

DISC/Knowledge Bank meeting – January 17, 2007

Minutes submitted by Amy McCrory
January 22, 2007

Present: Beth Black, Wes Boomgaarden, Tom Cetwinski, Tschera Connell, Leta Hendricks, Amy McCrory, Sarah Murphy, Dan Noonan, Nancy O’Hanlon, Mary Rider, Sally Rogers

1. Digital Projects web site

Nancy discussed the committee’s decision to create a separate page for Knowledge Bank (KB) projects; the choice of OSU Press Publications as the new Spotlight Item; the addition of new projects, including Oral History projects; and descriptions of projects in development, for which she would like revisions from the project coordinators.

There is interest in increasing the number of Digital Stories in KB. Sally recommended encouraging faculty members outside the Libraries to contribute stories.

Nancy asked about how to handle dates for listed projects—include dates for maintenance, updating? The committee decided to assign one year to each project, rather than a range of dates.

Nancy mentioned that “Lectures and Events” (videos) needs a description. So do other “Notable Additions to the Knowledge Bank.” If the faculty members would write an abstract of their projects when submitting material to KB, those could be used on the Digital Collections: Notable Additions page. Difficulty in getting faculty to write abstracts was discussed.

Wording of “Notable Additions” was debated—how do we define “notable?” Sally would like to feature projects in which the Libraries had significant involvement. Dan suggested auto-generating a “New Projects” page by date of submission. Beth is not certain this can be easily set up from DSpace; Sally proposed this might be done from Project Load. Amy suggested that “Notable Additions” be changed to “Featured Additions.”

2. Mary Jo Arnold—OSU Publications

Two Engineering publications, *Ohio State Engineer* and *Engineering Experiment Station*, dating back to 1918 and 1919, respectively, are going to be scanned and considered for inclusion in KB. The paper copies are in either SEL or STX. Tom asked about similar publications that he obtained authorization from Joe Branin to fund digitization for the KB without bringing them to DISC for consideration. The committee agreed that there is a workflow established for textual materials, so it is not necessary to always bring them to DISC. Sally suggested there will have to be some policies about accepting projects and the number of requests grows; collection manager decisions should be involved; she proposed the drafting of criteria that could be suggested to CAC. Tom said if the faculty

don't have money to pay for their own KB projects, they have to work with collections managers to determine a source of funding. Tom will work with Mary Jo Arnold.

3. Thumbnails for Byrd photos in KB

In DSpace, if JPEG thumbnails are enabled for one collection, all collections will display them. This means that text-page JPEGs will initially appear as thumbnails by default; these have to be clicked in order for the user to view the larger JPEG image. Tschera recommended turning the thumbnails feature on for the Byrd photos in spite of this; the committee agreed. Molecular Spectroscopy Archives appears to be the only text-based project that uses JPEGs instead of PDFs.

Amy mentioned that full-pages from Byrd scrapbooks have been scanned and are available whenever our implementation of DSpace can support clicking from pages to individual images. Tschera said Laura Kissel is considering moving the Byrd images to Media Manager, and using KB only for file preservation. The committee discussed whether the Libraries should be developing more robust image delivery in DSpace, given that people are showing a preference for Media Manager.

4. Faculty Recognition Program booklets in KB

DSpace will not allow input of metadata for an individual record with no accompanying digital object. But in batch loaded projects, it is possible to have metadata and no object, and the person inputting the records may be unaware this is happening. With FRP, there are 90 records describing items, but only 30 scanned images of book jackets. Tschera asked if there should be a policy requiring a book jacket images for each record. Sally suggested scanning book plates when jackets are not provided. Amy suggested presenting each essay as the digital object. Beth suggested presenting the entire booklet as a PDF, which would make all of the essays searchable; the committee favored this recommendation.

5. Project Load definitions

Tschera asked for feedback on the definitions she has e-mailed for Project Load.

Beth said the "Submission" addition was helpful.

The committee approved Tschera's proposal to post the definitions as a draft document on the Project Load site.

6. IMLS

Joe Branin is on the Columbus Museum of Art board. The committee discussed possible cooperation with the Museum on an Institute of Museum and Library Services (IMLS) grant proposal. Sally asked if there were ideas for joint proposals, though the deadline for this year is coming soon, and proposals may have to be made next year instead.

Leta said that the University now has subject expertise suitable for the Baggs collection, so it's a good time to revive that project.

Mary discussed "hidden treasures"—art objects held by various University departments but not accounted for in any unified survey. Parallels with Columbus Museum of Art collections could include George Bellows portraits and the like.

Sarah mentioned the Cultural Art Center and the Columbus Metropolitan Library as other possible partners; they could support projects involving local folk artists like Aminah Robinson and Elijah Pierce, with a possible local history component, such as the stories of East Side doctors and business people. Leta expressed interest in working on such a proposal, and added that Hopkins Hall Gallery and Bob Tauber (Center for Book Arts) are working on an art book project with Aminah Robinson.

7. The Lantern

Amy is completing revisions to the Lantern digitization RFP recommended by John Maloney in the Purchasing Dept. John felt that the Optical Character Recognition (OCR) accuracy rate required of vendors should be 98% instead of 90%. The committee agreed with this change.

8. File naming

Tschera has surveyed various approaches. She hopes to reach a decision soon about whether to use numbering systems conducive to the creation of METS wrappers, or easy-to-recognize file names that include acronyms for titles, project names, department names, etc.

9. MOU for digital KB projects

The committee discussed writing a MOU for KB projects that would help to manage contributor expectations and limit the extent of revisions to be done after a project has been completed; and whether to analyze problems with the MSA project and use the conclusions as a basis for guidelines for future KB projects.

Sally proposed a Best Practices document which gives both the contributors and the staff a better understanding of what our KB support will include. She proposed outlining some best practices at the February 21 meeting and asked Tschera to bring a brief outline of "what went well, what we would have done differently" for the MSA and China Books projects.

Beth proposed an item on the Open Repositories conference she will be attending later this month for the next meeting.

Next meeting: February 7 at 5754 Ackerman.