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Digital Collections Users' Group

CARLI Committees

6-15-2011

Digital Collections Users' Group Minutes for June 15, 2011

Consortium of Academic and Research Libraries in Illinois

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CARLI Digital Collections Users' Group

Wednesday, June 15, 2011
Conference call

Members present: Eben English (chair, Loyola University), Ellen Corrigan (Eastern Illinois University), Peter Hepburn (University of Illinois at Chicago), Meg Miner (Illinois Wesleyan University), Julie Patton (Northwestern University), Laurie Sauer (Knox College)

Members absent: Christopher Day (School of the Art Institute of Chicago), Ginger Frere (Newberry Library), Amy Maroso (CARLI)

CARLI Staff present: Jessica Gibson (DCUG liaison)

1. Julie was confirmed as minutes taker.
2. May meeting minutes: Revised minutes were not circulated prior to today's meeting. Approval is postponed until next meeting or by email.
3. **Project Team reports**
   a. <u>Assessment</u> - Eben reported that very little has happened since the last meeting. The group will be meeting later today to discuss the survey results.
   b. <u>Documentation & Standards</u> - Laurie reported that the group finished the metadata document with good feedback from Jessica and Ellen. It was circulated via email to the full DCUG for review at today's meeting.
   c. <u>Usability</u> – Peter reported that there has been no activity since the last meeting. The group is letting survey results come in and will reconvene in the fall.
   d. <u>Digital Preservation joint subcommittee</u> - Laurie reported that they are looking at a forum for early spring 2012 (March/April). The group is still lacking one key speaker and having difficulty finding someone to fill that slot.
4. **Review of "Guidelines for the Creation of Digital Collections: Best Practices for Descriptive Metadata"** - The document was distributed for comment prior to the meeting. Eben commented that examples at the end had been extensively updated for this version of the document. The group approved the document, and CARLI staff will get it posted to the CARLI website using the same URL as the previous version.
5. **Copyright workshop planning**
   The workshop was approved by the CARLI Program Planning Committee and is scheduled to take place in the fall. Dwayne Buttler has agreed to do the session. He is currently out of the country and will discuss further with Amy and Jessica upon his return. Now we need to confirm a date based on the speaker's availability and the venue availability (I Hotel in Champaign). We need to consider other major events (LITA, Charleston Conference, CONTENTdm Midwest Users' Group, etc.) when confirming a date. Eben will coordinate with Amy and Jessica getting in touch with Dr. Buttler to follow up on his availability.
6. **"Life Cycle of a Digital Project" sessions discussion** - Members reported on the following topics:
   a. "<u>Generating buy-in</u>" - Peter's session has a speaker and a topic but no other details to report at this time.
   b. "<u>Planning/Project Management</u>" - Eben's session has a speaker and a topic and is essentially ready to be scheduled.
   c. "<u>Finding & Working with Vendors</u>"- Meg's session is in good shape, but she has not been in touch

with her proposed speaker since he agreed to present.

    d. "<u>Promoting Collections</u>" - Ginger's session seems like it is on track based on the May minutes, but we need to find out: Is Ginger going to be the presenter of this session?

    e. <u>Ellen's session</u> - she has scrapped the assessment/user feedback topic and is starting to look at grant funding sources as a more viable topic. There are some collections in CARLI Digital Collections that are grant funded. The group agreed that grant funding may be a more accessible topic than the assessment/user feedback topic.

    f. <u>Laurie's session</u>- found two leads on identifying materials and collection development from NEDCC and a 2003 presentation from someone then at Indiana University. Also found some good materials, now linked to on our Wiki page. NEDCC is likely to be expensive and may be cost-prohibitive; it might be more appropriate for an in-person workshop. Laurie will pursue the lead from Indiana first.

    g. <u>General discussion about webinars</u> - What is the timetable for these sessions? Perhaps do one session a month, rather than compressed schedule like last fall's Metadata series. Because of the wide variety of speakers and topics, it may be difficult to create a recurring schedule. Instead, schedule at the availability of the speakers. Eben asked whether there is a specific, conceptual order for these sessions? Or does order matter? Perhaps remaining flexible will allow easier scheduling for speakers. The group agreed not to worry about order too much.

    Jessica noted that many of the conferences/events we were trying to avoid (see item 5 above) are in October. This may make it difficult to schedule the workshop with Dr. Buttler, as well as the first webinar. Trying to avoid too many travel events in too close proximity. Will also look at late September for copyright workshop. Can we circulate conflicts via email and start to build list of available dates?

    The group would like to start the webinar series in September or October. Meg and Eben will contact their speakers to see about availability for September and October. Eben feels like it is better to schedule for midweek: avoid Mondays and Fridays.

    We will plan to discuss remaining sessions in detail at our July meeting.

7. **July meeting (in-person?)** - Do we want to meet in person? Jessica noted that CARLI groups do traditionally meet in person early on in their new term, either July or August. Peter commented that it would be good to meet in person in July to bring on the new members. Eben agreed.

    Meg offered to host the meeting at Illinois Wesleyan in Bloomington. July dates did not work for everyone, but August 10 emerged as a good day for most committee members. Meg added that all days from August 9-11 would be okay. Fridays and Mondays also okay. Laurie will set up a Doodle poll for August 8-11. (IWU location is not available August 12). The meeting will start at 10 am and end by 3 pm.

    The July meeting will be by conference call. Laurie will check with the new members about their availability for 3rd Wednesday 10 am meetings, and for July 20 at 10am.

8. **Conference reporting/forecasting** - Nothing to report; perhaps there will be information to share after ALA annual.

9. **New members to start three-year terms in July 2011** - Ellen will be returning for an additional three-year term. New members will be David Levinson from Lake Forest College and Julia Thompson from

Western Illinois University.

10. **New Business?** - None.
11. **A thank you to our departing members** - Eben thanked Julie for her service on the committee. The group thanked Eben for chairing this year.
12. Next meeting will be held Wednesday, July 20, 2011 at 10:00 am