Digital Collections Users' Group   CARLI Committees

8-15-2007

Digital Collections Users' Group Minutes for August 15, 2007

Consortium of Academic and Research Libraries in Illinois

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Digital Collections User Group Minutes

Aug. 15, 2007
Conference Call, 9AM-10AM

Members Present: Sue Wilson (Illinois Wesleyan), Michel Nguessan (Governors State), Howard Carter (Southern Illinois University), Betsy Kruger (University of Illinois at Urbana-Champaign), Claire Stewart (Northwestern University), Kerri Willette (School of the Art Institute of Chicago)

CARLI Staff: Jessica Gibson, Amy Maroso, Elizabeth Clarage

Absent: Ellen Starkman (UIC), Katharine James (ISU)

1. Meeting Minutes from:
   June 12 – approved with changes
   July 25 – approved with changes
2. Follow up on Action Items from July 25th meeting:
   a. Saskia press release went out to carlidc-ig email list and in the 8/8/2007 CARLI newsletter. Amy will also send to I-Share liaisons.
   b. Grant writing workshops –
      i. Kerri sent some pricing info to Sue.
      ii. Betsy is going to speak with Susan Harum at the UIUC Grainger Engineering Library to see if she'd be interested in doing a workshop toward the end of this year. If Susan isn't interested/available, Betsy will contact Liz Bishoff at the University of Colorado at Boulder.
      iii. Sue will fill out the new Program Planning Committee "Program Suggestion Form" when it is made available.
   c. Sue is going to look into pricing options for off-site, long-term storage.
   d. Betsy is contacting libraries that indicated on the survey that they'd be willing to share vendor recommendations. She has already sent emails and will follow up by phone.
   e. Claire will be providing a list of potential grant funding agencies.
   f. CONTENTdm server statistic needs have been put in the CARLI System Services queue. Once statistics become available, they will be posted where participating libraries can download them by month.
   g. Kerri will revise the scanning documentation to add an explicit statement about not loading full resolution tiffs into CONTENTdm and will send the revised document to Amy for posting.
3. Possible Forums
   a. The committee is moving forward to plan and request funding for a grant-writing workshop for member libraries.
   b. In February 2008, we will plan to have a general forum, with possible break-outs on topics such as metadata, hands on digitization, project planning, etc.
   c. Amy recommended considering Metadata for You & Me (http://images.library.uiuc.edu/projects/mym/) as potential presenters on shareable metadata practices. Betsy will contact them and check on pricing options.
4. Other training ideas
   a. Case studies where libraries share their experiences and existing documentation were discussed as a good idea.

b. DCUG will use CARLI's wiki as a place where member libraries can share documentation and experiences with the consortia. Committee members with existing local documentation they are willing to share, should begin posting to the wiki in the CONTENTdm section: http://wiki.carli.illinois.edu/index.php/Main_Page (note: users must create an account to post to the wiki)

c. It was discussed that DCUG could ask attendees at a Forum their thoughts on other potential programs, such as: a program to match more experienced CARLI institutions with those just beginning a digitization project; arranging site visits to CARLI institutions to see facilities, equipment, and workflows; consultant visits to assist with project planning.

5. For further discussion
   a. Many survey respondents indicated that data migration from legacy systems was a challenge. This is something we should continue to keep in mind as we discuss possible training/library partnering ideas.
   b. Possibility of member libraries scanning bound materials at UIUC – Betsy said this is in discussion, but it's still a ways away. Next year at the earliest.

6. Sub committee updates
   a. Standards – Claire will be on vacation until early September. She will organize a meeting date when she returns. Claire will also contact the chair of the I-Share Cataloging & Authority Control Team once one has been appointed to discuss potential collaboration on standards documentation.
   b. Webinar/Tutorials – Amy sent out an email with possible meeting dates. The CONTENTdm upgrade to the 4.2 server is complete, so creation of tutorials can move forward.
   c. Interface – Jessica will coordinate a meeting date. The committee still needs to appoint a chair. A test server is now in place and can be used by the committee to test possible interface design options.

7. Next meeting:
   Conference call on September 11, 9AM-10AM