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Digital Collections Users' Group Minutes for April 22, 2008

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections User Group

Meeting Minutes - April 22, 2008

Conference Call 10:30 – 12:00

Members Present: Sue Wilson (Illinois Wesleyan), Claire Stewart (Northwestern University), Kate James (Illinois State University), Michel Nguessan (Governors State University), Matt Cook (Illinois Institute of Technology)

Members Absent: Howard Carter (Southern Illinois University), Betsy Kruger (University of Illinois at Urbana-Champaign), Kerri Willette (School of the Art Institute of Chicago)

CARLI Staff: Jessica Gibson, Amy Maroso, and Elizabeth Clarage

1. Minutes - The March 24 meeting minutes were submitted to the group via e-mail in advance of the April 22 meeting. Changes or edits should be made via e-mail before week's end, April 25. Any changes will be incorporated into the minutes and they will be posted on April 28.
2. Housekeeping - Three dates were suggested for the DCUG's next meeting which will be a face-to-face one. May 19, 20, and 22 seemed acceptable and Sue volunteered to contact non-attendees for possible conflicts. Amy will check with the Illini Center for availability and Claire offered Northwestern as a meeting place should the Illini Center not be open for those dates. All current and future members will be invited to participate in the Forum-planning session. Topics to be covered at the next meeting will be forum planning as well as brainstorming for future events and DCUG initiatives.
3. Workshops - Sue offered a word of thanks and congratulations to DCUG for their successes in recent workshop offerings. The last one of the Spring semester will be the Metadata for You and Me shareable metadata workshop on April 24 at the Illini Center. Matt, Claire, and Kerri will serve as DCUG representatives.
4. Metadata - Regarding compliance of CONTENTdm metadata changes, Amy has contacted most everyone who has affected collections, and CARLI Staff has already made most of the necessary changes, with approval from each institution's primary CONTENTdm contact. Further outreach will be with University of Illinois at Chicago and Western Illinois University and will be accomplished soon.
5. Forum Planning
 - a. It was commented on that the proposed forum Timeline seemed quite acceptable.
 - b. A number of potential forum topics for panels and/or breakouts were discussed, including, Digital Preservation, Data Migration, Metadata (item level and collection level issues), Metadata tools available through CARLI, Copyright, and Collaborative Projects. At issue is how these important topics might be addressed during a Forum largely suited for or aimed at Librarians in the beginning stages of their digitization enterprises. It was suggested that copyright be discussed specifically in the way that it intersects with digitization projects and, further, that Kerri address Digital Preservation during her keynote address. The other topics might be brought up in the context of other breakouts or panels.
 - c. There was also discussion on the three "main" topics of metadata creation, digitization (in-house

and outsourced), and digital project demonstrations. It was resolved that the group would suggest, via the Wiki, projects and speakers for the proposed topics, including project URLs when appropriate.

- d. It is discussed and understood that some breakouts might be hosted by a single guest while others might be better suited for a team approach.

6. Committee Updates

- a. The Standards Subcommittee is working on completing guidelines for audio digitization.
- b. The Interface Committee submitted Howard's document on changes to CONTENTdm and the committee seemed comfortable proceeding with that document with no changes. Jessica supplied URLs to three collections acting as guinea pigs for the suggested changes. Howard will report on comments on these changes from his community but the committee felt that these changes can be made and that Jessica should proceed.

7. Statistics and CONTENTdm upgrade

- a. It is understood by CARLI that the committee and user community desires better statistic keeping capabilities from CONTENTdm. The statistics project is in the queue for the CARLI programmer.
- b. Jessica and Amy will be attending the Midwest CONTENTdm Users Group Meeting in Indianapolis and hope to learn more about upcoming CONTENTdm releases.. At issue is the timing of the release of a redesigned version and the question of should we just wait for that release and have one upgrade as opposed to upgrading to 4.3 now with a second upgrade just on the horizon.

8. Public Wiki - It was pointed out that Kerri continues to have the lead in wiki posting but that this would be a good topic to take-up in our May face-to-face meeting.