

11-8-2008

Digital Collections Users' Group Minutes for November 8, 2008

Consortium of Academic and Research Libraries in Illinois

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Recommended Citation

Consortium of Academic and Research Libraries in Illinois, "Digital Collections Users' Group Minutes for November 8, 2008" (2008).
Digital Collections Users' Group. Paper 35.
<http://digitalcommons.carli.illinois.edu/dcug/35>

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CARLI Digital Collections Users' Group

CARLI Digital Collections Users' Group Minutes

Meeting Minutes

November 8, 2008

Conference call

Members Present: Matt Cook (Chair; Illinois Institute of Technology), Ellen Corrigan (Eastern Illinois University), Kevin Ford (Columbia College Chicago), Kate James (Illinois State University), Betsy Kruger (University of Illinois at Urbana-Champaign), Julie Patton (Northwestern University), Sue Wilson (Illinois Wesleyan University)

Members Absent: Michel Nguessan (Governors State University)

CARLI Staff present: Jessica Gibson (committee liaison), Amy Maroso (committee liaison)

1. Suzanne agreed to take minutes.
2. Minutes from the October 15th meeting were approved and will be posted to the CARLI website and the DCUG wiki.
3. Future meeting dates:
 - a. Next meeting is Tuesday, December 16th. Call in 800-392-1565 (call-in number for local attendees: 217-265-9888) – Betsy has a conflict and will phone in at 11:00.
 - b. January 22nd – In person meeting to be held in Champaign at the CARLI office from 10:00 – 2:00. Call-in number: 877-607-8976.
 - c. Spring 2009 - Conference calls will be held on the 3rd Thursday of each month from 10:00 – 12:00.
 - i. February 19
 - ii. March - TBD
 - iii. April 16
 - iv. May 21
4. Subcommittee Reports
 - a. Interface Subcommittee:
 - i. Sue reported on the progress that is being made in identifying features for the new CARLI Digital Collections website. The group had a discussion related to a document that the subcommittee has created outlining suggested content, features and a tentative timeline. DCUG agreed that so far everyone likes the direction that the group is moving in with the redesign. There was some discussion about next steps for this project.
 1. Interface subcommittee is going to continue to work on identifying content for the site.
 2. CARLI is working on finalizing a contract with a consultant.
 3. Once we have a consultant, we will begin conversations with them about the new design and timeline. In addition, we will inquire about seeing a mockup early in the process to ensure that everyone is in agreement on the look-and-feel of the site.
 4. Next meeting date is December 3rd from 1:30 – 2:30.
 - b. Standards Subcommittee:
 - i. Kevin reported that the group has added a collection of resources for audio digitization to the Standards section of the DCUG wiki. They will review the documents and begin compile

information for an audio digitization best practices document.

- ii. The group is reviewing the current “Digitization Best Practices for Images and Text” document. Some updates are being made to this document, including adding a sample workflow in an appendix and changing some wording. Further evaluation will be made on whether or not the document should be split into two separate documents, one for images and one for text.

5. Grant-writing workshop

- a. Amy has been working with Alyce Scott from the Illinois State Library to finalize dates for the digitization grant-writing workshops. Letters of intent for LSTA digitization grants will be due around mid-April 2009, so the workshops are being scheduled in advance of this date.
- b. Workshops have been schedule for February 24th, 2009, (snow date of February 26) at the Illinois State Library in Springfield and on March 10th, 2009, (snow date of March 17) at the Illini Center in Chicago.
- c. Amy will submit funding information to the Program Planning Committee for approval.

6. Forum:

Matt is in discussions with Lynne Thomas (Northern Illinois University), Chair of the Preservation Working Group, to discuss co-sponsoring a digital preservation forum. Betsy and Suzanne will begin to investigate ideas for this forum which will be held in July or August of 2009.

7. CONTENTdm

OCLC announced that CONTENTdm 5 will be released in December. Once there is more information, CARLI will be able to develop a timeline for the upgrade.