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Digital Collections Users' Group   CARLI Committees

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Digital Collections Users' Group Minutes for August 14, 2008

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CARLI Digital Collections User Group

CARLI Digital Collections User Group Minutes
Thursday, August 14, 2008

Present: Sue Wilson, Betsy Kruger, Kate James, Julie Patton, Matthew Cook, Ellen Corrigan, Kerri Willette, Michel Nguessan

CARLI Staff present: Jessica Gibson, Amy Maroso

1. New committee members Julie Patton and Ellen Corrigan were introduced and welcomed.
2. Jessica reviewed the charge of the committee and the general CARLI structure and its standing committees, working groups, user groups, and ad hoc task forces. Jessica also reported that a committee being led by Tom Dorst is revising the "Guidelines for CARLI Committees" as well as preparing new planning information to help committees do their work.
3. Jessica also reviewed the DCUG webpage for new members. CARLI will post the DCUG annual reports to our webpage soon.
4. New committee guidelines state that someone can serve as a committee chair for only one year. The committee thanked Sue for her excellent work as chair for the past two years. The chair of DCUG also needs to be from a library that has collections represented in CARLI Digital Collections; Matthew Cook was unanimously elected as new chair for 2008-2009.

   Kerri will be stepping down from the committee as she has taken a new job at Columbia College that is not involved as closely with digital collections as her current position at SAIC. Jessica and Amy will review the volunteer list with Matt and consult with CARLI management to fill the position.

5. The minutes from July 19 meeting will be approved with changes as of 8/18 and will be posted on our webpage. Send any additional changes by that date.
6. Amy and Jessica reported that there is no news yet about the CONTENTdm upgrade to version 5 other than it will be coming in "Fall 2008". Usually new upgrades are released in November. CARLI staff have not yet received a demo of the new version, but it is supposed to be a major overhaul with new acquisition stations as well. Once received, CARLI will run it on a test server initially and will schedule a demo for the committee.
7. We discussed avenues for communicating to the CARLI community about the committee's work and CARLI Digital Collections.
   a. On the CARLI homepage there is a link to the CARLI public wiki and from there to the CONTENTdm wiki. The CONTENTdm wiki should also link off the committee's webpage.
   b. The new "about CARLI collections" language has to be reviewed by CARLI management before it goes up. Jessica and Amy will send this text onto them.
   c. Amy will make sure all the committee members are subscribed to CARLIdc-ig email list; committee members should try to start up conversations on this list, whether they pertain to CARLI Digital Collections or other digital initiatives underway at our institutions. Amy will start posting her weekly digitization tip to the CARLIdc-ig list.
   d. Ellen will start posting an "image of the week" on the CARLIdc-ig list and will also work on information for the CARLI newsletter.
8. We probably need to redo our committee structure since several former chairs are now off the committee.

a. Standards Subcommittee—Planning to do a best practices document on audio digitization probably based on guidelines developed elsewhere. Two resource people for this that were mentioned are Eben English from ITT, who did a presentation on audio digitization at the July forum, and Emma Lincoln, the new media reformatting librarian at UIUC.

b. Interface Subcommittee—The recommendations from last year have now all been implemented. Kerri recommends that we do some user testing for the new interface design. She also recommended looking at other CONTENTdm CSS and borrowing it as needed, since the CONTENTdm interface tables can be very tricky to work with. She showed us several SAIC digital library sites. The subcommittee should begin developing a list of what kind of features we would like the home page to have.

9. You Are Not Alone: Digital Projects in Illinois Forum evaluations were very good. Kudos were given to all involved. Approximately 70 people attended. We discussed topics for future forums based on input received on the evaluations. Copyright and digital preservation were the most requested topics for future forums. We decided to plan for a copyright forum sometime in March/spring 2009. Betsy, Matt, Ellen, and Michel will work on this forum. Sue, Betsy, Julie and Kate will work on a summer 2009 forum on digital preservation. Betsy will contact Jennifer Teper, chair of the CARLI Preservation Working Group to determine if that group would be interested in jointly sponsoring a forum on digital preservation. A model for this forum could be the NEDCC Stewardship of Digital Assets workshop (http://www.nedcc.org/education/workshops/soda/sodadesc.php)

10. Top priorities for the coming year are:
    a. Best practices for audio digitization (Standards subcommittee)
    b. Further redesign of the CONTENTdm home page (Interface subcommittee)
    c. Forums

11. Committee dates—Jessica will set up a survey on SurveyMonkey to determine a regular meeting date