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Digital Collections Users' Group Minutes for November 17, 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, November 17, 2010

Conference call

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

Absent: Ellen Corrigan (Eastern Illinois University)

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

1. AdobeConnect use: One member could not hear the group or speak to us, but this issue was resolved shortly after the meeting began.
2. Confirm minutes taker - Meg
3. Approve minutes from October meeting – minutes approved after verifying one typo was corrected in the final version.
4. Project Team reports
 - a. **Assessment** - Eben reported that the team met once since the last DCUG meeting and worked on a draft of the assessment survey for CARLI members. The focus is on understanding digitization practices and people's use of workshops and other educational materials. The team will meet again after today's meeting with the goal of having a draft back to the full DCUG before the December meeting. The plan is to have it ready for distribution to CARLI members in January
 - b. **Usability** - Peter stated the goals are to come to an agreement on what we are asking, who we are asking, and why we are asking. He will post a brainstorming document to the wiki and invites all DCUG members to share what usability issues we have seen that can be added.
 - c. **Documentation & Standards** - Laurie shared that the team met last week and finalized a structure for the CARLI/CONTENTdm document section on the wiki. The next step is for team members to upload documents to their area of responsibility.
 - d. **Resource Sharing** - Peter started by inviting others to join the group since Betsy was the only other member. He and Eben discussed the idea that the resource sharing questions should be folded into the Assessment Team's survey to avoid bombarding CARLI members with too many requests for input. He and Betsy did complete their list of contacts at CARLI member libraries. If no specific staff member was listed as the digital collections person on a library's webpage, the library director was put on the list.

Eben echoed Peter's comment about the potential for doing duplicate work and multiple surveys that appear to come from one group. Eben also recognized the overlap with Assessment's work as well as Documentation & Standards. He asked if Peter thought of folding his work into one or the other rather than having someone else join his team. Peter thought it would make more sense for him to join Documentation & Standards. The two teams will consider the possibilities.

5. **Digital Preservation joint subcommittee** - DCUG members will include: Julie, Laurie, and Peter. This is a joint group of members from DCUG and the Preservation Working Group (PWG). The group has not

met yet. This formation of this joint subcommittee is in response to a message from Susan Singleton regarding a white paper submitted by a joint subcommittee of the DCUG and the Preservation Working Group “to create a task force to educate CARLI members on digital preservation and investigate software systems.”

Following a discussion of digital preservation, the Board noted that it is advisable to pursue programs to educate CARLI member libraries about digital preservation, and to investigate discrete, small-scale solutions. The Board referred this back to the DCUG and PWG for further investigation and planning. As programs are planned, they should be submitted to the Program Planning for consideration and funding.

Eben suggested DCUG members take a Digital Preservation Education Needs survey (<http://www.surveymonkey.com/s/D6RF8RZ>) sponsored by the Digital Preservation Outreach and Education Initiative at the Library of Congress.

6. **Future Forum Planning** - Possible topics for future forums were briefly reviewed, beginning with a document compiled by Amy and Jessica from the Metadata Matters webinar feedback forms received to date (it was noted that this document does not reflect the most recent session plus two more sessions that are forthcoming, so additional input will be added later).
 - Peter asked what other uses we plan for the information gathered. Do we want to know why people are digitizing? Is it just to promote select things we think are cool, or are we meeting our users’ needs?
 - Eben noted some comments seem to suggest hands-on workshops are of interest. It was noted that in-person workshop sign up had dropped off, so the question was raised as to the risk of losing bigger audiences if we do in-person workshops.
 - Peter commented that several responses indicate we should look at what we can do for smaller institutions with few resources/staff. Ginger, Laurie and Meg agreed that being at small institutions makes digital projects more difficult. It was suggested that we ask smaller institutions what barriers they think they need to overcome if they are not participating in digitization now, or if they feel they just don’t have things that lend themselves to digitization.
 - Laurie noted more than one comment was about the interest in getting Information Technology departments more involved in this work. After some discussion, it was determined it was possibly the same person may have attended different sessions and left similar responses.
 - Eben wondered about the possibility of following up these surveys with a final “thank you” email to all registrants and an invitation to continue sharing thoughts with DCUG. Jessica and Amy expressed concern again about subjecting CARLI members to too many messages. It was decided not to do so. The suggestion was made to wait until the wiki changes were made so there would be something substantive to announce along with an invitation for members to keep sharing what they are doing.
 - Laurie wondered about planning another copyright workshop after having had so much feedback on the last one. Eben agreed those responses show that this topic would be worthwhile.
 - It was ultimately agreed we would wait to see what other suggestions surface and pick up this discussion again in December with the understanding that we will have to move quickly to start planning.
7. **Membership** - Eben began by noting Betsy Kruger had resigned from DCUG since our last meeting. After recognizing Betsy's contributions to DCUG, he then asked members if we were interested in finding a replacement for the remainder of the academic year.

- Jessica thinks that since Betsy's term will expire in June it would be reasonable to wait. Otherwise we risk the person filling in just for six months and then being faced with the possibility of needing another replacement if that person doesn't want to stay on.
- Peter seconded, saying since we don't have a face-to-face meeting until then it would be harder for the person to feel comfortable right away.

The discussion continued with the ultimate recognition that Usability has enough members to complete the year's work and that the vacancy will wait until the next round of committee volunteers to be filled.

8. **Conference reporting** - Eben raised a new idea for DCUG consideration: the possibility of using some of our meeting time for verbal reports on interesting conferences, workshops or projects involving digital collections that we participate in. There was agreement that this would be beneficial to all members, and a few people had contributions to make right away:
- Julie announced their new EAD portal at <http://findingaids.library.northwestern.edu>
 - Eben asked if anyone else is going to the upcoming Digital Curation Conference <http://www.dcc.ac.uk/events/conferences/6th-international-digital-curation-conference>. He will attend all three days, Julie is going on Tuesday and Wednesday, and Meg hopes to make it to one of the pre-conference workshops on the first day.
 - Eben also mentioned his plans to attend <http://chicagocolloquium.org/>