Digital Collections Users' Group   CARLI Committees

3-4-2008

Digital Collections Users' Group Minutes for March 4, 2008

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections User Group

Meeting Minutes - March 4, 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), Kerri Willette (School of the Art Institute), Michel Nguessan (Governors State University), and Sue Wilson (Illinois Wesleyan University)

CARLI staff: Jessica Gibson, Amy Maroso, Elizabeth Clarage

Absent: Claire Stewart (Northwestern University)

1. Minutes from February 5th meeting were approved and will be posted by Amy
2. Grant Writing Workshop
   a. The March 5th workshop was cancelled due to inclement weather and will be rescheduled, possibly for the end of March or 1st week in April.
   b. The March 13th workshop will go forward as scheduled with 26 scheduled participants (22 non-committee members)
   c. The committee will modify an existing evaluation form (currently used for Voyager training sessions) and Amy will check with Alyce Scott to see if she would like to add anything to the form
3. Metadata Workshop
   a. Amy will contact the CARLI Webmaster this week to get the registration form added to the CARLI website
   b. Workshop dates will be:
      i. Champaign – April 16, 2008
      ii. Chicago – April 24, 2008
4. Metadata Requirement Documents
   a. Standards subcommittee met and made final revisions to the requirements documentation and Amy & Jessica wrote an explanation for the board
   b. The documentation will go to Susan Singleton and she will let us know if someone from the committee needs to attend the board meeting on March 14th to discuss the requirements documentation in greater detail
   c. The CARLI Board will review and vote on the new metadata documents and requirements at their March 14, 2008, meeting.
5. Forum Planning
   a. Location:
      i. Matt got quotes for IIT, but their facility is out of our price range
      ii. Amy contacted Chicago State and they are interested in hosting the forum in their new library facility. Their auditorium seats up to 100, and they have multiple break-out rooms that hold approximately 40 people each.
   b. Dates:
      i. Possible dates (listed in order of preference) are July 25th, 28th, 29th, 22nd
      ii. Amy will check Chicago State's availability to host on these dates

  c. Wiki Planning Page:
    i. Sue Wilson created a Forum Planning page on the DCUG committee wiki: http://wiki.carli.illinois.edu/dcug/index.php/Forum_Planning
    ii. Sue will update the wiki to include notes from today's conversation
  d. Discussion:
    i. Forum will run from 10-3pm, with an hour and 15 minutes for lunch
    ii. Potential rough draft of the forum agenda:
      1. Welcome and Keynote – 10-11AM
      2. Break-out Session I – 11-12PM
      3. Lunch – 12-1:15PM
      4. Break–out Session II – 1:15-2:15
      5. Panel Discussion – 2:15-3PM
    iii. Breakout session format
      1. Metadata Creation
      2. Digitization (in-house & out-sourced)
      3. Member library digitization projects demos (2 libraries demo their projects and take questions)
    iv. Panel Session
      1. DCUG will select the panel topic and approach panel participants rather than giving an open call for panel ideas
      2. Committee members will post potential panel session topics to the wiki and finalize topic selection at our next meeting

6. Interface Committee Update
  a. Sub-committee has agreed upon several functionality changes to existing collection pages:
    i. Move header menus to the bottom of the header so that the navigation is closer to the page content
    ii. Add a collection-specific search box and Browse this Collection link to the top of each collection home page
    iii. The search box in the header will always appear and will search across all collections
  b. Customization forms that libraries fill out when adding new collections will be updated to add an option for libraries to set previously used style elements as the default for that institution's collections
  c. New About page text has been submitted for approval so that it can be added to the CARLI Digital Collections site
  d. Howard will write a draft announcement for agreed upon functionality changes and send it to sub-committee members for review.
  e. Jessica and Howard will coordinate new changes with announcement timing

7. Statistics & CONTENTdm upgrade
  a. CONTENTdm upgrade to 4.3 is tentatively scheduled for April
  b. Development for digital collection statistics is still in the programming queue

8. Public Wiki Update – discussion tabled until next meeting

Next meeting: Monday, March 24, 10:30AM-Noon