

Digital Initiatives Steering Committee /Knowledge Bank
Wednesday December 21, 2005
8:30-10:30 a.m.
Ohio State University Thompson Library, Room 124

Amy , Tschera, Nena, Beth, Andrew, Wes, Sally, Susan

Agenda

1. Agenda Review
2. Minutes (Susan)
3. Membership on the DISC/KB

Sally Rogers will invite Sarah Murphy and one of the new systems librarians to join the committee in January 2006. Sally will decide which of the systems librarians will be on the Committee.

During the discussion, these additional comments were made:

- o Tschera would like ways of communicating with individuals who are not actually on the committee.
 - o It was proposed that DISC focus on the big picture and that the management of the projects could be done external to the Committee.
 - o Tschera is developing the digital workflows that Laura Tull had started
4. Online exhibitions. Laura Tull's draft "Web Sites and the Knowledge Bank: Online Exhibits"
Nena Couch reported on her discussion with Laura.
 1. What ever you click on needs to go directly to the exhibit and not the KB Community pages.
 2. Exhibits Committee prefers snail mail to the Exhibits Committee rather than e-mail to a specific curator. Sally suggested forwarding e-mail to a cluster account rather than to individual curator addresses. Nena will ask Lucy if a shared e-mail might work.
 3. Lucy wants a search engine, which will follow the Library of Congress example of searching individual exhibits and across exhibits.
 4. Method 2: Exhibits do not plan to store individual items.
 5. Method 3 Location will have created an exhibit once a year. It is thought it would be better for Andrew to do batch loads of the individual exhibits.

Nena had looked at the exhibits that had been loaded on the development server and they looked like they would work as planned. Nena's sense is that the exhibits will work.

Andrew will create a space on the OIT server for exhibits web page, which Jeff designed, but nothing is linked. The maintenance of the exhibits web page will fall to DISC. It may be as simple as adding a new link

5. Imaging efforts system wide
 - a. Feedback from recent brown bag lunch-- Amy spoke for 30 minutes and then took questions. The big question was from Joe Branin about the issues associated with mass digitizing. Questions were asked about distinction between OCR and page images; file size; server space; quality of images; etc. There are many people who have small projects which they would like to explore.
 - b. Guidelines for imaging: still images
 - i. Amy wrote the digital imaging part of the document, and Amanda wrote the metadata part. Tschera suggested that we not repeat data between documents.

We need an executive summary of the information from which users can be pointed. Amy will create an executive summary and put the entire the document in HTML for posting to the DISC web site.

- ii. Several suggested that the Libraries might benefit if we were perceived as a digital center.
- iii. We still need documentation on creating PDFs and OCR. Amy is reading about the subject, to find out what the guidelines should be. Amy plans to talk with Adrienne Dickson and Brian Miller about cost estimates. How much they do. What software are they using Omni Page Pro. Do they have Abby Fine Reader? They may have tried Read Iris at the Digital Union.

6. Review of projects

a. ICI

- i. Wes reported that he has 100 volumes from OSU Press (A-D) and that he needs another 75 volumes to reach the 201 item price break. The OSU Press items will be sent to ICI on December 22nd.
- ii. ICI asked about delivery on CD or DVD. They have asked if we would accept the digital material on a USB drive. Will ICI keep a copy until it is successfully loaded? Wes will check to see if the digital copies could be FTPed to the KB server and not have the physical media. OSU Press will create the metadata for their 100 volumes. FTP is preferred. USB will be fine. CD/DVD seemed to be our last choice in this discussion. Beth opined that retaining a CD/DVD backup is a collection manager / preservation decision.

b. The Ohio Journal of Science is cataloged in OSCAR/OhioLINK/ and WorldCat. Sally reported that DPUBS from Cornell is to work with Dspace as well as Fedora. DPUBS manages e-journals and has components for journal submission management and peer review.

c. EMJ (Electronic Music Journal) Tschera reported that the EMJ articles will be put in the KB. A separate web page will link to the articles. Articles will be reviewed post publication. The first issue in January 2006. Discussion will be promoted, but Tschera is not sure how. The editor is not at OSU but a number of the Editorial Board are on OSU faculty. Tschera is waiting for the set-up form from the editor.

d. Chinese books – Tschera, Amanda and Wes met with the project team. Have the copyright for Cahill books. Two English books being sent to ICI on Friday for digitizing. Team is checking on the copyright for the Chinese books. Tschera will experiment with having links in the PDF text to the images.

7. Next meeting: January 4

Meeting adjourned.