

2-5-2008

# Digital Collections Users' Group Minutes for February 5, 2008

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 February 5, 2008" (2008).  
*Digital Collections Users' Group*. Paper 25.  
<http://digitalcommons.carli.illinois.edu/dcug/25>

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## CARLI Digital Collections User Group

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### Minutes

February 5, 2008

Conference Call 10:30 – 12:00

Present: Howard Carter (Southern Illinois University Carbondale), Matt Cook (Illinois Institute of Technology), Kate James (Illinois State University), Betsy Kruger (University of Illinois at Urbana-Champaign), Claire Stewart (Northwestern University), Kerri Willette (School of the Art Institute), and Sue Wilson (Illinois Wesleyan University)

CARLI staff: Jessica Gibson, Amy Maroso, Elizabeth Clarage

Absent: Michel Nguessan (Governors State University)

### **Announcements**

1. Grant Workshop
  - a. An e-mail has been sent to the CARLI Digital Collection Interest Group List announcing that registration is now open.
  - b. On Friday, an announcement will go to the Announce List.
2. Metadata Workshop
  - a. We have received funding approval from the Program Planning Committee.
  - b. Dates for the workshop are: April 16 at the CARLI Office in Champaign and April 24 at the Illini Center in Chicago
  - c. A notice to “hold the date” has been sent to relevant CARLI e-mail lists, including the metadata interest group, technical services group, and the digital collections interest group.
  - d. Registration information will be sent out by the end of February.
3. Public Wiki – We are ready to send out announcements and publicize the public wiki. Amy is going to create some documentation explaining how to add content. We could send an announcement to the CARLI Digital Collection Interest Group List and include an item in the CARLI Newsletter.

### **Discussion on Forum Planning**

1. Purpose – To bring together a community of CARLI institutions that are interested in learning more about creating digital collections. We would like to have CARLI institutions with expertise participate in the forum and help to educate others who are just getting started.
2. Outcomes
  - a. Share and inspire ideas for creating digital collections.
  - b. Increase the number of CARLI institutions that are creating digital collections.
  - c. Start to create a community in the state of institutions that are working on digital collections to share information/ideas/work flows, etc.
3. Date and location:
  - a. One day during the last week of July: July 28th – August 1st
  - b. Matt Cook is looking into cost information for the Illinois Institute of Technology and Claire

Stewart will inquire about Northwestern's Student Center. Other possible downstate venues are: Heartland Community College and Kankakee Community College.

4. Tentative outline for the forum:
  - a. Keynote Speaker – This person will provide a general overview for creating digital collections. What steps are involved in the process? Possible candidate is Kerri Willette from the School of the Art Institute of Chicago.
  - b. Panel – Have a panel discussion consisting of 4 or 5 people who can discuss their experiences in implementing a digital collection. We would like to have a mix a people who have done in-house and outsourced projects.
  - c. Poster Sessions – Explore the possibility of having poster sessions during a 1 ½ hour lunch break. Possibly, similar to the format used at the LITA National Forum Vendor Showcase.
  - d. Breakout Sessions – We would like to have two repeating break-out sessions that will cover three categories:
    - i. Metadata creation
    - ii. Digitization – in house and outsourced
    - iii. Demonstration of digital projects that have been created by members of the CARLI community. These should include both image and audio collections.
  - e. Next Steps
    - a. Create a space on our wiki to further develop program
    - b. Panels – Who might we invite?
    - c. Poster sessions – How many, is there enough time, what are the logistical challenges?
    - d. Define Breakout sessions - Are we thinking one (repeating) on each topic or multiple?

## Committee Reports

1. **Standards** – Claire Stewart reported that the committee is finalizing the metadata document and they will present to the DCUG by the end of February. The document will then be forwarded on to Susan Singleton with a request that the CARLI Board approves our new metadata requirement at their next meeting on March 14.
2. **Interface** – Howard Carter reported that the following progress has been made by the committee.
  - a. Items that are moving forward:
    - i. Matt Cook created a draft document for the “About” section on the CARLI Digital Collections page. Amy Maroso is editing the document and will have it approved by CARLI. When this is completed we can update the page.
    - ii. The navigation bar will be moving down below the title of the collection.
    - iii. The advanced search function in a collection will now search just that collection.
  - b. Future enhancements:
    - i. Investigating the possibility of having a “search all collections” box in the footer of each page.
    - ii. Kerri Willette is sharing a script with us that will allow for “rotating images” and “feature collections”.
    - iii. Further develop the look and feel for the main CARLI Digital Collections page. How do want to organize and present this content?
    - iv. Collection level pages – Do we want to offer more default features?

## Next Meetings

Full DCUG Committee meeting on Tuesday, March 4th 10:30 – 12:00 Phone: 217-244-7532

Interface Subcommittee: February 26, 2008 from 10:00 – 11:00am