

5-17-2007

# Digital Collections Users' Group Minutes for May 17, 2007

Consortium of Academic and Research Libraries in Illinois

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## Recommended Citation

Consortium of Academic and Research Libraries in Illinois, "Digital Collections Users' Group Minutes for May 17, 2007" (2007).  
*Digital Collections Users' Group*. Paper 21.  
<http://digitalcommons.carli.illinois.edu/dcug/21>

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## Digital Collections User Group

May 17, 2007

Conference Call/CARLI Office

**Members present:** Sue Wilson (chair, Illinois Wesleyan University), Denise Green (University of Illinois at Springfield), Kate James (Illinois State University) Ellen Starkman (University of Illinois at Chicago), Claire Stewart (Northwestern University)

**CARLI staff present:** Jessica Gibson, Margaret Chambers (CARLI Director of Communications)

**Absent:** Howard Carter (Southern Illinois University Carbondale), Michel Nguessan (Governors State University), Kerri Willette (School of the Art Institute), Amy Maroso (CARLI)

1. The April 25, 2007 minutes had not been sent to the group yet so they will be approved at the next meeting.
2. Saskia publicity. We're trying to put some publicity together -- possibly something in the CARLI Newsletter, we're open to ideas. Perhaps a template or a draft press release for a newsletter or campus newspapers that all of the governing libraries (currently all I-Share libraries plus 18/19 additional libraries) have access to Saskia. Is there anyone who can provide some user direct information? i.e., how people are using the Saskia Collection on their campus. For example, Northwestern has it loaded in MDID; University of Chicago is loading it into Luna, etc. Are there are training components that could help? The Saskia Webinar/Tutorials Group has this on their agenda and one tutorial has been created to date. Other ideas/issues discussed regarding Saskia include:
  - a. Could the separate CONTENTdm interface be a deterrent to searching Saskia?
  - b. The Saskia collection can be included in Webfeat.
  - c. The California Digital Library has been working on how to get faculty to use expensive digital collections.
  - d. The CONTENTdm Power Point Plug-in has limitations -- it only works with Internet Explorer in Windows, cookies must enabled, and it has a limitation of 100 images.
  - e. Everyone agreed with Claire that the great strength of the collection is the content itself. Northwestern is finding that Saskia is a nice way to have faculty fill out their local collections.
  - f. Is there a broader Scholars Resource user group?
  - g. Can we pull some statistics on Saskia use to see who's using it and if publicity helps next year? Jessica said that CARLI is working on statistics and that all web logs have been saved for later analysis.

Everyone should email names of groups inside and outside of CARLI who are using the Saskia collection to [mchamber@uillinois.edu](mailto:mchamber@uillinois.edu). Margaret has been in contact with Saskia who had a freelance writer who wrote a draft of consortial use of the collection but there's been no recent activity on this.

Margaret will pull together a framework and draft for our next meeting but she will be out at Governors State on June 12.
3. Survey. Amy sent email on May 1 that the survey had been put into SurveyMonkey and the committee should review it. A title for the survey was briefly discussed and the committee decided:
  - a. A comment about future plans should be added to first paragraph.

- b. Everyone should review the survey and send specific questions to the email list. The target date is to get responses back by our meeting on June 12. To achieve this we need to get feedback to Jessica by May 21 so that she can make needed changes. Jessica is out May 23/24 for a CONTENTdm users' group meeting. We will try to have the Survey announcement go out on May 29 and be closed June 11 for our June 12 meeting. Jessica could give the committee the raw spreadsheet on June 7 to review early results.

#### 4. Quick update on subcommittees

Interface Subcommittee Denise reported that she's resigning from DCUG and has updated the subcommittee wiki page including a standard rights statement, recommendation for data record at the collection level, custom queries, and that the requested test environment to provide an opportunity to see how changes and enhancements look will be up soon.

- a. Jessica said that the Upgrade/new release to CONTENTdm version 4.2 will go into the test environment this summer.
- b. We're always trying to improve the general look and feel of the interface.
- c. Recommendation from the Interface subcommittee is that besides having a textual description on the CARLI Digital Collections home page, a sample image should be included also. Each member library should select the sample image for their collection. Jessica reported this is an easy item to fold into the collection customization form which people fill out.
- d. The committee thanked Denise for all her work; Denise will be missed.
- e. Are there interested volunteers to replace Denise on the Interface subcommittee? There are three DCUG members with terms expiring at the end of June and we need a replacement to complete Denise's term. DCUG members with expiring terms may be appointed to another term or be replaced. Committee appointments are in June and new terms begin July 1.

**Standards Subcommittee** – nothing new for today.

**Saskia Webinar/Tutorials Group** – hasn't met since our last meeting.

- f. When DCUG meets June 12, Sue suggests we look at documentation and try to create timelines for getting tutorial(s) created and posted.

5. CONTENTdm webpage. The current CONTENTdm pages on the CARLI website are consistent with other products CARLI offers (e.g, SFX). Jessica, Amy and Sue created a draft page off the DCUG wiki page (under DOCUMENTS and NOTES) "Draft CONTENTdm documentation" to begin creating a structure for additional documentation. Jessica said this roadmap document is going to be linked off the main documentation webpage and from various other locations as well and may have sample documentation submitted from other CARLI libraries about their workflows. It could also contain external links. It will be specific to CONTENTdm. To be reviewed at the June 12 meeting.
6. Statistics. Jessica is actively working with the statistics server, trying to learn how to use it, organizing data, etc. Update agenda item for June 12 meeting.
7. Timeline. When we meet on June 12 we will work on getting documentation up and out.
8. CARLI Board Meeting. Sue will call into it and be on the phone if they have specific questions about our changes to the Digital Collection Development Policy, our Rights statement requirement, or our collection-level cataloging record recommendation, and will send out an update.
  - a. Re: the status of the Collection Development Policy, the revised version is loaded on the wiki. The Board received this along with our report we wrote, attachments, and draft survey questions. It is a suggested revision and it might need to go back to that committee who wrote it – Jessica will check with Kris Hammerstrand if it is still in existence. The Board will be coming back with suggestions that can be discussed at our June 12 meeting.

9. Sue sent an article from Ohiolink to the DCUG email list and also emailed someone at Ohiolink to get more information re: addressing standards.
10. The committee thanked Denise again for all her work and the meeting adjourned at 10:05.

Next Meeting is scheduled for Tuesday, June 12 in CARLI offices at 10:00.