

DISC/Knowledge Bank
July 5 2006 8:30-10:00
124 Main Library

Present.: Beth Black, Wes Boomgaarden, Tschera Connell, Leta Hendricks, Susan Logan, Amy McCrory, Sally Rogers

1. Agenda
2. **Minutes** – Susan
3. **Welcome to Leta Hendricks**, newest member of DISC, replacing Marti Alt who retired on June 30th.
4. **Popul Vuh**
Wes reported that Beth Russell talked with Hjordis Halvorson, Director of Reader Services at the Newberry Library, but she didn't know much about the digitizing the Popul Vuh. Beth Russell will contact Ms Halvorson again to determine what needs to be done to move this project along.

Amy asked about the non-zooming statement in the DISC-KB project status spreadsheet. Those present suspect that the issue is not really the zooming but rather that the anticipated agreement will not permit OSU to allow zoom into a high resolution version of the images since we do not expect to receive high resolution versions of the images.. We need to verify if the issue with zooming is actually the resolution delivered rather than the zoom function. Brigham Young is getting the high resolution; OSU expects to receive low resolution.

5. Cornell Preservation Workshop – next steps

a. Follow up to Amy's report on the Cornell Preservation workshop May 14-19, 2006

Amy has made copies for the DISC-KB members of the model distributed at the workshop for managing a Digital projects. Tschera and Beth Black had secured copies and reviewed the model. Tschera observed that the OSU planning is using groupings set around current organization, which may be incompatible with the Cornell model. Beth thought that Amy's model was a high level approach and could be valuable in identifying processes that OSU has not addressed. Tschera has done some preliminary mapping. Beth proposed developing an OSU view of the Model. Next steps – 1a) Beth Black, Amy and Tschera will develop the OSU view of this and present to DISC. 1b) Tschera will continue developing the project management software, which gives can also inform the discussion of the Cornell model at OSUL.

b. The International Conference on Preservation of Digital Objects (iPRES -2006) will be held at Cornell on October 8-10th.

Sally asked if someone from OSU should attend especially since this meeting is much closer than is often true with international conferences. Discussion was postponed until the next meeting when more members might be in attendance. The deadline for early registration is September 1, 2006.

6. Project management -- Tschera

Tschera reported that she has started putting OSUL DISC-KB projects into ProjectLoad, which is an integrated project management and timesheet system that will assist DISC-KB in managing our digital projects. She has added everyone on DISC-KB as project managers, who are authorized to create and change projects. Tschera has put two projects into the system.

There are some decisions to be made.

- 1) How to do the training? Tschera suggested that she give an orientation at an upcoming meeting after which DISC-KB members could experiment in the system. Following that experimentation, the Company could provide a session to all DISC-KB members. Once that Company training, OSUL will be responsible for Next Steps Project load personnel is willing to give everyone training. Tschera suggested that the training be done in SEL090. Sally commented that only the people who are managing projects should be trained.
- 2) Should staff not on DISC be added as workers? Or should they also be project managers?

DISC-KB members can access the system, but we must realize that Tschera is still setting it up. The logon is name.# with osul as password. The URL is <http://projectload.com> We looked at some of the screens but could not see any projects. We might not want to look until Tschera has done more work.

7. Other

7a. Lantern –

Amy, Sally and Wes met with Joe last week to discuss how to proceed. This project is part of the Library Budget request but we have not heard back. The original request assumed that OSU would share the Penn State Olive server, but this is no longer an option. Amy has been developing new cost estimates for the projects. The annual charge for hosting 50 gigabytes at Olive (OCLC) is \$3,000/year. Joe Branin needs to know the budget outcome and the estimated full cost in order to make a decision on support. Amy is looking at the older Lantern because the number of pages is smaller. In the 1930s the number of pages increased significantly. We also discussed targeting a few years in the 1950s, 1960s or 1970s with the idea that it would demonstrate the functionality to alumni who might wish to support the project with funding.

7b. Slide Scanning –

Amy reported that the slide scanner is installed. Some slides have been scanned. Amy hasn't really determined yet how to manage a slide scanning project. The first small batch of slides will be a group from Mary Scott.

Susan mentioned that she has the Ockerman histology slides to be scanned and was interested in having a procedure developed before starting on the metadata creation. Amy observed that doing the metadata before scanning the slides might be a good idea. The numbering of each slide needs to be done before the metadata is created. The orientation of the slide is needed before the slide is scanned. This could also be done at the same time as the numbering. Amy will send a message to DISC detailing what needs to be done prior to scanning. Susan will work with Tschera or Amanda to develop the metadata fields.

7c. Lewis Ulman – is interested in digital publishing. Amy thinks he is interested in XML delivery. There DISC-KB August 2nd meeting conflicts with the SAA meeting. Wes suggested shifting the meeting to Aug 9th. Sally will check to see if the date will work for DISC and Dr. Ulman.

7d. Knowledge Bank rights permission form

Tschera has requested a new form be available to use when library staff are submitting materials to the KB for other individuals. Specifically, the KB assumes that the submitter is the owner of the material, but when library staff submit materials for others they cannot truthfully answer the question about ownership. Tschera proposes that a form be completed by the original submitter so that Library's staff know that the original submitter has authorized the submission. The signed document would be converted into PDF and attached to the KB metadata. Tschera has sent an e-mail to Trisha, Wes and Sally asking about the Knowledge Bank rights permission form. This topic will be on a future agenda.

7e. Where should DISC/KB meet after August 2006, when the Main Library is no longer available?

Leta suggested that we meet in Sullivant 244. Susan suggested we should meet where the majority of the participants have offices. It was also suggested that we meet in Sullivant in September, but the discussion was not final.

7f. KB policy discussions

Tschera indicated that the old KB group used to discuss policy, but it has not happened since the two committees combined. She suggested that there should be more policy discussion. As an example, at ALA Tschera learned that at other institutions' faculty are allowed to limit access to repository materials to a course, but at OSU it was decided to not provide that type of access management. Wes suggested that Tschera might bring forth some policy issues for the DISC/KB committee agenda.