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# Digital Collections Users' Group Minutes for September 15, 2008

Consortium of Academic and Research Libraries in Illinois

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## CARLI Digital Collections User Group

### CARLI Digital Collections User Group Minutes

#### Meeting Minutes

September 15, 2008

Conference call

**Members Present:** Sue Wilson (IWU), Kevin Ford (COL), Ellen Corrigan (EIU), Kate James (ISU), Michel Nguessan (GSU), Julie Patton (Northwestern University)

**CARLI Staff Present:** Jessica Gibson (liaison), Amy Maroso (liaison), Elizabeth Clarage

**Members Absent:** Matt Cook (IIT), Betsy Kruger (UIU)

1. Kevin Ford from Columbia College was introduced as the newest member of the committee. He is filling the vacancy created when Kerri Willette resigned.
2. Julie Patton agreed to take minutes.
3. Amy distributed the minutes of the August 14 meeting via email. Please send changes to the list no later than Friday, September 19. If there are no changes, the minutes will be posted to the committee web site and the wiki Monday, September 22.
4. Dates of future meetings are: Wednesday, October 15, 1pm - 3pm; Tuesday, November 18, 10am – noon; and Tuesday, December 16, 10am – noon. These dates, times, and the conference call phone numbers are posted to the wiki.
5. The group discussed the two subcommittees.
  - a. The Interface subcommittee is charged with looking at the CONTENTdm interface. Previously suggested changes have been incorporated, so the subcommittee will need to start brainstorming what additional changes are needed. CARLI is investigating the possibility of hiring an outside consultant to make design changes. The Interface subcommittee is also considering a usability study of the CARLI Digital Collections site.  
Sue, Ellen and Betsy will serve on the Interface subcommittee; Sue will coordinate the group.
  - b. The Standards subcommittee recently completed a document on Dublin Core metadata best practices and now plans to work on guidelines for audio digitization. Work done so far can be found on the wiki and System Documentation section of CONTENTdm portion of the CARLI site. Kevin, Julie, Kate, Michel and Matt will serve on the Standards subcommittee, which Kevin will coordinate.

Each group will meet once before the next DCUG meeting just to get things off the ground. Amy will be liaison to Standards, and Jessica will be the liaison to Interface.

6. There has been no news from OCLC about the next version of CONTENTdm since the last DCUG meeting. The statistics available for version 5 look very promising. CARLI programmers are still working on ways to extract statistics from the CARLI server logs.
7. Ellen reported on her work on the “Featured Image” blog post and e-mail. She talked with Jessica and Amy to formalize a procedure. Pulling from CARLI Digital Collections, she is looking for a wide variety of types of digital objects and contributing libraries. After making a selection, Ellen contacts someone at the contributing institution to get permission to feature the image and to see if they have additional information to contribute. She is also looking at featuring a particular collection in the next CARLI newsletter. Once selected and text is prepared, the Featured Images is posted to the CARLI blog.

Regarding other outreach efforts, Amy will also be adding digitization quick tips to the blog. The group noted that there has been more traffic recently on the CARLIdc-ig listserv.

8. The Subgroups formed to work on the Digital Preservation and Copyright forums have not yet met. We are still waiting to connect with Preservation Working Group, which just met only recently.
9. The Guidelines for CARLI Committees has been revised and expanded on the CARLI web site. It would be a good idea if everyone takes time to go through the document and to send comments and questions to Amy and Jessica.