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Digital Collections Users' Group   CARLI Committees

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Digital Collections Users' Group Minutes for July 15, 2010

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, July 15, 2010
In-person meeting at CARLI Office, Champaign

Members present: Ellen Corrigan (Eastern Illinois University), Chris Day (School of the Art Institute of Chicago), Eben English, Chair (Loyola University), Ginger Frere (Newberry Library), Peter Hepburn (University of Illinois at Chicago), Betsy Kruger (University of Illinois at Urbana-Champaign), Meg Miner (Illinois Wesleyan University),

Members absent: Julie Patton (Northwestern University), Laurie Sauer (Knox College)

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

1. Betsy was confirmed as the minutes taker.
2. The committee approved the minutes from the June 16, 2010, meeting
3. The committee discussed and approved the revised video digitization guidelines. Eben will send the finalized guidelines to Amy who will format them and post them on the CARLI website.
4. The committee discussed converting the cancelled "Metadata Matters" forum to a series of webinars. The committee decided to keep the original groupings and speakers as much as the speakers' schedules will allow and to limit each webinar to one hour.
   Groupings:
   - Shareable Metadata and OAI
   - Preservation metadata and EAD
   - Data Dictionary and Audio Metadata
   - Panel discussion on metadata librarianship
   The webinars will occur twice each month during the fall semester. A list of possible dates was determined and Meg volunteered to contact all speakers and develop a final schedule.
5. **Subcommittee reports:**
   a. Eben gave a brief report from the Standards Subcommittee. The development of the video digitization guidelines was the most recent activity of this group.
   b. Ellen gave a brief report from the Interface Subcommittee The group's work has slowed down since the finalization of the CARLI Digital Collections new interface design. The group may undertake a usability study; Betsy did a literature review on the topic earlier in the summer. Peter has some previous experience with usability studies and volunteered to work with the subcommittee on this study.
6. **Review of ongoing activities:**
   a. The responsibility for the "Image of the Week" feature was transferred from Ginger to Chris. He will send out emails to institutions that have collections in CARLI Digital Collections asking them for recommendations for featured images.
7. **Goals and objectives for the coming year:**
   a. Assessment of DCUG impact and user needs.
      Agreed that some form of assessment or outreach to member institutions would be useful.
      * *Assessment/outreach subgroup: Meg, Ellen, Eben*
   b. Usability testing of CARLI Digital Collections interface

Further investigation was deemed worth pursuing, both to educate this group and to share with the wider community; data gathered from such a study will still be relevant later on even if recommended changes cannot be acted upon immediately.
Usability subgroup: Peter, Ginger, Chris, Ellen

   c. Development of educational materials and/or documentation
Agreed that there is still a need to create or point to resources to aid member libraries, and to review and revise existing documentation.

      i. Resource sharing: Peter will encourage member libraries to contribute documents to the Digital Projects/CONTENTdm space on the CARLI wiki.
Tutorials/standards subgroup: Eben

   d. Future forum ideas
Agreed to table discussion of additional programming (webinars, workshops, educational forums) until spring. Attendance and evaluations from the fall webinar series as well as assessment efforts are expected to inform future programming topics.

   e. Digital preservation research
Pending a response from the CARLI Products and Services Vetting Committee to the white paper submitted by the unofficial digital preservation joint subcommittee in March, DCUG will reach out the Preservation Working Group to gauge interest in cooperatively pursuing feasible next steps.
Eben will contact Julie Mosbo (SIUC, Preservation Working Group Chair)

8. **Review current subcommittee structure/Subcommittee assignments**
The group decided to work in project-based subgroups rather than formal subcommittees. Members volunteered to work on activities as listed above; leadership to be determined later.
Eben will email Betsy, Julie, and Laurie regarding their participation interests.

9. **Establish meeting schedule for upcoming semester**
DCUG will continue to meet by conference call on the third Wednesday of each month from 10:00 a.m.-12:00 p.m. during the fall semester. Dates are as follows: August 18, September 15, October 20, November 17, December 15.

Minute-taking will continue to rotate among members alphabetically; Ginger will take minutes at the August 18 meeting.