

## Digital Initiatives Steering Committee / Knowledge Bank Committee

Meeting for Mar. 7, 2007

Present: Wes Boomgaarden (co-chair), Nena Couch, Beth Black, Tschera Connell, Beth Whittaker, Sarah Murphy, Tom Cetwinski, Sally Rogers (co-chair), Leta Hendricks, Amy McCrory, Dan Noonan

### 1. Best practices discussion continuation and identification of action items

Tom was not present at the last DISC/KB meeting, so he was asked to describe what he discusses with potential KB communities. He talks about the value of a digital repository and open access in general, that it does not cost the community anything--just as we don't charge them for space on shelf that a book takes up. Jerusalem Project has quite a variety of materials. Their biggest issue is copyright. Trisha will attend meeting with the community and Tom and Beth B. tomorrow (Beth to set up community). Next step will be to talk about digitizing - at that point, might want to have Amy come. If we digitize materials for them, we take over; but if they want to turn over to a vendor, may need advice on standards, etc. Tom tries to assess if community is willing to pay - they typically are not. Then Tom asks if Joe will fund. Very little is routine yet. Tom concerned that we establish deadlines for getting back to community and that we all know our roles and know when to defer a question to someone else. Tom noted we've been talking about involving collection managers in decision if to pay for digitizing and possibly using materials budget funds. We need to remember that if community owns the copyright, it is up to them what they digitize for the KB.

#### Action items:

- define our roles
- define time frames (e.g., for getting back to community)
- Tom, Tschera, Beth should meet on a regular basis and talk about new complex projects to agree what needs to be done and who will do it

Beth B. noted that some projects are fairly straightforward. Tom agreed that there are some simple materials. Tschera said communities do not think of things in terms of format. Tom said they talk about things in terms of intellectual content. He already sits down with the community and shows them things in the KB - could do a handout. Can work with Larry Allen on this - relates to brochure being developed.

Tom's first contact is generally at dean or department head level about the concept of an institutional repository. Second contact usually with the person who actually has the project materials. If a straightforward project, Tom gives the community some points to think about and says Beth will follow up to set up community in KB. If a complex project, he comes back and checks with Tschera or Beth or Wes on what the community has and whether we can handle it. We may steer people to other solutions if more appropriate. Tom then gets back to the community.

Tschera said that SRI follows up with a community to find out what they want and to discuss implications of handling one way or another.

#### Action items:

- Create handout listing some common categories of intellectual content (e.g., technical reports, conference proceedings, presentations, learning objects) and related KB examples (with URLs) (Tom will work on with Larry Allen)
- create simple handout on points communities should consider to be prepared for working with Beth and Tschera (Tom could note the things he has been telling communities and ask Beth and Tschera for any additions)
- create a handout on copyright guidelines to help communities understand what they can and can't do (the brochure being developed will address classroom copyright issues and author's rights—which will be different)

Tom said collection managers are also involved in cases where appropriate. Sally suggested to address future scaling issues we might want to involve those who attend the upcoming project management training session at OSUL in helping to manage KB projects. Tom noted the session will be conducted at OSUL by two people from the ARL office May 2-3 at Longaberger House (general announcement to go out later in March; registration will be limited to 30-35).

Action items:

- Continue discussion at a future meeting; focus on identifying action items related to prototyping and reaching agreement on functional specifications for projects
- Consider the original proposal form that DISC adapted from OhioLINK's DMC proposal form (see Leta's button proposal handout as an example)

## **2. The Lantern project**

Amy reported that the RFP was sent by OSU Purchasing to digitization vendors who were not supposed to receive it until the second round (RFP was written for just the web delivery portion of the project—searchability, navigation, segmentation). Amy currently is answering questions from vendors. The questions and answers will be posted as addenda to the RFP and will be visible to all respondents. Vendor responses are due Mar. 16. We will need to make a decision week of Mar. 19. Amy will bring a summary to DISC on Mar. 21.

Amy reported on her conversation with Mary Stuart from UIUC, who is writing an IMLS grant proposal to take all of the collegiate newspapers that have been digitized so far and combine them into one searchable hosted Olive archive. The second phase of the project would be to get smaller colleges' newspapers digitized. If Olive is our vendor of choice, integration with the IMLS project will be straightforward. If another vendor is chosen, participation may be more complicated.

