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Digital Collections Users' Group Minutes for February 16, 2011

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections Users' Group

Wednesday, February 16, 2011

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), Meg Miner (Illinois Wesleyan University), and Laurie Sauer (Knox College)

Absent: Peter Hepburn (University of Illinois at Chicago) and Julie Patton (Northwestern University)

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

1. Eben was confirmed as minutes taker.
2. Minutes from the January 19 meeting were approved without further revisions.
3. Project Team reports
 - a. **Assessment** - Eben reported that the Assessment group had made changes to the "Survey of Digitization Practices" based on the comments made at the last DCUG meeting. The survey has been extensively revised since its initial draft and has been made into a live draft in CARLI's SurveyMonkey account. At their meeting to be held on 2/16, the group will discuss remaining revisions and test out the live version. Once the live draft is ready, a link will be sent to the full DCUG group for another round of testing and feedback.
 - b. **Documentation & Standards** - Laurie reported that the group is continuing to work on the "Digitization Resources and CONTENTdm Documentation" section of the CARLI wiki (<http://wiki.carli.illinois.edu/index.php/Portal:CONTENTdm>) and has set a deadline of March 10 (the group's next meeting) for completing this project. Once the page is fully populated, an announcement will be included in the CARLI newsletter inviting people to view the page and add content. DCUG members are also welcome to comment on the page or add content. The group's next project will be creating separate best-practice guides for digitizing images and text – these are currently merged into a single guide on the CARLI System Docs page.
 - c. **Usability** - Chris reported that the group is currently working on a short survey that will include questions about the CARLI Digital Collections home page organization and visual design. The survey is in draft form and will be put into SurveyMonkey in the next few weeks. The survey will be linked from the CARLI Digital Collections site.
 - d. **Digital Preservation joint subcommittee** - Laurie reported on the Digital Preservation joint subcommittee with the Preservation Working Group, as she will be co-chair of the group along with Lynne Thomas from the Preservation Working Group. The group is defining its charge, which will be to educate CARLI members on digital preservation issues and topics. The group hopes to organize an in-person workshop/seminar sometime in the fall and is working on possible topics focusing on practical strategies for implementing a digital preservation plan. Some webinars may also be offered.
4. **Discussion of Evaluations from "Metadata Matters" webinar series** - The group discussed the full set of feedback and comments from the "Metadata Matters" webinar series. The reactions to the series seem overwhelmingly positive. The lack of technical difficulties reported by the participants also shows promise for the webinar format to be used in the future. It was noted that there was a wide range of familiarity with the topics reported by the participants, and that it might be useful to have future presenters

include more explicit information about the intended audience and level of familiarity with concepts/technologies expected in the session descriptions they provide. CARLI liaisons will make sure links to the evaluations are sent to the presenters.

5. **"Life Cycle of a Digital Project" Planning**- Eben thanked members of the group for their work on adding material to the list of topics on the DCUG wiki. The group discussed the perceived audience for this topic, and it was generally felt that it would be aimed more at libraries interested in getting involved with digital collection projects or those with limited experience with digital projects, as opposed to the more detailed focus of the "Metadata Matters" webinar series. While topics might still appeal to libraries with robust, ongoing digital efforts, the focus will be on providing an introduction to each topic rather than exploring advanced details. It was decided that each member of the group will choose a topic to focus on, and they will be responsible for developing programming related to that topic, including: creating a rough proposal for a session, finding a potential speaker, or creating a presentation on their own. The following topics were assigned:
 - i. Identifying and selecting materials; collection development policies - Laurie
 - ii. Planning/Project Management - Eben
 - iii. Finding & Working with Vendors - Meg
 - iv. Scanning - Chris
 - v. Promoting Collections - Ginger
 - vi. User feedback/assessment – EllenThe format of the sessions will likely be a webinar, but an in-person seminar/workshop might also be possible. It was agreed that having speakers from within the consortium is preferable, but a webinar format would make it possible to reach beyond Illinois-based institutions if desired. Each member will create a draft proposal for a session and post it to the wiki by Friday March 4, which will provide time for the group to review them and discuss at the next DCUG meeting on March 16.
6. No one had any recent or upcoming conferences to report on.
7. Other business:
 - a. **CONTENTdm server migration** - Jessica reported that the server migration from Solaris to Linux and the server upgrade to CONTENTdm version 5.4 has been completed and things appear to be functioning well. The schedule for upgrading to CONTENTdm 6 was also discussed, with CARLI liaisons indicating that CARLI will likely proceed with caution after their experience with upgrading to version 5. Version 6 is tentatively scheduled to be released sometime in March.
 - b. **Image of the week project** - Chris apologized for not updating the images regularly and indicated that he would begin working on this again.
8. The next meeting will be Wednesday, March 16 at 10:00 am.