

DISC/Knowledge Bank Committee
February 21, 2007
Ackerman Library Room 5754

Present: Sally Rogers (co-chair), Amy McCrory, Eric Schnell, Beth Whittaker, Dan Noonan, Leta Hendricks, Tschera Connell, Nancy O'Hanlon, Nena Couch

1. Lantern. Amy is still working to get the RFP out. There were some approval delays. The RFP should go out late this afternoon, or tomorrow morning. Collating bound volumes. Will not need to unbind the volumes to scan.
2. OSU Engineer. This project was approved at an earlier DISC meeting. Mary Jo needs to know where to send the volumes for scanning (i.e. in-house or vendor). Tschera noted the volumes are too fragile, and will need to be sent to an outside vendor for scanning. Amy needs an estimate of the number of volumes and pages to obtain a price estimate from the scanning vendor.
3. Large format scanning. Amy has learned that it is possible to scan at full size and present at full-size as a pdf. Tschera noted that we will need to work with staff to educate them regarding this. Will need to revise the workflow for large format scans.
4. Open Office (PDF discussion delayed to next meeting). Dan shared information about the OpenDocument format. OpenDocument is an ISO standard. If the Libraries is interested in pursuing the OpenDocument format for preservation purposes, we should purchase a copy of the standard for future reference. Dan will place a copy of the handout in the committee's group space.
5. Best Practices. Tschera presented a draft outline for best practices for DISC projects. The outline of general expectations of the community, designed to address the scope creep issues we've been experiencing. Develop tools to help communities establish themselves in the KB. Leta asked if CIC has a digitization specifications document. Are there other best practices documents to model ours after. Tschera is thinking of a short document to share with the community, for education purposes, so the library is clear regarding what it is able to do, and what are reasonable expectations for the community. For Specific phases of project, section on submission, stewardship/preservation needs to be written. Amy noted a need to sequence the activities, or establish a critical path. Eric noted there may be two documents here, one for project scope, and a second for project management or the critical paths. May need to do better with documenting functional specifications with the community. The key is to get something up on the development server before signing off on the final functional specifications.
6. Next meeting: March 7, 2007