Sally reported that she and Jim Bracken had received an e-mail message from Nancy Courtney soliciting ideas for an LSTA grant to showcase innovative technologies. She talked with Nancy, who mentioned an idea that related to digitization of The Lantern. Sally asked her to write a brief description of her idea so that DISC/KB members could consider it. Nancy responded:

"Regarding our earlier conversation, I don't really have a name for this yet but it can be thought of as a kind of social networking software that combines research materials, preservation, and interaction with the user and that can provide linkages (e.g. topical, geographical, chronological, etc). So, for example, starting with the "decade of student unrest/the 60s" idea from our collection we might digitize and include articles from the Lantern, photos or

other materials (was there film footage?) from Archives, minutes of Board or other meetings related to events, materials from groups on campus at that time. Alumni, former faculty or staff or others could register on the site and participate in discussions, add reminiscences (text, audio), and contribute their own photos or other materials, as well as "tag" material to add access points. We could add in links to research materials - articles, databases, outside web sites - on specific topics. Perhaps we could use a "friending"-type feature to connect registered users with certain items or areas in the site - or maybe that would be social bookmarking.

Although my idea is to start with the 60s, the potential is there to branch out into other decades or topical areas.

The deadline for proposals for the next LSTA full grant is May 3 and is for programs that run from October 1, 2007 to September 30, 2008, which essentially means that the money can only be spent during that time.

I would love to see this go somewhere!"

DISC/KB members thought the idea was worth pursuing. It was noted that simple web links would be possible to content in Olive, for example, if that solution were chosen; but more complicated interactions with the digitized Lantern might be problematic with a proprietary delivery system.

#### Action items:

- follow up with Nancy to convey DISC/KB members' suggestions that she talk with Archives about materials they have that would fit her concept and with the Alumni Association and University Development to get their feedback on her idea (Wes)
- invite Nancy to come to a DISC/KB meeting with more details about the proposal to discuss how DISC/KB might assist by consulting (e.g. on estimated costs of digitizing additional materials held by Archives and how the proposed interactive site could be delivered / supported by the Libraries) (Wes)

### **3. EAD Task Force report**

The OhioLINK EAD (Encoded Archival Description) Task Force completed its initial two years in December, at which point several members left the area and three new members were recruited -- Rhonda Rinehart (Univ. of Akron), Janet Carleton (Ohio Univ.), Beth Kattelman (OSU).

With the assistance of an excellent Kent State University programmer, the task force completed development of an application to input collection level descriptions. OhioLINK hopes to start testing by April 30. They will put out a call for testers and OSU can volunteer. The KSU programmer and the OhioLINK programmer working on the search engine for the EAD finding aids are busy with other projects right now. Amy has requested that the OhioLINK programmer (Sheila) provide the ability to search across all OhioLINK finding aids and also to restrict the search to an individual site.

Regarding ingest functionality, there is a method for uploading finding aids; the application checks them against EAD rules. The search engine may work differently than the way finding aids that are already on the Web have functioned to date. As long as the XML is valid, it can be ingested. Can

download your own copy of the XML and keep it at your own institution and repurpose it.

Nena emphasized the importance of being able to correct and add to finding aids. Amy said there is an edit function in the OhioLINK application. Because there can be two copies of a finding aid (one at OhioLINK and one at the local site), everyone should be responsible about making any changes in both copies.

Regarding the ability to link to images from the finding aids, Amy said that this capability will be provided in some way because that has been a specification from the start. However, the task force just found out OhioLINK will need to use XLink (XML Linking Language) for long-term accessibility - must ask if they can do.

#### **4. Indice de teatro uruguayo**

DISC/KB revisited this topic now that Wes and Abril Trigo, professor in Spanish and Portuguese, have returned from their travels. Prof. Trigo is eager to find a permanent home for the project and he is looking to the library as a possible partner to house it as an online resource. He does not want to do it as a printed publication. If he wants it to work as an interactive database, possibly with the ability to be updated and expanded, we do not have a good solution to offer at present. Amy asked whether the work Andrew Wang has done on the Literary Map of Africa project for Miriam Conteh-Morgan could be used as a model. A question is whether the library wants to try to support non-library databases. Several members thought this was a direction the library should go even if we are not prepared to offer that support right now. Sally recalled the earlier DISC/KB discussion and suggested that we could handle a searchable PDF if that would meet Prof. Trigo's needs.

