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# Digital Collections Users' Group Minutes for January 19, 2011

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, January 19, 2011

Conference call

Members present: Ellen Corrigan (Eastern Illinois University), Chris Day (School of the Art Institute of Chicago), Eben English, Chair (Loyola University), Peter Hepburn (University of Illinois at Chicago), Meg Miner (Illinois Wesleyan University), and Laurie Sauer (Knox College)

Absent: Ginger Frere (Newberry Library) and Julie Patton (Northwestern University)

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

1. Established that meetings will take place by conference call for the rest of the this committee year.
2. Confirmed Ellen as minutes taker.
3. Approved minutes from the December 15, 2010 meeting with changes.
4. Project Team reports
  - a. **Assessment** - Eben reported that the link for the draft survey, available via the Assessment Subcommittee page on the DCUG wiki, had been sent to the DCUG email list.
  - b. **Documentation & Standards** - Laurie reported that the group met on January 13. The group is continuing to revamp the "Digitization Resources and CONTENTdm Documentation" page of the CARLI wiki (<http://wiki.carli.illinois.edu/index.php/Portal:CONTENTdm>). A section on "Assessment & Evaluation of Digital Collections" has been created, with content to be added soon.
  - c. **Usability** - Peter reported that the group met earlier in the month. A short survey is being created to identify the users of CARLI Digital Collections and their usability concerns in order to determine who and what the usability testing should address. After another round of revisions, the survey questions will be presented to DCUG, then linked from the CDC site.
  - d. **Digital Preservation joint subcommittee** - The first meeting will take place on January 24.
5. The draft "Survey of Digitization Practices" was reviewed. The Assessment group will make proposed changes to the survey.
6. **Future Forum Planning** - Topics previously suggested for the "Life Cycle of a Digital Project" program have been listed under the "Forum 2011 Planning" link on the DCUG wiki. The presentation format and scheduling concerns were discussed. Further discussion will be on the agenda for the February meeting; in the meantime, DCUG members are encouraged to add their ideas to the wiki.
7. Conference reporting/forecasting: None.
8. Other business: Jessica will send out an announcement about the CONTENTdm software upgrade/server migration planned to begin on February 4 at 5pm.
9. Next meeting: February 16, 2011, 10:00 a.m.-12:00 p.m.