

## **Digital Collections User Group 2006 – 2007 Annual Report**

Submitted: July 17, 2007

The Digital Collections User Group (DCUG) was formed in the fall of 2006. The Group's first meetings were spent prioritizing topics and issues to focus on, and how it wanted to communicate as a group. Also, we formed sub-committees for areas that we felt needed further development.

### **Membership**

Sue Wilson, Illinois Wesleyan University, Chair

Maureen Bendoraitis, Governors State University (resigned Dec. 2006)

Howard Carter, Southern Illinois University Carbondale

Denise Green, University of Illinois at Springfield (resigned May 2007)

Katharine James, Illinois State University

Virginia Kerr, Illinois State University (resigned Mar. 2007)

Michel Nguessan, Governors State University

Ellen Starkman, University of Illinois at Chicago

Claire Stewart, Northwestern University

Gretchen Tuchel, University of Chicago (resigned Feb. 2007)

Kerri Willette, School of the Art Institute

CARLI Staff Liaisons: Jessica Gibson and Amy Maroso

### **Structure**

Standards Subcommittee – This committee was formed to investigate what standards or best practices documentation is being used by individual CARLI libraries and by other institutions outside CARLI, and to create documentation detailing best practices for the following topics:

- Digitization standards for:
  - Images
  - Audio
  - Video
  - Text
- Metadata guidelines

Interface Subcommittee – This committee was formed to evaluate the current CARLI CONTENTdm user interface and to work on additional customizations.

Webinar/Tutorials Subcommittee – This committee was initially formed to discuss a potential webinar to educate the CARLI community about the Saskia Art Images collection. The subcommittee is also creating online “how-to” tutorials on various aspects of using CONTENTdm.

## **Communication**

- Wiki – The DCUG created a wiki to help facilitate communication and the sharing of documentation among committee members. This tool has been working well for us.
- The committee decided that our meetings would be a mix of face-to-face meetings and conference calls. In addition, we communicate between meetings through our wiki and Group e-mail list.

## **Accomplished Tasks**

- Created and distributed an online survey to all CARLI libraries. The purpose of the survey was to gather more information in the following areas:
  - Content
  - Storage
  - Equipment/Standards
  - Funding
  - Training
- Created and had approved a requirement that all records in CARLI Digital Collections contain a rights statement. This requirement has been posted on the CARLI website.
- Created a strong recommendation that libraries create collection-level bibliographic records for their digital collections. This recommendation has been posted on the CARLI website.
- Revised and had approved the CARLI Digital Collections Collection Development Policy. The new policy has been posted on the CARLI website and announced on the CARLI CONTENTdm listserv and in the CARLI newsletter.
- Analyzed issues surrounding CARLI's digital repository in response to a set of questions received from the Digital Vision Task Force, culminating in a report submitted to the CARLI Board.
- Created and posted a document on the CARLI website titled "Guidelines for the Creation of Digital Collections: Digitization Best Practices for Images and Text," which provides libraries with recommended digitization guidelines.
- Developed and recorded a tutorial on using the Preferences options in CONTENTdm. We are waiting for the next version of CONTENTdm software to be implemented before making more tutorials.
- Worked with CARLI on creating a test CONTENTdm server that we can use for testing and developing a new look and feel for CARLI Digital Collections.

### **Ongoing Projects**

- Evaluate results from the “CARLI Digital Collections Usage and Needs Survey” to determine how we can best address the needs of the CARLI community.
- Assist CARLI with usage statistics of CARLI CONTENTdm collections.
- Create guidelines and recommendations for metadata in CARLI CONTENTdm collections, specifically addressing the need to search between collections and interoperability.
- Continue working on digitization best practices documentation for audio and video formats.
- Continue working on instructional tutorials.
- Continue working on Saskia Art Images collection promotional materials.

### **Future Projects**

- Investigate sponsoring a forum for the CARLI community to share experiences and promote discussions related to integrating digital objects into teaching and learning.