Digital Collections Users' Group

CARLI Committees

5-18-2011

Digital Collections Users' Group Minutes for May 18, 2011

Consortium of Academic and Research Libraries in Illinois

CARLI Digital Collections Users' Group

CARLI Digital Collections Users' Group Meeting Minutes
Wednesday, May 18, 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), Julie Patton (Northwestern University), and Laurie Sauer (Knox College)

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

1. Meg was confirmed as minutes taker.
2. Minutes from April meeting approved with revisions.
3. **Project Team reports**
   a. <u>Assessment</u> -The survey on Digitization Practices is now closed and English reports it had a 42% response rate. CARLI liaison Maroso distributed the results on the 16th to all DCUG members and the subcommittee will meet to discuss them soon.
   b. <u>Documentation & Standards</u> - Sauer states that the project group finished its work on the metadata document and sent it the CARLI staff for review and comment. The group will begin working on splitting apart the text and images document next.
   c. <u>Usability</u> – This survey is posted on the CARLI collections homepage and a note has been sent to the CARLI email list. The subcommittee is not meeting now, but Hepburn confirmed the survey will run until the fall. Maroso reported only two responses had been registered so far and agreed to send a reminder out at an unspecified date.
   d. <u>Digital Preservation joint subcommittee</u> - Sauer also reports that this subcommittee did not meet in May. The group has been working on identifying a potential speaker or program.
4. **Copyright workshop planning**
   English led a discussion on the possibility of inviting Dwayne Butler again and what we might ask him to speak on given feedback from the last forum. English asked if Butler was willing and available. Maroso and Gibson confirm he stated his willingness immediately after the last forum but has not been approached recently. Maroso recommend that we submit a request for funding soon to make sure we can invite the speaker. She offered to send a preliminary note to Butler confirming his willingness and indicating DCUG's interest.
   English then asked for feedback on the funding request draft he sent to members prior to this meeting. All agreed the description met our needs and then discussed which time of year to schedule it for given other pending CARLI events (e.g., Digital Preservation and Open Access). DCUG resolved we will request the speaker for fall 2011.
5. **"Life Cycle of a Digital Project" sessions discussion** - Members reported on the following topics:
   a. "<u>Identifying and selecting materials; collection development policies</u>" - Sauer has thought about the suggestion from the last meeting of creating a website or document to address her idea of thematic digital collections creation. DCUG feedback then did not indicate widespread support for thematic selection as a webinar. Members clarified that they had been thinking of the original idea in broader terms but ultimately agreed that other types of collection practices would be need-based and therefore self-evident. Sauer will continue to develop this idea and welcomes others' input.
   Maroso reminded the group that a timeline needs to be confirmed soon to make sure notifications

can go out. The group agreed to try confirming details by the June meeting, July at the latest.

    b. "Generating buy-in and/or getting funding" - Hepburn's colleague Valerie Harris is interested in presenting but would also like to have another perspective given. Hepburn is working on finding someone else.

    c. "Planning/Project Management" - English states Purdue's Frank Cervone is interested in a 60-90 minute webinar.

    d. "Finding & Working with Vendors"- Miner has confirmed that Tom Wood at U of I Springfield will talk on this topic and has experience with vetting vendors for a grant-funded project at a public institution.

    A member asked if grant funding would be a focus of this session and Miner said she had not asked the speaker to emphasize this but that she could. English offered that grant funding could be a good topic all on its own, and members agreed the vendor aspect would be sufficient.

    e. "Promoting Collections" - Frere confirms this will be a webinar format that is more of an idea-generating session than scholarly/formal/marketing-focused; she will present it herself. She is considering distributing a survey before the session and bringing others' ideas into the discussion. A member suggested a wiki could be created that would allow contributions at any time.

    f. "User feedback/assessment" - Corrigan has had difficulty identifying a speaker within CARLI's membership or without. There's widespread agreement that assessment is important but no evidence that it has been done. Members offered a few possibilities but none seem focused on collection assessment specifically.

    English mentioned that preliminary Digitization Practices survey results do not indicate assessment is important to CARLI digital collections creators at this time. He proposed that Corrigan and Sauer might look into grant writing instead.

6. **Chicago Ancestors Project & CARLI Digital Collections** - Frere reports that the Chicago Ancestors (CA) project began with a desire to enhance the Newberry Library's "Chicago Neighborhood Research Guide," a collection of short bibliographies for each of Chicago's 77 communities. Frere would like to enrich the bibliographies with images from CARLI collections that are related to these different Chicago communities and proposes doing this through the Custom Queries & Results (CQR) feature of CONTENTdm. She has worked with UIC's Hepburn to associate existing material already in the City 2000 collection, and the following directions illustrate the results of such CQR work:

    1. Go to http://www.chicagoancestors.org
    2. Select the Search tab and search for "Rogers Park"
    3. Expand "Geographic Areas" and then expand "Chicago Neighborhood Research Guide"
    4. Click on Rogers Park
    5. An information box will open with a bibliography. The last item reads: "Images of this neighborhood from the CARLI digital collections." The link executes the CQR.

Frere also added a link in the Neighborhood Research Guide entry for Englewood. In a later email to DCUG, she stated:

"By doing this, we provide CA users with easy access to a wide range of images about an area they're interested in. It also promotes the collections, as most people who use CA are probably unaware of this resource. And by using the community area name (which UIC uses as a subject heading) and not specifying the collection name, I only have to create 77 queries and additional images and collections will automatically be included in the search.

"So, the issues are:

    a. Does anybody object to my doing this?

    b. Is there any interest in the creation of a shared vocabulary containing Chicago Area geographic names? We could offer some examples (best practice document?) and let everyone know that using the community area name in their metadata would result in links from Chicago Ancestors."

It was noted that if there is interest in developing a shared vocabulary for neighborhood names, contributors would also need to explore how it would be maintained. DCUG members stated no objections; Frere invites members to contact her if they have collections to connect with this project.

7. **Election of new DCUG chair** - English called for nominations of DCUG 2011-12 Chair and offered Sauer as the first nominee. She accepted the nomination and was seconded by Miner. No other names were proposed, so Sauer was unanimously confirmed.

8. **New business?**
   a. A member asked if new DCUG members had been identified and was told they had not.
   b. A member asked if sharing the Digitization Practices survey results with the Preservation subcommittee would be permitted. Sharing the results is fine.
   c. English closed the meeting by saying he would contact Dwayne Butler with our questions about presenting another Copyright forum and then adjourned the meeting at 11:15.

9. Next meeting will be held Wednesday, June 15, 2011 at 10:00 am