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Digital Collections Users' Group Minutes for February 19, 2009

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections Users' Group

CARLI Digital Collections Users' Group Minutes

Meeting Minutes

February 19, 2009

Conference call

Members Present: Matt Cook (Chair; Illinois Institute of Technology), Ellen Corrigan (Eastern Illinois University), Ginger Frere (Newberry Library), Betsy Kruger (University of Illinois at Urbana-Champaign), Michel Nguessan (Governors State University), Julie Patton (Northwestern University), Sue Wilson (Illinois Wesleyan University)

Members Absent: Kevin Ford (Columbia College Chicago)

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

1. Matt agrees to take minutes. From now on, committee members will rotate the note-taking responsibility. Ellen Corrigan will take the minutes at the March 12 meeting.
2. Minutes from the December 16, 2008, and January 22, 2009 meeting were approved and will be posted to the CARLI website and the DCUG wiki.
3. Digital Preservation Forum Planning
 - a. The forum will be held on July 21, 2009 at the I-Hotel in Champaign.
 - b. Matt, Jessica, and Amy will work on creating an itemized list of anticipated expenses for a funding request to the CARLI Program Planning Committee (PPC).
 - c. Agreed that we need complete speaker list for PPC funding request and that all speaker contacts will get final answers by Wednesday, Feb. 25.
4. Committee Reports
 - a. **Interface Committee** – Sue reported that Jessica contacted institutions using the CARLI implementation of CONTENTdm about potential subject and format categories for their published collections. To date, six institutions have replied and Jessica was currently compiling their suggestions/comments.

Jessica reported that the purchase order for hiring of Kerri Willette as a consultant for the CARLI Digital Collections redesign was approved by the University of Illinois purchasing office.
 - b. **Standards Committee** - Matt reported that the group discussed the Guidelines for the Creation of Digital Collections: Digitization Best Practices for Audio document, and Amy is now working on editing the current version of the document. The draft will be reviewed at the next subcommittee meeting.
5. Grant Writing Workshops - The first of the two grant writing workshops will be held Tuesday, February 24, at the Illinois State Library in Springfield. After opening the session up to non-CARLI members, the registration now stands at 13 attendees. Matt, Ellen, and Betsy from DCUG will attend with Jessica as the CARLI representative. Registration is full for the March 10 session in Chicago. Julie from DCUG will attend and Amy will be the CARLI representative.
6. Required Metadata Fields for Collections in CARLI Digital Collections document - Jessica and Amy proposed a change to the Language Field requirements, which would allow for an optional way of presenting Language information. Ellen sought clarification on what was required versus what is optional.

The committee agreed that the changes would be adopted and that Amy would rewrite the changes to make them clearer.

7. New Business - none reported

8. Next Meeting: March 12, 2009, 10:00 to 12:00.