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Digital Collections Users' Group Minutes for November 18, 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
Wednesday, November 18, 2009
Conference Call

Members present: Chris Day (School of the Art Institute of Chicago), Eben English (Illinois Institute of Technology), Kevin Ford (Columbia College), Julie Patton (Northwestern University)Laurie Sauer (Knox College), Nat Wilson (National-Louis University)

Members absent: Ellen Corrigan (Eastern Illinois University), Betsy Kruger (University of Illinois at Urbana-Champaign), Ginger Frere (Newberry Library)

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

1. Confirmed Eben as minutes taker.
2. Approval of minutes from October meeting - A motion to approve last meeting's minutes was made, seconded, and approved by a voice vote.
3. Subcommittee Reports
    a. **Interface**
       The interface committee has not met yet. The subcommittee is waiting on the release of the redesigned CARLI Digital Collections website on Jan. 4, 2010.
    b. **Standards**
       Kevin provided an overview of recent work. Eben reviewed the Audio Digitization guidelines and made a few revisions and clarifications. A new version of the guidelines, with edits, has been posted to the CARLI website (http://www.carli.illinois.edu/mem-prod/contentdm/guidelines_for_audio.pdf). "Digitization Best Practices for Images and Text" document is still being reviewed. The group is currently collecting resources on video digitization best practices, which will be reviewed by subcommittee members over the next month. Based on their review, a basic outline of the video digitization guidelines document will be created at the subcommittee's next meeting, to be held on Dec. 10th.
    c. **Digital Preservation**
       Laurie reported on the group's activities. The group met on November 4th. At the meeting, the survey done by the group on digital preservation practices, needs, and interests in CARLI libraries was discussed. The survey included responses from approximately 30 libraries, representing about 30% of CARLI membership. The results of the survey are still being tabulated and formatted, and will be discussed at the group's next meeting on Dec. 4th. Digital preservation procedures being done by other consortia are also being collected and reviewed and will be discussed at the upcoming meeting.

       Kevin reported that the preliminary results show that most CARLI libraries are interested in some form of distributed preservation system and/or solution. Laurie added that there seems to be some confusion among libraries about the difference between institutional repository and dedicated preservation (dark/light archive) systems.
4. Planning for metadata forum: finalize topics and create list of potential speakers
   Chris suggested having an opening speaker provide a general introduction, then having breakout sessions.

Eben agreed that breakout sessions would be useful to make sure that the forum appeals to a wide range of users.

The upcoming CARLI ICAT webinar ("Local Metadata Standards: Providing Access to Digital Collections Through CONTENTdm") was discussed. Kevin and Laurie planned to attend the webinar and see if we can get any further information on what topics seem most relevant to our potential audience.

Possible topics for breakout sessions were proposed:

a. **Shareable metadata.** This might possibly be presented by someone like Sarah Shreeves from UIUC (https://netfiles.uiuc.edu/sshreeve/www/index.html).

b. **Preservation metadata**. The possibility of two different sessions on this topic was proposed: one for "techies" focusing on software tools; and another for administrators looking at the topic from a strategic perspective.

c. **Strategies for minimum processing of metadata.** This would be based on the "Less process, more product" concept espoused by Greene and Meissner (http://ahc.uwyo.edu/documents/faculty/greene/papers/Greene-Meissner.pdf).

d. **OAI-PMH.** What it is, what it does, what services can be created in conjunction with it, etc. Someone noted that Shreeves may cover this topic in her presentations.

e. **User-generated metadata.** A general overview of projects that have attempted to solicit and incorporate user-generated metadata (tags, etc.) into their collections. Implications for CONTENTdm and other systems would be discussed. Eben mentioned that we probably shouldn't limit ourselves to CONTENTdm collections. The ICAT metadata webinar will include a segment by Cheryl Wegner (Newberry Library) on this topic, so we will monitor the content of the webinar and revise the focus of this session accordingly.

f. **Dublin Core.** Two different session were proposed: one would be a basic introduction, perhaps covering how to map traditional library metadata formats to DC; the second would cover advanced topics related to DC, such as the many different flavors of DC. The possibility of one of the DC sessions being a "case study" type of presentation was discussed.

g. **Metadata and discoverability.** This would cover the relationship of quality metadata and discoverability through search engines like Google, etc. It was suggested that this topic might fit well with the "user-generated metadata" session.

h. **Controlled Vocabularies.** An A-Z Introduction. The relationship of this topic to the "discoverability" session was discussed.

i. **EAD metadata**. This would cover EAD as used in archives, including related tools.

Eben will post the list of topics on the DCUG wiki, and the group will collectively create and edit the descriptions for the proposed sessions and suggest possible speakers directly on the wiki. Descriptions should be posted by Dec. 9th, so that members can review them before the Dec. 16th meeting, where they will be discussed.

The need to determine the location and date for the forum was also agreed upon. This will be discussed further at the next meeting. The possibility of holding the forum in the summer was briefly discussed.

5. CONTENTdm 5 update
Jessica reported that the update to version 5 is proceeding as planned and the upgrade will be carried out between December 15 and January 4.

6. New business
   Amy is the program planning subcommittee chair for the Midwest CONTENTdm User Group annual meeting. She reiterated the call for proposals for the meeting, the deadline for which is Dec. 15th.
7. Next meeting
   The next meeting will be on Dec. 16th from 10 am – 12 pm.