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Digital Collections Users' Group Minutes for September 11, 2007

Consortium of Academic and Research Libraries in Illinois

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Digital Collections User Group Minutes

September 11, 2007

Conference Call

Members present: Sue Wilson (chair, Illinois Wesleyan University), Howard Carter (Southern Illinois University Carbondale), Kate James (Illinois State University), Kerri Willette (School of the Art Institute of Chicago)

Members absent: Matthew Cook (Illinois Institute of Technology), Betsy Kruger (University of Illinois at Urbana-Champaign), Michel Nguessan (Governors State University), Claire Stewart (Northwestern University)

CARLI staff present: Jessica Gibson, Amy Maroso, Elizabeth Clarage

1. Approval of minutes:

- a. Minutes from August 15, 2007 were approved with changes.
- b. Announcements: Ellen Starkman has resigned from the DCUG because of her pending retirement and Matthew Cook from the Illinois Institute of Technology will be replacing her.

2. Rights Statement:

- a. Amy has emailed institutions about compliance issues where needed. Amy has also mapped the Collection field to the DC Relation field for those collections that had not yet been changed.

3. Grant Writing Workshop:

- a. Alyce Scott, Illinois State Library, is very interested in facilitating this workshop. Alyce is very knowledgeable in grant writing, preservation, and other related areas.
- b. The workshops should be at least a half a day in length to make travel more worthwhile.
- c. If future workshops are to be conducted as webinars, CARLI has acquired the Wimba (formerly Horizon Wimba) system, and the staff is currently receiving training.
- d. The Preservation Group is interested in collaborating on the Grant Writing workshops.
- e. Guidelines for workshops:
 - i. There should be one workshop in Chicago area and one downstate.
 - ii. The Illini Center in Chicago would be a good location.
 - iii. The downstate location could be the CARLI offices or IWU.
 - iv. There will be 15 to 25 participants in each workshop, with no hands-on training.
 - v. Timeline: possibly in December, but more likely in late January or early February. Will check with Alyce's availability and try to avoid conflicting with other meetings.
- f. Amy will contact Alyce and coordinate schedules, content, and other requirements for the workshops.
- g. Sue will fill out the Program Suggestion Form and submit it to the CARLI Program Planning Committee for consideration.

4. Metadata Workshop:

- a. Sarah Shreeves, from the UIUC's institutional repository, IDEALS, is interested in conducting a workshop or speaking at a forum on shareable metadata.
- b. The same guidelines as adopted for the Grant Writing workshops should apply to the Metadata workshop.
- c. It was agreed that the initial workshop should be general in nature and targeted for a larger

audience. Later workshops may be for a more advanced audience.

- d. This workshop should occur after the Grant Writing workshop, possibly early Spring 2008.
- e. Betsy will coordinate details with Sarah.
- f. This item will be discussed more at the next meeting.

5. Other Action Items:

- a. Large-scale electronic storage: Sue has done some preliminary work and will explore this more.
- b. Vendor list: Betsy is still waiting for a few responses to her request for information.
- c. Grant funding agencies: Claire is working on this.
- d. Statistics: Jessica reported that work is progressing.
- e. Revision of digitization documentation to be explicit about not loading full resolution TIFs: Kerri reported that this item is completed.

6. Training Needs:

- a. Sue will add ideas on training needs to the wiki.

7. Public Wiki:

- a. The wiki does exist but content needs to be added.
- b. Jessica will create a structure for organizing content on the wiki.
- c. The wiki will contain examples of documentation that can be shared with the membership, including guides, how-tos, workflows, metadata spreadsheets, templates, crosswalks, etc.
- d. Content should be more general and less collection-specific.
- e. When content is in place, the wiki will be publicized and members encouraged to use it.

8. Items to discuss further:

- a. Many institutions struggle to find a way to move content between systems – is there something we can do to help with this?
- b. Possibility of future scanning of bound materials at UIUC – next year.

9. Subcommittee Updates:

- a. Standards: Claire sent her report that the subcommittee will meet 9/12/07. Topics to be discussed include:
 - i. Create “Digitization Best Practices” documentation for other formats.
 - ii. Create metadata documentation for CARLI Collections – should we invite someone from the I-Share Cataloging and Authority Control Committee to participate in these discussions?
- b. Webinar/Tutorials:
 - i. Camtasia documentation has been posted on the wiki.
 - ii. The committee is working on a preferences tutorial to reflect recent CONTENTdm changes.
 - iii. Michel is working on a tutorial for My Favorites.
 - iv. Amy is working on an advanced search page.
- c. Interface:
 - i. Howard is the new chair of the Interface Subcommittee.
 - ii. Accomplishments last year include adoption of the rights statement, cataloging recommendation, and establishment of a test environment.
 - iii. Issues remaining to be worked on include improving the About section, deciding on default/customization issues, improving search capabilities, use of custom queries, and improving the My Favorites and Preferences pages.
 - iv. Committee agreed to increase font size on the CARLI Digital Collections page and opening pages of each collection. Jessica completed this action.
 - v. Future actions include deciding how to organize information on the CARLI Digital Collections

main page better.

10. Next Meeting: Suggested dates/times are 10/17 at 9:00, 10/19 at 10:00, or 10/24 at 9:00. Members can email to state their preference.

The meeting was adjourned at 10:00.