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# Digital Collections Users' Group Minutes for September 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, September 15, 2010

Conference call

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), and Julie Patton (Northwestern University), Laurie Sauer (Knox College)

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

1. Troubleshoot AdobeConnect connection issues
2. Confirm minutes taker - Peter
3. Approve minutes from August meeting – minutes approved
4. Project Team reports
  - o A reminder to include Jessica or Amy on meetings
  - a. Assessment
    - i. The subcommittee is in the brainstorming phase
    - ii. They will get some information from CARLI about CONTENTdm users about who has been through training, who has requested collections, and who has published collections
    - iii. The subcommittee will be meeting once a month after regular DCUG meetings
  - b. Usability
    - i. Meetings yet to be scheduled, so no report
  - c. Tutorials & Standards
    - i. Discrepancy between documentation on CARLI wiki and DCUG wiki
      1. Some of the documentation on the DCUG wiki could be helpful to all CARLI members since it's not public
      2. Looking at creating some sort of organizational scheme for CONTENTdm section on CARLI wiki
    - ii. Need for document for new users of CONTENTdm
    - iii. Will change the name of the subcommittee to Documentation and Standards since they are unsure what sort of tutorials are involved but any that come up can be considered documentation. Eben will change name on the wiki.
  - d. Resource Sharing
    - i. Betsy and Peter have divided the CARLI members into half and are working through the contact list. Will be contacting directors if no digitization contact listed.
    - ii. The subcommittee will add a page to the wiki describing what they are doing.
  - e. Preservation (joint group with CARLI Preservation Working Group [PWG])
    - i. The subcommittee has contacted PWG but not heard back until yesterday
    - ii. Best to table until after the CARLI Board has had a chance to review things and decide what sort of actions it prefers.
    - iii. Amy and Jessica will communicate this to the PWG.
    - iv. Jessica and Amy will bring back any information and directives from the CARLI Board meeting.

5. Preparation for launch of webinar series on September 28
  - a. Lowest registration so far is 21, and these numbers may not reflect that multiple people may be attending under one log in.
  - b. Presenters need to register so that they are part of the phone line count. DCUG members need to register, too.
  - c. Discussion of evaluations, surveys, using that to try to get some sort of indication of overall numbers in each presentation. Decided to use a generic form that we can ask of each presentation via CARLI's Survey Monkey site. Laurie will work on this and email a rough draft to the entire committee, then ask some feedback from presenters.
  - d. CARLI will work with presenters to ensure they are set up for presenting.
  - e. Need to send a follow up e-mail to presenters – Eben can handle this.
  - f. Question about moderators – it might be useful for managing questions that come in while speaker is talking. Amy and Jessica will monitor chat and technical questions. They will also start the presentation and provide some framework.
  - g. Noted that presentations should be recorded.
6. Discussion of how AdobeConnect is working for our meeting so far
  - a. Ellen asked the group what sort of headset they're using and Amy will share information with group on what CARLI has provided them.
  - b. Until bugs are ironed out, DCUG won't rely solely on Adobe Connect.
7. New business? - Eben welcomed Julie back
8. Next meeting: October 20 from 10:00am-12:00pm