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# Digital Collections Users' Group Minutes for March 16, 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, March 16, 2011

Conference call

Members present: Ellen Corrigan (Eastern Illinois University), Eben English, Chair (Loyola University), Ginger Frere (Newberry Library), Peter Hepburn (University of Illinois at Chicago), Meg Miner (Illinois Wesleyan University), and Laurie Sauer (Knox College)

Absent: Chris Day (School of the Art Institute of Chicago) and Julie Patton (Northwestern University)

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

1. Ginger was confirmed as minutes taker.
2. Minutes from the February 16 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" following the last DCUG meeting. A draft of the email which will accompany the link to the survey is being prepared. The survey will be sent to one representative from each institution within the next two weeks.
  - b. **Documentation & Standards** - Laurie reported that the group is revising the best practices for descriptive metadata and best practices for images and text documents. They plan to separate the latter into two distinct documents. The "Digitization Resources and CONTENTdm Documentation" section of the CARLI wiki (<http://wiki.carli.illinois.edu/index.php/Portal:CONTENTdm>) has been revised and an announcement email has been sent. The announcement will also be published in the CARLI Newsletter and as a "Quick Tip" on the CARLI Blog.
  - c. **Usability** – Peter reported that the group had received comments on the usability survey from DCUG but as most of the issues had already been considered, no additional changes were made. The survey was then approved by the group as is. Jessica will implement the survey on the CARLI Digital Collections site and monitor the results. No date was set for the conclusion of the survey.
  - d. **Digital Preservation joint subcommittee** - Laurie reported on the Digital Preservation joint subcommittee with the Preservation Working Group. Plans for a program and/or forum are being discussed.
4. **"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. He reminded the group that there are no restraints as to format for the sessions and that in-person workshops as well as webinars are still options open to discussion. Each of the following topics was discussed in turn and the comments were documented on the Forum 2011 Planning page of the DCUG wiki. Eben asked that the group continue to work on refining the topics and to update the wiki with suggestions on formats and presenters by April 1.
  - a. Identifying and selecting materials; collection development policies – Laurie
  - b. Copyright issues - Julie
  - c. Generating buy-in and/or getting funding -Peter
  - d. Planning / Project Management - Eben
  - e. Finding and Working with Vendors - Meg
  - f. Promoting Collections - Ginger

g. User feedback/assessment – Ellen

5. The next meeting will be Wednesday, April 20 at 10:00 am.