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Digital Collections Users' Group Minutes for June 12, 2007

Consortium of Academic and Research Libraries in Illinois

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Digital Collections User Group Minutes

June 12, 2007

Conference Call/CARLI Office

Members present: Sue Wilson (chair, Illinois Wesleyan University), Howard Carter (Southern Illinois University Carbondale), 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, Amy Maroso

1. Approval of minutes:
 - a. Approval of minutes from May 17, 2007 meeting was tabled for the next meeting on June 25, 2007.
 - b. Minutes from April 25, 2007 were approved.
2. Announcements:
 - a. New committee member, Betsy Kruger from UIUC. She officially comes on board on July 1 and she will be added to the distribution list and wiki as of the end of the month.
 - b. Kate, Michel and Kerri have been reappointed to DCUG for another three-year term.
 - c. Sue will stay on for another year as Chair. Send an email to Sue if you're interested in co-chairing this year and taking over next year.
3. Promotion Update -- Amy provided an update from Margaret Chambers (Asst. Director, CARLI Communications) who's traveling and unable to attend the meeting:
 - a. Margaret's done research into Saskia and found that people do not know how to use this resource. Others are struggling with how to use Saskia as well as similar sources such as ARTstor. There are so many choices they undermine each other (Kerri).
 - b. Amy will work with Margaret on a press release to start promoting Saskia with Faculty, Staff, and TAs who are more used to using it. Specifically, how to use Saskia from the CARLI CONTENTdm user interface.
 - c. The committee agreed people aren't using Saskia because they don't know how. Perceived usage will be low until we start with one target group and move up. Adjunct faculties who teach at more than one institution are also a good target group (Kerri). Start with "here's where you point and click" and if there's a need for a higher level of how you use it, move to "this is how others have used it and how it helped teaching" (actual examples of what people have done with Saskia possibly coming from Margaret Visual Media Coordinator, Jane Darcovich UIC, Gretchen Tichel University of Chicago, others?). Other ideas included:
 - i. Do some educating in disciplines outside of art and how it can enhance teaching and learning, how to incorporate images in teaching.
 - ii. A forum where people get together to show others how they're using images.
 - iii. Point to licensed information about the collection
4. DCUG Report for the Board Update – Sue reported the Board is happy with our direction and the Report was well received:
 - a. Big questions #1 and 6 re: CARLI becoming a steward of cultural materials and Scholarly Communication directions will fold into the larger strategic planning process.

- b. Approved our revisions of the CARLI Digital Collections Collection Development Policy.
 - c. Approved requirements for a rights statement – this will be added to the website. The committee discussed and decided that since there are currently collections posted without a rights statement we'll send information to the CARLI dc-ig email list about the new requirement with a due date of August 31. At least contact information should be added if a rights statement can't be done by that date. We will contact individual institutions who haven't posted a rights statement by Aug 31 to follow up.
 - d. Approved Cataloging of Collection Level Records Recommendation and this will also be posted to the website and sent to the CARLI dc-ig email list.
 - e. Some discussion about how to inform and educate -- we need to be more proactive than posting to the website. Amy suggested that along with updating and posting to the website, we can be sending out targeted emails to the CARLI Digital Collections Interest Group (CARLI dc-ig) email list. The list is open to all of CARLI and comprised of people trained in CONTENTdm from CARLI as well as others. For the Collection Development policy, this information will also be sent to Margaret to put in the CARLI newsletter. Sue will change the last line and send it to Jessica Gibson to include it in the Newsletter which goes to the CARLI Announce email list.
5. OhioLINK case study about their experience with managing digital collections in a consortia environment:
- a. For good collection interoperability, OhioLINK decided they needed to revisit metadata. The committee should review this case study along with the basic metadata draft Claire sent out.
 - b. Discussion followed:
 - i. Do we want to break collections out by format, time period, etc.? If so, we need to think about stronger recommendations about metadata. Do we need separate elements depending on format? We also need to talk about technical metadata.
 - ii. How will more rigorous recommendations for metadata impact CARLI staff and libraries? The more standards you have, the more enforcing you need to do.
 - iii. Will scaling up impact staff and future fees?
 - iv. We're not the only ones struggling with these issues (metadata, organization, education, etc); OhioLINK is also struggling with these issues.
 - v. From a staff position, it's better to start with recommendations from DCUG even if they are in varying stages from broad to specific
 - vi. People have moved slower with CONTENTdm than SFX and Webfeat; they're afraid they can't do it right so they wait to do it. Having good standards available, more people trained and a dialogue about making good collections, a forum will be good.
6. Subcommittee and Timeline Update:
- a. Standards subcommittee update:
 - i. We have good image digitization documentation drafted already, what do we do next? Release what we have in pieces. Guidelines for Creation of Images (add images to the title as it speaks specifically to images), Video and Audio is in process, and we will review the metadata chart at the July 25 meeting.
 - ii. For questions about the documents, add "Contact Support" and support will filter queries back to DCUG as needed.
 - b. Tutorials subcommittee update:
 - i. First one was done as a test and it is appropriate for the current version – but it will need to be redone when we move to CONTENTdm version 4.2 during the summer.
 - ii. We will meet as a subcommittee to decide how to break up the work of writing scripts and

move forward with more tutorials for version 4.2.

c. Interface subcommittee - on hold until after the upgrade to version 4.2.

7. Crosswalks -- Dublin Core (DC) to MARC, MARC to DC

a. Kerri reported the School of the Art Institute of Chicago is interested in cataloging items once, is there a way to automate this? Collections will be registered in WorldCat and they're working on field mapping with OCLC and will share this with the committee. Are other CARLI institutions interested in this? The School of the Art Institute will be getting back a large file of MARC records without MFHDs (a few thousand) which will impact I-Share. CARLI will work with SAI on this as a test case to document the process and share with others. Mapping DC is different depending on what is done locally.

b. For I-Share, MFHDs need to be added to local Voyager databases with URLs so they can be seen in the I-Share catalog; CARLI might be able to help with this.

c. One possible tool for converting between MARC and DC is MarcEdit.

8. Survey Update (Amy)

a. 87 responses have been received to date with multiples coming from a single institution.

b. Amy will send a reminder to the list that the deadline is coming up.

9. Next meeting is scheduled for Wednesday, July 25 in CARLI offices at 10:00

a. Review the survey data, metadata document, fall forum re: how digital collections are being used for teaching and learning.

b. Send agenda items to Sue.

c. Thanks to Amy and Jessica for your help with the survey and sending emails to lists.

The meeting adjourned at 11:15.