6-19-2008

Digital Collections Users' Group Minutes for June 19, 2008

Consortium of Academic and Research Libraries in Illinois

CARLI Digital Collections User Group

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June 19, 2008 at Ames Library, Illinois Wesleyan University

Members Present: Sue Wilson (Chair, Illinois Wesleyan University), 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 of Chicago)

Members Absent: Howard Carter (Southern Illinois University at Carbondale), Michel Nguessan (Governors State University)

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

1. Approve Minutes from May 20th Meeting
   Minutes were approved. Amy will post the minutes on Monday.
2. Change Over Information – New Members/Retiring Members
   Claire and Howard are leaving DCUG. Incoming members Ellen Corrigan (Eastern Illinois University) and Julie Patton (Northwestern University). Terms will start July 1, 2008.
3. Forum Planning
   a. General
      i. Handouts for the attendee packets need to be given to Amy at least a week ahead of the forum. Amy will send out a message to the presenters informing them of this.
      ii. The auditorium will probably have free wireless access. Amy will check on this and send out a message.
   b. Timeline
      i. Jessica or Amy will present a very brief CARLI report.
      ii. The breakout sessions will be repeated. Breakout session reporters will be:
         - Breakout session #1 (Audio Digitization) Morning- Sue, Afternoon-Kerri
         - Breakout session #2 (IWU Digitization Experience) Morning- Kerri, Afternoon-Matt
         - Breakout session #3 (Intro to Dublin Core) Morning-Matt, Afternoon- Kate
   c. Lunch
      CSU will run tours of their remote storage. Amy will ask Connie Haley if CSU can run tours before and after the forum as well.
      i. We will not do talking sessions at lunch during this forum. Could do this in the future.
      ii. CARLI is providing lunch.
   d. Panel
      i. Betsy will not be there to participate in the panel.
      ii. To find a final member for the panel, Amy will ask Alyce Scott if she has any recommendations for someone who could discuss collaborative projects involving institution to institution. Sue will ask Jeffrey Hancks (panel member from Western Illinois University) about his suggestion for someone from Augustana.
      iii. Panelist will present 10 to 15 minutes each; followed by 15 minutes for questions.
   e. Public Wiki Rollout
      i. There was a discussion about how to advertise our Wiki and about what other options, such

as blogs, we might use.
  - ii. Kerri will mention the Wiki in her keynote.
  - iii. DCUG members will post 2 documents each before the forum.
  - iv. A section highlighting projects by providing links to them will be added.
  - f. Evaluation Form
    - i. The CARLI standard evaluation form was reviewed and modified.
    - ii. Potential topics for future forums/training are: copyright, digital preservation, metadata, data migration, grant-writing, digitization, and project planning.
      There will be a space for additional comments.

4. Release of JPEG2000 Acquisitions Station – Timeline
   CARLI is waiting to hear the release date for the newest version of CONTENTdm, since it also comes with a new Acquisitions Station. If the new version is coming soon there might be only one upgrade. Hopefully, after ALA CARLI will know more.

5. Committee Updates
   a. Standards
      The Standards Committee has not met since the May 20th meeting. The committee will regroup in August, and a new chair will be selected since Claire is leaving.
   b. Interface
      The Interface Committee has not met since the May 20th meeting. The committee will regroup in August, and a new chair will be selected since Howard is leaving.
        - i. There has been practically no feedback on the changes made to the CARLI pages.
        - ii. There was some discussion highlighting a collection of the month and/or other ways to make the main page more user friendly.

6. CARLI – Year End Report
   The committee reviewed the Year End Report that Sue will wrote and will submit to CARLI. There were three changes:
   a. Under Projects in Process, the word video was removed from the documentation on "Best Practices for Audio and Video"
   b. Seeking advice from ICAT will be added to the bullet point about the Best Practices for Descriptive Metadata document.
   c. Jenn Riley's name will be added to the information about the shareable metadata workshop.

7. Next Year
   The committee will discuss what issues to address in the coming year at the August meeting.

8. Next Meeting Date
   We will try to schedule during the 2nd week of August at the new CARLI offices in Champaign.