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Digital Collections Users' Group   CARLI Committees

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Digital Collections Users' Group Minutes for January 22, 2009

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections Users' Group

CARLI Digital Collections Users' Group Meeting Minutes
Thursday, January 22, 2009
CARLI Offices, Champaign, Illinois

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

CARLI Staff present: Jessica Gibson (Liaison to DCUG), Amy Maroso (Liaison to DCUG), Elizabeth Clarage (Liaison to PWG)

Guest: Lynne Thomas (Chair PWG; Northern Illinois University)

1. Ellen agreed to take minutes.
2. **Approval of December 16 minutes**: Postponed pending review by the group. Jessica resent the minutes to the DCUG list for approval by email.
3. **Committee membership news:** Kate James (formerly of Illinois State University) has resigned from the group, as she has accepted a new position out of state. Amy and Jessica are pursuing a replacement.
4. **Grant writing workshops:** Amy reported a good number of registrants for the March 10 workshop at the Illini Center in Chicago. Registration is low for the February 24 workshop at the State Library in Springfield; if registration does not increase, Amy will investigate the possibility of opening up the workshop to library systems outside of CARLI. Spaces at both workshops have been reserved for DCUG members; those interested in attending should contact Amy.
5. **Digital Preservation Forum planning**
   Lynne Thomas, Chair of the Preservation Working Group, joined the meeting by phone for this agenda item.
   a. *Place*: After considering various downstate locations, Champaign was chosen as the site for this year's forum. Meeting accommodations at area facilities were discussed: I Hotel emerged as the preferred venue, pending availability, with the Hilton Garden Inn as a second option. Amy and Jessica will work on securing the venue, pricing, etc.
   b. *Date*: Three date ranges were identified: June 23-25, July 21-23, and July 28-30. (Thursday is the preferred day of the week.)
   c. *Purpose and outcomes*: The forum's purpose was established as "To bring together a community of CARLI institutions that are interested in learning more about digital preservation." The group also agreed upon the need for a practical, rather than philosophical, treatment of the topic.
   d. *Program and speakers*: The group worked from lists of possible topics and speakers to develop a tentative outline for the forum. Individuals responsible for contacting prospective speakers should determine the speakers' interest, availability for all of the dates under consideration, and an estimate of expenses (travel, honoraria, etc.) by February 9.
   During the planning discussion, the group recognized the need to initiate a conversation with CARLI Administration regarding CARLI's role in coordinating a collaborative statewide digital preservation effort among member institutions. Matt and Lynne will draft a joint DCUG/PWG statement to present to the Board before the forum.

6. **Interface Subcommittee report:** Sue presented the subcommittee's ideas for layout and for faceted browsing categories by institution, collection name, topic, and media format. Kevin presented the results from running the topic and format document through TAPoR (Text Analysis Portal for Research). For existing collections, CONTENTdm contacts will be presented with the list of proposed categories. The list will also be added to the customization form so that contact persons can indicate topic and format when publishing new collections. Jessica or the consultant will contact the Louisiana Digital Library about their external pages. The contract for the CDC design consultant is being processed.
7. **Standards Subcommittee report:** Kevin reported that subcommittee members are working on individual sections of the audio digitization document, which will be collated and reviewed before the next DCUG meeting. The document will include standards, a sample workflow, and an appendix listing available software. This document will also be used as a model for revisiting the current "Guidelines for the Creation of Digital Collections: Digitization Best Practices for Images and Text," which will be revised as two separate documents for text and images.
8. **CONTENTdm 5 update:** Amy and Jessica have attended webinars on the new version released on December 17; documentation is available online at the CONTENTdm User Support Center. The new version, which has an extensive list of known bugs, has yet to be installed and tested by CARLI staff.
9. **New business**: None.
10. **Next meeting:** Conference call on Thursday, February 19, 2009, 10:00 a.m.-12:00 p.m.