open Collections](#)	Member	Yes	UBC Library's Open Collections include digital photos, books, newspapers, maps, videos, theses and more. These publicly-accessible collections are constantly growing and reflect the research interests of the UBC community and beyond.
[United Church of Canada](#)			The United Church of Canada Archives houses the records of the General Council, the national body of the Church, as well as the records of the five Central Ontario Conferences – Bay of Quinte, Hamilton, London, Manitou and Toronto Conferences. Our digital collections highlight the past mission work of the United Church, including First Nations missions and Residential Schools, churches, communities and church activities. As our digital collections increase, images will be continually added to this site.
[Université de Montréal : Calypso](#)	Member	Yes	Calypso contains different canadiana collections. The most important are the Baby and Melzack collections. Recently, near 10 000 documents have been digitized. This project was realized as part of the National Heritage Digitization Strategy of Canada.

[University of Alberta : Peel's Prairie Provinces](#)	Member	Yes	This website contains both an online bibliography of books, pamphlets, and other materials related to the development of the Prairies, as well as a searchable full-text collection of many of these items. As of Summer 2013, after 10 years worth of additions, Peel contains approximately 7,500 digitized books, over 66,000 newspaper issues (4.8 million articles!), 16,000 postcards, and 1,000 maps. These materials are extremely varied – rich in both text and images, providing an extraordinarily diverse picture of the Prairie experience. Many of the items date back to the earliest days of exploration in the region and include a vast range of material dealing with every aspect of the settlement and development of the Canadian West.
[University of Alberta : Sam Steele Collection](#)	Member	Yes	The Sir Samuel Steele Collection is a family archive composed of the papers of Sam Steele, his wife Marie, their children Gertrude, Flora, and Harwood, and family friend Roger Pocock. Housed in Bruce Peel Special Collections, this extensive collection covers a period from 1870-1978 and treats a wide range of topics including Canadian police history, the Klondike Gold Rush, the Boer War of 1899–1902, Canada's role in WWI, the Legion of Frontiersmen, as well as family and social history.
[University of Calgary: Archives & Special Collections](#)			Archives and Special Collections provides access to over five linear kilometres of archival records, including theses, yearbooks, campus newspapers and the private archives of influential Canadians. The collections include rare book holdings, significant literary, historical, musical and cultural archives, collections of popular and science fiction, rare works on the Arctic, the largest collection of Canadian architectural drawings and records in the country, and the corporate records of the University of Calgary. From comic books to the EMI Music Canada Archive to the Canadian Architectural Archives to the papers of Nobel Prize winning author Alice Munro, the holdings in Archives and Special Collections attract researchers from around the world.
[University of Manitoba Libraries: Arctic Blue Books](#)	Member	Yes	Welcome to the Arctic Blue Books online - a searchable version of Andrew Taylor's unique index to the 19th Century British Parliamentary Papers concerned with the Canadian Arctic. Thanks to a project funded by the

[Online](#)			Winnipeg Foundation and completed in March 2003 by Julianna Trivers, the Arctic Blue Books have been digitized, so that the index now includes links to each page on which an index term appears.
[University of Manitoba Libraries - Digital Collections](#)	Member	Yes	UM Digital Collections is your go-to source for rare and unique digital material about the University of Manitoba and the province. UM Digital Collections aims to unify the campus' digital collections and be the sole location to preserve and provide access to the university's digital content. The material in UM Digital Collections includes images, letters, newspapers, books, and moving image and sound recordings that document the University of Manitoba's and the province's storied history.
[University of Ottawa - Digital Collections](#)	Member	Yes	The University of Ottawa Library supports a variety of digital initiatives to promote access to unique collections and ensure their preservation for future generations. Our digital collections feature scholarly books, historical maps, air photos, and archived web content relating to Indigenous health and well-being.
[University of Prince Edward Island - Island Archives Centre](#)			Prince Edward Island has made an extensive contribution to the history of a people and a country. The Island Archives Centre at the University of Prince Edward Island, in collaboration with our partners, is bringing PEI's rich history to life, making it widely available to present and future generations through complementary projects stewarding virtual artifacts.
[University of Toronto: Collections U of T](#)	Member	Yes	These digital collections were developed at the University of Toronto in collaboration with library departments, university faculty, and external partners. Digital collections have often been made possible through the generous support of funding agencies. Click on the links below to visit each digital collection website.

University of Toronto: Fisher Digital Collections	Member	Yes	The Fisher local digital collections were developed here at the University of Toronto in collaboration with the staff of Collection Digitization and Information Technology Services Department. All of our local digital collections provide page images, enhanced indexing features, and the capability to conduct full text searching on the contents of the documents themselves. Our work has been made possible through the generous support of funding agencies and individual donations. Please see the Sponsors section of each project's homepage for fuller details.
University of Toronto - LiPad	Member	Yes	The transcript of Parliamentary Debates ("Hansard") is a 150-year running record of Canadian political history. In 2013, a group of political scientists, computer scientists, and historians teamed up at the University of Toronto to solve this problem. With support from the SSHRC, the NSERC, the Digging into Data initiative, the Library of Parliament, Library and Archives Canada, Canadiana.org, and Michael Mulley at openparliament.ca, a key output of this collaboration is the first machine-readable and fully searchable historical Hansard.
University of Victoria Libraries - Digital Collections	Member	Yes	The University of Victoria Libraries support a variety of digital initiatives to promote wider access to our unique collections. Our digital content ranges from the latest student theses and faculty publications to manuscripts from centuries past. Currently, our collections fall into a broad range of topics. - also has historical cartographic collections
Virtual Museum Canada			Managed by the Canadian Museum of History (CMH), the Virtual Museum of Canada is a federally funded investment program that helps build digital capacity in Canadian museums and heritage organizations and gives Canadians unique access to diverse stories and experiences. Funding is available for modest to ambitious bilingual online products with interpreted content and an engaging user experience.

National Projects around the world:

Country	Is there an Initiative/Network/Strategy? (not including digital strategies for national library/archives)	Is it government-funded?	Is there an associated digital repository?	Are there published national digitization priorities?
Canada	NHDS	No		Yes Content Strategy
UK	No			
Sweden	Digisam	No	No	Yes – Guiding Principles – but not for inclusion in a repository
US	Digital Public Library of America	No	Yes, see first link	Yes - Strategy, 2019-22 -high level; is an aggregator
Germany	Deutsche Digital Library	Yes – federal and regional	Yes, see first link	No – connected to Europeana (see next)
Europeana	Europeana	EU-funded	Yes, see first link	Material must already be digitized to be included (aggregator) – criteria/process here

New Zealand	No	N/A	No	N/A
Ireland	No	N/A	No	N/A

Appendix C: HCPTG Surveys

[sent as an email attachment]