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# Digital Collections Users' Group Minutes for August 21, 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

Friday, August 21, 1:00 - 3:00pm

Conference Call

Members present: Ellen Corrigan (Eastern Illinois University), Chris Day (School of the Art Institute of Chicago), Eben English (Illinois Institute of Technology), Kevin Ford (Columbia College), Ginger Frere (Newberry Library), Laurie Sauer (Knox College), Nat Wilson (National-Louis University)

Members absent: Betsy Kruger ( University of Illinois at Urbana-Champaign), Julie Patton (Northwestern University)

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

1. Ellen welcomed everyone. The group agreed to continue selecting someone to take the minutes would be done on alphabetical rotation. Laurie Sauer was next in line and agreed to take the minutes.
2. Approval of minutes from June 18 meeting - Motion to approve these minutes was made by Kevin, seconded by Ellen. Minutes approved on voice vote.
3. Subcommittee assignments - Ellen encouraged everyone to look at the group home page and the wiki.
  - a. **Interface** -- This committee needs a new chair; Chris and Ginger volunteered to be on the committee along with Ellen. We will need to find out from Betsy if she wishes to continue on this group or choose another. Ellen volunteered to chair the committee.

The committee will be looking at the overhaul for CARLI Digital Collections home page. A consultant has been working on the page for use with CONTENTdm v. 5, and the page will go live once CARLI has moved to CONTENTdm version 5, so the committee will be putting the final touches on the page. Going forward, the task will be to look at the page on an on-going basis.

Later on in the meeting we looked at the new page and many members expressed the opinion that the design was good. There is some cleanup work to do: changing thumbnails, reassigning collections to the categories, and adding newly-published collections.

- b. **Standards** -- The work of this committee is to compile best practices and standards and distribute those to the membership. A standards document currently exists for images/text. The text standards will be split out as a separate document. Work on video/audio standards was completed last year.

Eben, Kevin and Chris volunteered to serve on the committee. We will need to find out from Julie if she wishes to continue on this group or choose another. Kevin will continue on as chair of the committee

- c. **Digital Preservation** (joint task force with the Preservation Working Group) -- Lynne Thomas from NIU will chair this group. The question to the group is: What is, or should be, CARLI's role in digital preservation? A white paper with recommendations will be the end product of this committee's work, and it is hoped the recommendations will be presented to the CARLI Board by the end of 2009.

Nat, Ellen, Kevin, and Laurie volunteered to be part of this group.

4. Review forum evaluation results - Forum feedback was sent to the list. The committee discussed feedback of suggested topics for future presentations, discussed in the next item of business.
5. Forum planning
  - a. Copyright forum in April (with IUG) is tentatively scheduled for Wed. April 28, 2010 to be held in Champaign. The speaker is Dwayne Buttler from the University of Louisville. This opportunity came up very quickly. Jessica and Amy worked with Ellen on very short notice to make preliminary plans for the event since the next meeting of the CARLI program planning committee meeting is scheduled for Sept. 2 and a proposal had to be drafted and submitted prior to that meeting. IUG is interested in copyright as it relates to e-resources, and the speaker is interested in digital resources and copyright, so the fit seemed appropriate. The program's speaker plans to present a whole day's worth of material. This committee discussed the question of how to address CARLI members' specific questions. One suggestion would be to solicit questions ahead of time from the membership and present these to the speaker so that they could be addressed in the presentation. People who have seen his presentations before said he usually does a good job of taking questions and builds in ample time for Q&A. Amy agreed to ask the speaker for feedback on how he intends to handle this.
  - b. The committee discussed other topics for DCUG forums or webinars. Shareable metadata was the topic that came out on top of the list of suggested program topics on the forum feedback forms. We will do more planning on this at our next meeting.
6. CONTENTdm 5 update - The new test server has been created; Jessica is working to install version 5.1 for testing.
7. Image of the week - The image of the week is sent to the CARLI email list and posted on the CARLI blog. Ellen wants to know if someone will take this over from her, or even if we should continue to do it. Laurie asked if the CARLI home page could display a featured image on a rotation. Ellen said the new Digital Collections home page will have more images on display (Jessica sent the URL to the committee so the new members could see the work up to this point). This work of selecting the image of the week is a manual process, however, and requires some time and effort. Eben suggested having a RSS feed widget and will investigate that possibility. Ginger volunteered to take over this task from Ellen.
8. Establish meeting schedule for Fall - Committee members in attendance agreed on meeting the third Wednesday of the month from 10:00 to noon. Meetings for the rest of the year are: Sept. 16, Oct. 21, Nov. 18, Dec. 16. Ellen will verify that this schedule works for the members not present at this meeting.
9. New business? - There was no new business brought to the table.