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Digital Collections Users' Group Minutes for December 11, 2006

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections User Group Minutes

December 11, 2006

University of Illinois Center, Chicago, IL

Members present: Sue Wilson (chair, Illinois Wesleyan University), Maureen Bendoratis (Governors State University), Howard Carter (Southern Illinois University Carbondale), Virginia Kerr (Illinois State University), Claire Stewart (Northwestern University), Gretchen Tuchel (University of Chicago), Kerri Willette (School of the Art Institute of Chicago)

CARLI staff present: Amy Maroso

Via conference phone: Denise Green (University of Illinois at Springfield), Jessica Gibson (CARLI staff), Kristine Hammerstrand (CARLI staff)

Guests: Claire Eike (School of the Art Institute of Chicago and CARLI Board member)

Introductions

Claire Eike is a member of the CARLI Board and also on the Digital Vision Task Force. The Digital Vision Task Force may have issues that are most appropriately referred to the DCUG, or want to work together with DCUG on items such as white papers that need writing, etc.

Minutes from October 19, 2006 meeting

Minutes were approved with corrections. Kerri will send final minutes to the list.

Webinar on use of Saskia collection in CONTENTdm

We continued our discussion about offering a CARLI webinar on Saskia and/or CONTENTdm. Governors State University has offered to host the webinar and has an unlimited Horizon Live Classroom license; we will try to host our next CARLI DCUG meeting on it so that we can get acclimated.

The Group discussed how to focus this webinar to be sufficiently interesting for CARLI members but not over-broad. Amy and Jessica are CONTENTdm experts, but CARLI attendees would probably like to hear from a colleague at a library. Virginia, Jessica, Amy and Kerri will be the planning team for the webinar, aiming for a March/April event.

CARLI Survey

The group discussed and offered revisions to the draft survey Gretchen had sent via email on 12/7/06. Gretchen will send a revised version to the list. Highlights of survey discussion included:

- Will keep the survey general enough that it can include non-CONTENTdm users and find something out about the systems they use
- Would like to address the question of shared equipment or consorcially-available digitization services
- Grant writing support should be addressed: do CARLI members need it? Is it already there (through State Library, library systems, etc.) and they just need help finding it?
- To get as much response as possible, we will send the survey out to several CARLI lists, and won't restrict to one response per institution

- Aim to get revised survey draft to digital vision task force/CARLI board before next board meeting in January, and aim to launch survey in early February
- We may want to re-execute the survey each year

Training needs

So far, CARLI has been offering primarily basic CONTENTdm training. Is advanced training needed, should DCUG form a training committee, and what should be targeted for training? Rather than forming a training committee, the group agreed that trying to host a digitization forum for CARLI, so that institutions can share their experiences directly, might be a better strategy. This could be scheduled to coincide with another CARLI event, or to happen just before or just after an ILA or State Library program. ILA is in the fall, usually beginning of October: Kris is on the ILA program planning committee and Kim Armstrong (U of I Springfield) is the chair. Kris and Denise will follow up with ILA.

Claire and Denise will follow up to compile a list of grant writing training and support that is already available within the state.

Other training: CARLI staff are starting to work on a “Digitizing 101” program. No specific dates for this training yet.

Using digital images in teaching

There was a brief discussion of the [report written by David Green and distributed by Academic Commons](#). General findings: many faculty never use expensive, licensed databases; many faculty have and use their own digitizing equipment; a digital image system must be able to fulfill actual users’ needs, which includes helping them manage their own collections.

Standards documentation subcommittee

After two phone meetings, the subcommittee realized that most of its survey questions could be rolled in to the general survey Gretchen is working on. There is strong consensus that we do not want to reinvent the wheel. This is a tricky problem: people who haven’t started doing digitization yet are more likely to need guidance, but might need more than just pointers. We should restrict our recommendations to general principles (for example: images should be at a fairly high resolution). The subcommittee will continue to post links to existing standards documents to the wiki, and agree on a subset that will be minimum recommended standards for both digital file formats and metadata, and provide pointers to the standards documents.

Interface subcommittee

Subcommittee met once, will meet again week of 12/11/06. On 12/8/06, Denise sent DCUG a list of possible topics for focus. DCUG would like interface group to focus on 1c (search), 1f (Google and other external searches), 5 (default rights statements). It was also suggested that the current CARLI digital collections page be expanded to include links to other existing, non-CARLI collections (whether or not they are housed in CONTENTdm). Jessica suggested that perhaps a separate webpage should be created to collect links to all different types of digital collections in CARLI. More information about non-CARLI-CONTENTdm collections may be gleaned from the survey results.

Review of the CARLI Digital Collections Collection Development Policy

There was a general discussion about the collection development policy; the following issues and questions were raised:

- Current CDP seems to focus on collections for teaching/research, but things like institutional repositories might be equally important for some members
- There are diverging opinions about whether a statement of purpose is necessary
- As written, document is lengthy and tends to focus on prohibitions; could it instead focus on priorities?
- The statements about campus-restricted collections are conflicting. This will be an important factor for some institutions, whose decision to use or not use CARLI CONTENTdm will hinge on it
- Is the question about whether or not CARLI will be able to house access-level images and/or archival images driving the collection development policy? If so, would it be better to address those storage and fee structure issues up front, rather than try to use the CDP to ensure controlled growth?

Meeting time ran out before we were able to complete discussion of this topic; the CDP will be posted to the wiki and DCUG will take the next 5-6 weeks to review and comment.

Next meeting will be January 29th 2007, 10am – 12noon. Maureen or a Governors State University representative will send out access instructions for the virtual meeting.

Summary of assignments and next steps

- Saskia Webinar subcommittee (Virginia, Kerri, Jessica, Amy) will begin planning
- Gretchen will revise the survey and distribute
- CARLI staff will set up a wiki for DCUG
- Denise and Claire will compile list of existing grant writing training opportunities
- Standards subcommittee will continue to compile links on the wiki
- All DCUG will comment on the collection development policy
- All DCUG will start thinking about a possible digital forum; Kris and Denise will approach their ILA contacts about a possible link with an ILA event