

DISC KB Minutes 2006 09 06

Present: Black, Boomgaarden, Cetwinski, Connell, Couch, Hendricks, Logan, McCrory, O'Hanlon, Rogers, Whittaker

### 1. Project Load Demonstration – Tschera Connell

URL: [www.projectload.com](http://www.projectload.com)

Login with name.#

General password: osul (lowercase)

- **Default home page** shows all projects (can be changed in settings). To create a Project from the home page, click the Add button and fill out the form. Depending on project type (material type), there is default set of phases that appear when creating a project, which can be edited.
- **Status** shown as Active, On Hold, Complete.
- **Actions** available: create report, edit, notes, chart, copy.
- **Report** shows detail on each phase of project.
- **Phases** display in alpha order according to start date.
- **Notes** can added continuously within a phase and display as an icon in the project summary. Click the icon to view an existing note. Tschera uses this function to track actions of individuals not in the system.
- **Assigning Activities:** To assign to another individual, they must be in the Personnel list as Worker status or above AND you must have Administrator status in the system. Not clear what Manager role allows in this area. Constraints can be added to activities – must occur before/after other actions. Can search to view all activities or just those assigned to a particular individual.
- **Alerts** display as button with P or I. Reminders about past due dates, etc.

All DISC members are Managers, Tschera is an Administrator. She can set up special Teams, post documents on home page.

Timekeeping function not currently turned on but may be useful for planning purposes. Timesheet listed under Monthly or Daily tabs.

Next steps: Members should login and become familiar with software before meeting with developer. If people need to be added, e-mail Tschera.

### 2. Lantern Update – Amy McCrory

Amy is meeting with Ray Catalino, *Lantern* manager, to discuss paper and online versions and preservation needs of each format. She is looking at various vendors besides Olive.

### 3. Popul Wuj – Wes Boomgaarden

Wes distributed draft MOA. Newberry wants 150 ppi resolution. Their concern is branding and control of document, relationship with Brigham Young University. Will not get materials until BYU concludes arrangement in 2007. One issue is preventing download/save of images.

Next steps: Conference call with stakeholders.

#### 4. Membership issues - all

Susan Logan is leaving the committee. Sally thanked her for her many contributions to DISC since its beginning. Include members from HEA and LAW?

Next steps: Invite reps from these libraries to come for discussion on opportunities for their participation.

#### 5. Digital Project Proposal Form – Susan Logan

Form could be edited to match ProjectLoad specs. Need an indication of significance of project. Also should indicate what role the proposer will have in production. Look at old proposal form to see potential additions. What pieces of information are essential to make the first determination of value? Relate to Academic Plan? Should CAC be involved in decision? Scale of high impact to high effort. Need for collection policy re electronic collection. Label document as Digitization Projects. Quality of images and copyright are usually primary roadblocks to project, not funding. Need for special expertise to create metadata?

Next steps: Discuss with Exec/Bracken to decide how to address significance issue.

#### 6. Digital Storage – Sally Rogers

Continuation of e-mail discussion. Difficult to sustain file name conventions on separate server over time. OhioLINK also having the same problems. Separate instance of KB solves this problem. KB identifier number useful?

Next steps: Do a mockup on the Development server to see how it appears?

Submitted by  
Nancy O'Hanlon

9/19/06