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# Digital Collections Users' Group Minutes for January 29, 2007

Consortium of Academic and Research Libraries in Illinois

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## CARLI Digital Collections User Group Minutes

January 29, 2007

Conference Call

Draft minutes: 1-30-07

**Members present:** Sue Wilson (chair, Illinois Wesleyan University), Howard Carter (Southern Illinois University Carbondale), Denise Green (University of Illinois at Springfield), Virginia Kerr (Illinois State University), Michel Nguessan (Governors State University), Claire Stewart (Northwestern University), Kerri Willette (School of the Art Institute of Chicago)

**CARLI Staff:** Jessica Gibson and Amy Maroso

## General

Minutes from the December 11, 2006 meeting were approved with corrections. Minutes will be posted and a link will be added to the WIKI.

Welcome to Michel Nguessan and thank-you for filling in for the rest of Maureen Bendoratis' term.

## Horizon Classroom Software

Michel Nguessan provided the committee with an overview of the Horizon Classroom Software. The committee wanted to evaluate the software for its usefulness in doing a CARLI presentation on SASKIA. Some advantages to the system are that it is web based (no travel involved) and unlimited seating. Some of the disadvantages are the preparation time for the presenter and technical setup for the participants. Sue Wilson will send on the login/password so that members may sign in as an instructor.

## SASKIA Webinar Team

After their first meeting the webinar team decided it would be best to start with some Camtasia Studio™ tutorials on how to use the CONTENTdm system. The first tutorial will cover, "Changing your Preferences in CONTENTdm". The tutorials will then be linked from the CONTENTdm webpages.

- Claire Stewart volunteered to help create tutorials.
- The Interface Subcommittee will work with the planning team to decide where to link the tutorials from.

## Usage logs

Jessica will follow up on this and see if there are any statistics available.

# Promotion

The group discussed different options for promoting the SASKIA collection. Some ideas are:

- Work with Margaret Chambers (Asst. Director, CARLI Communications) to develop a press release / brochure
- Encourage local libraries to share information with their Art Faculty
- Include an item in the CARLI newsletter

## Digital Collections - Sharing information

The group discussed some possibilities for developing a forum to share collections and ideas amongst the CARLI community. What are people working on – how are they using CONTENTdm? Maybe we could also include some information on the SASKIA collection. This could possibly be a one day workshop/seminar - perhaps during the summer?

## Collection Development Policy

The DCUG specifically addressed the topic of types of collections that libraries should be permitted to create on the CARLI server. Discussed the following bulleted point in the policy:

- The CARLI Digital collections are to provide resources that may be of research and learning value to other member institutions. The digital collections are not to serve as: institutional archives; digital learning object repositories; substitutes for permanent preservation; or to support individual offices or departments within an institution.

The committee unanimously agrees that this policy is too restrictive. We discussed two requests that have been made by libraries to work collaboratively with either a local organization or another department within the university. For both of these situations the committee feels that the libraries should be able to proceed and cultivate these relationships and work collaboratively with the understanding that the library and not CARLI is the primary contact for any support.

In order for libraries to use their CONTENTdm systems to the fullest potential the policy needs to be as open as possible and allow libraries to explore new and unique relationships.

The committee did feel that local libraries should still be responsible for their own permanent preservation.

Remaining questions - Is there a need for a Memorandum of Understanding when a library is going to work collaboratively with another group? Also, how is it determined whether something is of “research and learning value” – should this language also change? Could it read that collections should be tied to the mission of the individual library? If everything is not related to “research and learning” do we need some sort of clearing house to decide what does go into CARLI Digital Collections?

Next steps – Look at recommendations that are being brought forward by the Digital Vision Task Force.

Discuss timeline. Also, make contact with the Collections Working Group who originally wrote the policy to discuss the best process for updating when we are ready.

## **Standards subcommittee**

The group reported that they are moving forward and creating some local standard guidelines for digitization and metadata. These will be minimum guidelines that will then link out to more resources that are available.

### **Next Meeting**

Conference call is scheduled for Wednesday, February 14th at 9:00 – the phone number is (217) 244-7526.