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Digital Collections Users' Group Minutes for October 17, 2007

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections User Group

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Minutes

October 17, 2007

Conference call, 9am – 10am

Present: Katharine James (Illinois State University), Claire Stewart (recorder, Northwestern University), Kerri Willette (recorder, School of the Art Institute), Sue Wilson (chair, Illinois Wesleyan University)

CARLI staff: Jessica Gibson, Amy Maroso

Absent: Howard Carter (Southern Illinois University Carbondale), Elizabeth Clarage (CARLI), Matt Cook (Illinois Institute of Technology), Betsy Kruger (University of Illinois at Urbana-Champaign), Michel Nguessan (Governors State University)

1. Meeting minutes from September 11, 2007: Approved with changes.
2. CARLI committee chairs meeting report from Sue: There are a lot of committees doing good stuff, there will be a lot of forums this year. Minutes: there is a document with guidelines for minutes on the CARLI web site. Brief discussion about what a committee is vs. a users group. A lot of groups are working with wikis. Sue reminds the group that according to CARLI rules, we have 7 days after a meeting to get the minutes out, and another 7 to respond with corrections.
3. Collection awards program and open archives book digitization initiative: Amy is reporting on behalf of Elizabeth Clarage. There is an Open Content Alliance (OCA) book digitization initiative that has been announced with the theme of Illinois Culture & Heritage; scanned items must be clear of copyright restrictions. Register for the New Directions for CARLI Collections Awards: A Forum on Expanding Access to Content and Collections, New Partners, and New Opportunities (formerly known as the bibliographers meeting) on Nov. 2 to find out more about book digitization initiative. This meeting will be in Champaign and there will be tours of the OCA scanning area at UIUC, and Robert Miller from OCA will be the guest speaker. There are also CARLI awards coming up, which will include awards for digitization, but those haven't been announced yet. Attending an info session in December will be mandatory for the CARLI awards program.
4. Metadata: The DCUG Standards subcommittee will take the Dublin Core standards document started earlier this year, flesh out the chart and intro document, and send it to ICAT for some feedback and reaction. Kerri is currently working to get their CONTENTdm records into OCLC WorldCat and will have some interesting lessons-learned to feed back to the group. The DCUG Interface subcommittee has been having discussions about how to restructure and change the look of CARLI Digital Collections, and may have recommendations that will dovetail with requirements the metadata subcommittee should consider. Metadata subcommittee has its next conference call Thursday, October 25, 2007 at 9:30 a.m.
5. Grant writing workshop: Amy, Jessica, Alyce Scott, Sue, and Jennifer Hain Teper from the Preservation Working Group had a conference call earlier this week and talked about whether it would be a good idea

to combine the grant writing workshop DCUG is planning with preservation information. It was decided to proceed with the workshop with Alyce just on grant writing, as originally planned, but consider a future project management-focused workshop with the Preservation Working Group. Tentative dates for the workshop are Thurs. March 13 at Illini Center in Chicago and Wed. March 5 at Illinois Wesleyan. Alyce sent out a brief outline of what would be covered in such a workshop, Amy will forward to the DCUG list. Overall this would be a 1/2 day event. We'll get back to having a discussion with the Preservation Working Group later about project planning, and may consider putting a document together before the workshop about project planning, so that attendees can review it before the grant writing workshop.

6. Metadata workshop: We haven't taken any steps on this beyond the initial contact with Sarah Shreeves. Two options: larger, daylong workshop for a sharable metadata session, or a smaller more focused hands-on workshop. DCUG feels that perhaps the broader option would be better. Amy will follow up with Sarah about this option, and then report back to Sue, who will fill out the CARLI Program Planning Committee Program Suggestion Form for planning an upcoming workshop. Perhaps April would be a good time frame, after the metadata standards work is complete.
7. Other items:
 - a. Large scale storage: Sue hasn't done anything on this yet.
 - b. Vendor list: Betsy sent out a vendor list, we'll put it on the public wiki in the CONTENTdm section.
 - c. Grant Funding Agencies: Claire hasn't done anything about the funding sources document yet.
 - d. Statistics: Jessica reported that the statistics project for CONTENTdm is still in the programmer's queue. Other projects have been prioritized above this one, so we're still waiting.
 - e. Training needs – Sue Wilson has posted info on this issue to the Group's private wiki.
8. Public Wiki - Update:
 - a. Jessica has added some categories and structure to the public wiki, now we just need to add content. There was some discussion about the distinction between the wiki and the CARLI website and it was agreed that official documentation for digital collections should be posted on the CARLI website and additional/supplemental materials such as vendor recommendations, local practice examples, etc. would go on the wiki.
 - b. The wiki URL is: <http://wiki.carli.illinois.edu/>
9. Items to discuss further: We may want to discuss adding help guides or some info for institutions that are facing data migration from existing systems to CONTENTdm. Sue will send out more detail.
10. Sub committee updates:
 - a. Webinar/Tutorials – Kerri reported that the sub-committee needs to meet again in upcoming weeks and will plan to have some tutorial examples to show at the next in person meeting.

Next meeting: possible dates discussed were any afternoon on Tuesday, Weds, Thurs, Nov 27-29. Jessica will put out a call to the DCUG list to see when we can meet.