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Digital Collections Users' Group Minutes for March 24, 2008

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections User Group

Meeting Minutes - March 24, 2008

Conference Call 10:30 – 12:00

Present: Sue Wilson (Illinois Wesleyan University), Kate James (Illinois State University), Howard Carter (Southern Illinois University Carbondale), Betsy Kruger (University of Illinois at Urbana-Champaign), Michel Nguessan (2007-2010), Governors State University

CARLI Staff: Jessica Gibson and Amy Maroso

Absent: Matthew Cook (Illinois Institute of Technology), Claire Stewart (Northwestern University), Kerri Willette (School of the Art Institute of Chicago)

1. Minutes from March 4 were accepted with changes and will be posted.
2. Grant writing workshop update—Amy gave an update on the grant writing workshop held in Chicago, which went very well. Comments were all positive; Amy is sending us copies of the evaluations. Evaluations indicated interest in 1) advice on setting up collaborative projects and 2) best practices for digitizing. We might want to check with Alyce about regularity of this workshop and try to offer it again and plan to offer the sessions to coincide with the announcement of the LSTA application. The rescheduled workshop (rescheduled due to weather) at Illinois Wesleyan will be held on April 3.
3. Shareable Metadata workshop—Limited to 20 participants per session, but extra space has been made available for DCUG committee members. The first workshop will be held at the CARLI Office in Champaign on April 16. The second workshop will be held in Chicago, at the Illini Center, on April 24.
4. Forum planning—Sue updated wiki with planning information. The forum will take place at Chicago State University's library on Friday, July 25, 2008. They have a brand new building with auditorium and breakout rooms. They are also happy to give informal tours of the robotic book retrieval system in their storage facility. Time on the agenda will be reserved for a welcome from the Dean of the library.
 - a. Panel—We discussed various ideas for the panel (collaborative digitization; copyright; outsourcing; digital preservation) Sue will send email out about panel to rest of committee; if we don't get a single topic panel soon, we should either look at a different format than a panel or else consider having multiple topics on the panel.
 - b. Breakout sessions—Topics discussed were metadata creation, digitization, and demos of digital projects created by CARLI members. We will have the same presentations for both the morning and afternoon breakout sessions. Each session is expected to be 50 minutes long. We could have more than one presenter in each session. Sue can find someone at IWU to speak on any of these; Betsy can find someone on metadata. Sue suggests the metadata presentation be a beginning-level session for people new to metadata creation.
5. Metadata requirements changes for collections in CARLI Digital Collections were approved by the CARLI Board. The new requirements will be added to existing documentation on CARLI website. An e-mail announcing the new requirements will also be sent to the CARLI dc-ig e-mail list. For existing collections CARLI staff will contact primary CONTENTdm contacts at each institution and detail the changes that need to be made to their collections. CARLI Staff will make the necessary changes to most collections, with consent of each primary contact. Western Illinois University and University of Illinois at Chicago collections will be contacted separately regarding necessary changes to the title field in their

collections.

6. Interface committee—Jessica has made the change to search box on the test collections page, and all agreed it looks good. Further changes discussed are:
 - a. A rotating set of images on the home page. Kerri has supplied the script that SAIC uses for this.
 - b. Inclusion of a “search this collection” or “browse this collection” option as part of the standard look and feel of the pages (similar to Bradley collection on the test server).

Howard has drafted an announcement about all of the proposed interface changes to be sent to the CARLIdc-ig email list. Jessica has some edits for the announcement and will send the revisions to the group.

7. Standards committee—no update; has not met since our last meeting.
8. Statistics and CONTENTdm upgrade—still in the queue for CARLI programmers
9. Public wiki—There is some content on the public CONTENTdm wiki currently, but further documentation would be useful. Betsy will work on specifications for outsourcing.

Next meeting date—Tuesday April 22, 2008, from 10:30am – noon (conference call).