Digital Collections Users' Group   CARLI Committees

6-1-2008

Digital Collections Users' Group Annual Report Fiscal Year 2008

Consortium of Academic and Research Libraries in Illinois

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Digital Collections User Group
Annual Report: 2007 – 2008
Submitted: June 23, 2008

Members:

Suzanne Wilson (2006-2009), Illinois Wesleyan University, **Chair**

Howard Carter (2006-2008), Southern Illinois University Carbondale
Matthew Cook (2007-2009), Illinois Institute of Technology
Katharine James (2007-2010), Illinois State University
Betsy Kruger (2007-2008), University of Illinois at Urbana-Champaign
Michel Nguessan (2007-2010), Governors State University
Claire Stewart (2006-2008), Northwestern University
Kerri Willette (2007-2010), School of the Art Institute of Chicago

Staff Liaisons: Jessica Gibson and Amy Maroso

Communication
- o The DCUG meets monthly either in person or by conference call.
- o The DCUG uses e-mail and an internal wiki to work collaboratively on materials between meetings.
- o A public wiki is being created to supply a place where everyone in the CARLI community working on digital collections can post local documentation and share with everyone. We hope to roll this out at our forum in July.

Accomplished Tasks
- o Created the following documentation:
  - o Best Practices for Descriptive Metadata - Guidelines for Creating Descriptive Metadata. This document provides recommendations for elements to include in metadata along with suggested vocabularies and relationships to MARC fields. It also includes "required" fields for collections to help us search across collections and provide consistent results. The DCUG sought advice and incorporated suggestions from the I-Share Cataloging and Authority Control Team. CARLI staff worked with libraries to bring existing collections into compliance with new requirements.
    http://www.carli.illinois.edu/mem-prod/contentdm/guidelines_for_metadata.pdf
  - o Funding sources for digital collections:
    http://wiki.carli.illinois.edu/images/9/97/Carli-fundinsources-v3.xls
  - o List of recommended vendors for outsourcing:
    http://wiki.carli.illinois.edu/images/1/1d/CARLI_Digitization_Vendor_Recommendations.doc
- o Published a press release and other informational materials on the Saskia Art Images collection to try to help libraries raise awareness and increase usage of this collection.

- o Planned and sponsored two workshops (Bloomington and Chicago) on Grant Writing for Digitization Projects, presented by Alyce Scott from the Illinois State Library. There were forty-seven registrants for this event. We received very positive feedback from this workshop and are considering repeating it next year.
- o Planned and sponsored two workshops (Champaign and Chicago) called "Metadata for You and Me: Training Program for Shareable Metadata", presented by Sarah Shreeves, University of Illinois Champaign and Jenn Riley from Indiana University. Forty-seven individuals registered for this workshop, and there was a waitlist at the Chicago location.
- o Implemented changes to the look-and-feel of the web interface for CARLI Digital Collections.
    - o Navigation Bar – relocated the bar directly below the banner.
    - o Search all collections / simple search box – this search box is now clearly labeled "search all collections" so that users are aware of what they are searching.
    - o Advanced Search – This now defaults to performing advanced searches within the specific collection.
    - o Added search boxes on the Collection Home page to "Search this collection" and "Browse this collection".

Projects in progress
- o Finalizing planning for a forum to be held on July 25, 2008, at Chicago State University Library. This forum will focus on the planning process for creating digital collections and presentations of different types of collections that libraries have created (audio, outsourced, teaching and collaborative). In addition, we hope to discuss different ways that we can create a community of CARLI libraries where we can share our ideas, expertise and experiences in creating collections.
- o Statistics for libraries on the usage of their digital collections.
- o Creating documentation on "Best Practices for Audio".
- o Continue to work on the design of the CARLI Digital Collections web interface.

Potential future plans
- o Sponsor a workshop or forum on copyright issues and rights management in relation to digitizing materials.
- o Continue to create "Best Practices" Documentation.
- o Advise CARLI staff on the upgrade to a new version of CONTENTdm.
- o Define processes and procedures for migrating data/collections into CONTENTdm from another system.
- o Create recommendations for preservation of digital objects.
- o Investigate additional ways to share our metadata and make our collections more accessible.