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# Digital Collections Users' Group Minutes for April 3, 2007

Consortium of Academic and Research Libraries in Illinois

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## CARLI Digital Collections User Group

April 3, 2007

Conference Call/CARLI Office

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

**CARLI staff present:** Jessica Gibson and Amy Maroso

### 1. Announcements

DCUG members with a 1 year term, who are interested in continuing to serve, need to volunteer again by going to <http://www.carli.illinois.edu/comms/volunteer.php>

It is also time for a new DCUG chair. Sue is willing to continue if no one else is interested. Claire nominated Kerri, but Kerri responded that she might just let her term expire. If any member is interested please let Sue know.

### 2. Approve minutes from February 14, 1007 meeting

They were approved with a change under grant writing (item C).

### 3. Updates from Committees

#### a. Webinar (Kerri)

Tutorial is in Camtasia, and available through the Wiki. Work is finished on setting display references. The committee loved the tutorial. There are 7 other possible topics such as; setting display preferences, searching across collections and using the Power Point Plug-in. One issue discussed was the time it took to create the tutorial. One suggestion was to distribute the duties, one person responsible for the drafts and someone else for the recording. Some things to know is that the file type is swf and that there are no problems with viewing it on a Mac. The settings used for the tutorial will be documented for future ones. The Interface committee will discuss where to link the tutorials from on live site.

Sue asked about promoting the Saskia collection. Amy said Margaret Chambers, Assistant Director of CARLI Communications, will do a press release.

Webinar will keep working on tutorials. Ellen will replace Virginia on this committee. There was a call for other volunteers.

#### b. Standards (Kerri)

Kerri walked DCUG through the Standards Web page. The guidelines draft is now available. Guidelines for video and audio will be added later. Claire is working on the metadata document; it will just focus on Dublin Core, and will recommend technical metadata.

DCUG felt comfortable with the draft documents. They will be submitted to the CARLI board. Just a reminder, these are best practices documents.

Virginia's outline includes collection best practices. She is still working on it. Her biggest concern is minimal documentation at the collection level.

Jessica said the documents can be posted as links on the CARLI CONTENTdm website, not just through the public search interface on the CARLI Digital Collections site.

#### c. Interface

The subcommittee has had one meeting since the last group meeting. DCUG discussed a testing area for interface changes because changes tend to be all or nothing in nature.

The CARLI Office is currently working to install a CONTENTdm test server. Using this test server, the Interface committee will work with CARLI Office staff to test interface changes to the CARLI Digital Collections. This will also be helpful for testing CONTENTdm updates.

Cataloging recommendations and rights statements are moving forward. I-Share is looking at the cataloging recommendations and has no red flags yet. Sue will take the two recommendations to Susan Singleton to see where to go to next.

DCUG discussed how to convert Dublin Core to MARC for use in the OPAC and CONTENTdm, and possible tools to do this (MarcEdit). A conversion document will be started on the Wiki.

#### 4. CARLI CONTENTdm Web site

DCUG discussed the structure of the CONTENTdm section of the CARLI Web site. All documents are under the system documents tab, and the tab is the same format as the SFX tab (also on the CARLI Web site, under Member Products). CONTENTdm information will be worked on. Jessica will work with Sue the structure of the Web site. A couple of suggestions were to add sections on organizing a project and starting a project.

#### 5. Statistics for CARLI collections (Jessica)

CARLI Office staff are currently looking at ways to collect statistics from CONTENTdm. Jessica asked the committee what type of statistics would institutions most want to know. One suggestion for the kind of statistics needed was how many people visit the collection homepage. Denise wanted to know where are people are linking from, where visitors are from, how many images they looked at, how many people from his campus (problem if people are accessing collection from home, and statistics for CARLI and individual institutions). The committee decided the priority was the number of hits to the collection home page and the frequency. If there are any more ideas, let CARLI know.

#### 6. Survey

Gretchen started writing the survey toward the end of last year. It has been reviewed and there have been proposed changes from the previous meetings. A section on funding will be added by Sue. DCUG will review it and then send out to the larger community. This will be out by the end of April.

#### 7. Digital Vision Task Force Document

DCUG discussed responses to the document from the Digital Vision Task Force. A revised version will be available soon.

#### Next Meeting

Conference call is scheduled for Tuesday, April 17th at 9:00.