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Digital Collections Users' Group Minutes for February 14, 2007

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections User Group Minutes

February 14, 2007

Conference Call

Members Present: Howard Carter (Southern Illinois University Carbondale), Virginia Kerr (Illinois State University), Kate James (Illinois State University), Michel Nguessan (Governors State University), Denise Green (University of Illinois at Springfield), Sue Wilson (Illinois Wesleyan University), Kerri Willette (School of the Art Institute of Chicago)

CARLI staff: Jessica Gibson and Amy Maroso

I. General

January 29th Meeting Minutes were approved with corrections.

II. Committee Personnel changes

- A. Virginia Kerr will be stepping down from DCUG as of March 1, 2007. Kate James (Illinois State University) will be taking Virginia's place on the committee and on the Standards subcommittee and the Webinar subcommittee.
- B. Gretchen Tichel has also stepped down from DCUG. Susan Singleton has invited someone to take her place, but no announcement will be made until that person has accepted. Sue Wilson will update the committee as soon as we have an official new member.
Sue received the survey questions from Gretchen. She will make the updates suggested at the December meeting and the committee can review those changes at the next meeting.

III. Finishing up on the January meeting agenda

A. Standards subcommittee update

- a. Virginia Kerr will submit recommendations for suggested CARLI collection level documentation before she steps down
- b. Kerri Willette will contribute an introduction to the image creation minimum standards guidelines chart
- c. Claire Stewart will contribute a draft document of suggested guidelines for metadata creation
- d. Documents will be posted on the wiki for sub-committee members to comment on and amend

B. Interface subcommittee update

- a. Group is working on boilerplate statements/templates for copyright statements that contributing member libraries could use for their local collections – this is happening on interface subcommittee's section of the wiki on the discussion page
- b. Other items the committee is considering:
 - 1. Rights Statements
 - 2. Recommendations for creation of collection level records in local catalogs – will be consulting with the I-Share Cataloging and Authority Control Team
 - 3. Goals of the collection interface overall – will need to be revisited as the collections grow, so may be ongoing
 - 4. Possible customization of the 2nd level collection pages by member libraries – there was some discussion about the potential of setting up test or sandbox type collections that could be used as experimentation/practice sites

c. Denise Green will get back to committee members to organize the next meeting

C. Grant Writing Training Opportunities

Denise Green sent a list of Illinois grant writing training opportunities to Sue Wilson – Sue will send it out to the whole committee

D. CARLI website CONTENTdm page

Sue Wilson posed the question of creating some structure for the CARLI CONTENTdm web site - <http://www.carli.illinois.edu/mem-prod/contentdm.html> - in order to move new CONTENTdm users through the process in a more directed way. CARLI staff members suggested waiting until CARLI has made some larger level decisions about site changes. Jessica and Amy will follow-up with the committee to let us know what comes out of the CARLI website meeting scheduled for this Friday.

E. Horizon Live Classroom Software

Michel Nguessan will send out the admin link and password to the whole committee so that members can see what the presenter interface looks like

F. Webinar subcommittee

Webinar group is working on the first Camtasia tutorial for setting display preferences in CONTENTdm. We're not sure where this can be posted so that committee members can view it. Depending on file size, CARLI staff may be able to put it on a server where we can link to it from the wiki.

IV. Digital Vision Task Force Document

A. A. Background

The CARLI board has not yet approved the document, but the board will most likely approve some version of it in March

B. Initial Feedback

- a. Some of the larger issues seem outside of our group's scope – especially the larger philosophical issues such as CARLI's role as a “steward of cultural materials” may be better suited for the board to decide
- b. Some of the goals for our group are more clear-cut – i.e. revising the collection development policy, but decisions we make for that policy might have some impact on those larger philosophical issues
- c. Should we consider creating two separate collection development policies: 1.) For member institutions using CONTENTdm, and 2) all CARLI members creating digital collections
- d. Should we address the possibility (or not) of adding other purchased collections along the lines of the SASKIA collection

C. Next board meeting is March 16th. They will want a report back from our group by the end of April so our group will meet face to face again near the end of March.

V. Next Meeting

Group will meet next in person at the CARLI office. Amy will look for a date when we can schedule the CARLI conference room either the last week of March or the 1st week of April.

If you post something new to the Group's wiki, please send an email to the list to notify everyone.