

Digital Collections Users' Group  
Annual Report: 2010 – 2011  
Submitted: May 18, 2011

**Members:**

Eben English (2009-2012), Illinois Institute of Technology, **Chair**  
Ellen Corrigan (2008-2011), Eastern Illinois University  
Christopher Day (2010-2013), School of the Art Institute of Chicago  
Ginger Frere (2010-2013), Newberry Library  
Peter Hepburn (2010-2013), University of Illinois Chicago  
Meg Miner (2010-2012), Illinois Wesleyan University  
Julie Patton (2009-2011), Northwestern University  
Laurie Sauer (2009-2012), Knox College  
Betsy Kruger (2008-2011), University of Illinois at Urbana-Champaign, resigned October 2010

CARLI Staff Liaisons: Jessica Gibson and Amy Maroso

**Communication**

- The DCUG meets monthly by conference call and once a year in person.
- The DCUG uses e-mail and an internal wiki to work collaboratively on materials between meetings.

**Accomplished Tasks**

- Sponsored “Metadata Matters,” a series of webinars covering a variety of metadata-related topics, including: shareable metadata, preservation metadata, Encoded Archival Description, data dictionaries, and metadata roles for academic librarians. Collectively, the seven webinars had 252 total attendees, and feedback for the program was overwhelmingly positive. The success of this series shows that webinars are a viable alternative to the traditional in-person forums held by DCUG in previous years.
- The Assessment Subcommittee created and administered a “Survey of Digitization Practices” to learn more about digitization efforts in CARLI member libraries. The survey was sent to approximately 130 institutions; 54 responses were received (a 42% response rate). The results of the survey will help inform DCUG efforts in creating documentation and educational programming.
- The Documentation & Standards Subcommittee published “Guidelines for the Creation of Digital Collections: Digitization Best Practices for Moving Images,” a guide to digitizing film and video material.
- The Documentation & Standards Subcommittee completely revised and updated the CARLI public wiki page on digital collections (<http://wiki.carli.illinois.edu/index.php/Portal:CONTENTdm>) to include a comprehensive list of resources on all aspects of digitization. The page has also been re-named “Digitization Resources and CONTENTdm Documentation.”

- The Usability Subcommittee created a feedback form which has been included on CARLI Digital Collections site ([https://www.surveymonkey.com/s/CARLI\\_Digital\\_Collections](https://www.surveymonkey.com/s/CARLI_Digital_Collections)) which will help gather information on the purpose of user visits to the site, search behavior, and potential improvements to the collection interface.
- A joint subcommittee with the CARLI Preservation Working Group was created to explore ways to educate CARLI member libraries about digital preservation issues.

### **Projects in Progress**

- Planning for a webinar series titled “Life Cycle of a Digital Project.” This series will consist of different sessions covering a wide variety of aspects of digital collection projects. Planned sessions include: selecting materials for digitization, connecting digital collections to institutional curricula, project management techniques, working with vendors, promoting collections, and gathering user feedback. Although the intended audience for the series is libraries without ongoing large-scale digitization efforts that may need help getting projects off the ground, many of the topics will be of interest to all libraries, regardless of size.
- Analysis of “Survey of Digitization Practices” responses.
- Planning for forum on digital preservation issues (co-sponsored with Preservation Working Group), tentatively scheduled for fall 2011.
- Planning for forum on copyright and digital collections to be held in fall 2011 or spring 2012.
- Revision of “Guidelines for the Creation of Digital Collections: Digitization Best Practices for Images and Text” document to create two separate guides (one for images, one for text) that will provide further detail and information on each format. Completion anticipated by end of 2011.
- Revision of “Guidelines for the Creation of Digital Collections: Best Practices for Descriptive Metadata” document. Completion anticipated by end of 2011.

### **Potential Future Plans**

- Work to solicit digital collections project documentation and make it publicly available on the CARLI wiki.
- Continue to develop educational and training materials on digitization best practices for use by CARLI member libraries.
- Continue to seek feedback on DCUG-sponsored events and materials to better serve the needs of member libraries.
- Perform a review of the CARLI Digital Collections Collection Development Policy
- Restart the DCUG “Featured Image” blog posts, which highlight images from CARLI Digital Collections