#### Action item:

- Wes will invite Prof. Trigo to attend the Mar. 21 meeting to discuss the project (but will not promise that we can meet his needs)

#### **5. Buttons project -- current status, next steps**

Leta reviewed her original project proposal from several years ago. Much has changed (including DISC membership). We now have written permission from Gayle Strege and the manager of the Rudolph estate for digitizing the buttons. Project involves a variety of materials. Leta is still in contact with National Button Society and the local collectors groups who might be willing to give money. Only items that have been scanned are the scrapbooks and items from the 1996 exhibit (Mrs. Rudolph's button cards). Leta looked at the scrapbook images and thought they might need to be redone using current technology. Beth W. had some discussion with Gayle Strege about quality review needed for button images. Bibliography is up on button site - Leta will send the group the URL. Materials that went to RAR were never inventoried. Leta's student did an inventory and found some good photographs that Leta would like to include. Wes suggested that he and Leta review the entire project, outline the different aspects, and identify the barriers that possibly could be surmounted now to make progress. Tschera noted that there is quite a bit of information in Project Load. Wes noted that there probably are no technical obstacles at this point; the issues have been organizational (time, expertise, equipment, etc.). Beth W. noted that Gayle's database is being evaluated with respect to current needs. Tschera mentioned another project she is working on includes 15 second videos that might

allow views from front, back, and side. In OhioLINK will at least be able to do 3 static views with zoom.

Action items:

- Send libdisc the URL for the buttons site (Leta)
- Arrange time to meet to review the project (Wes and Leta)

## **6. PDF update**

Regarding the question of whether we should take regular PDFs already in KB and convert them to PDF-A, Dan reported on the additional information he obtained from Geof Huth who did the recent webcast on PDF-A for the Society of American Archivists. PDF-A does not support transparency (such as gifs have)— this might be lost in conversion. Dan was not sure what impact this loss might have. Also, if we have distilled PDFs and the fonts were not embedded, could also have a problem. Dan asked what we are putting into KB — page images or distilled from electronic documents? Tschera said both. Dan suggested we might want to make PDF-A a requirement for KB in future. Then look at what it would take to go back to convert ones. Tschera said we would probably add PDF-A, not remove original PDF. Dan has put information from the webcast and answers to questions in the PDF-A folder in the DISC group space. He will e-mail it to Mary and Eric. Sally will ask Jason and Todd status of Acrobat 8 order. Dan is trying to get some information on Motion JPEG-2000. Nena said the Dance Heritage Coalition will start a pilot project in a few weeks taking several videos and sending off for conversion to MJ2. Nena noted that DISC/KB talked with OIT a long time ago about DHC's NEA proposal and MJ2. Sally suggested maybe Justin Troyer from OIT could be conferenced in to a future DISC/KB meeting by phone (now that one has been installed in ACK 5826) to discuss OIT's current knowledge of MJ2 and what OSU must do relative to the DHC proposal. Nena said should do this after official word on the grant is received.

Dan also talked with Geof Huth about converting e-mail to PDF-A for preservation. Practical way of capturing email is to use a document management system that pulls your email and prints it or grabs headers, attachments, etc. and turns it into PDF-A. Manually cumbersome if don't have a system doing the process.

Action items:

- Email PDF-A information to Eric and Mary (Dan)
- Check status of order for Acrobat 8 (Sally)
- Arrange a DISC/KB discussion with Justin Troyer once the DHC grant proposal outcome is known (Sally / Wes)

## **7. IMLS subgroup report**

Sarah distributed the notes from the meeting the group had with representatives from the Columbus Museum of Art (she also had sent these to libdisc previously). It was a good productive meeting. Everyone Sarah has contacted (CMA, WOSU, King Cultural Arts Center) is very interested in working with the library. The DISC/KB subgroup had a follow-up brown bag yesterday. Decided on 4 themes to pursue in the next discussion with CMA:

- a) new Schiller collection
- b) digital rights management and fair use for documentaries

- c) manuscript files that accompany collections that museum would like to make available (could be another rights issue)
- d) cultural heritage in Columbus related to local artists in the Afro-American community

Nena noted the subgroup discussed what was learned about the museum and what content we have that might match up to CMA interests.

Next step: putting together pitches for each of the 4 themes (within a week and a half) as talking points for a second meeting with CMA representatives. Noted that focus groups will be critical with individuals who would be using the materials to understand their needs. Important thing is to provide some programming on top of the content. Dan noted interest of funding agencies in educational lifelong learner outcomes.

**8. Next meeting: Mar. 21**

Summary submitted by Sally Rogers