

DISC/KB meeting 9-5-07 (DRAFT)

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

1. Digital-only Master's theses

The OSU Graduate School plans to allow digital-only master's thesis submission through the OhioLINK ETD Center as an option starting fall quarter 2007. Unlike dissertations, the master's submissions will not go to ProQuest and there will be no microform copy.

The issue was discussed by the Executive Committee and there was agreement that having only a digital copy of the master's theses is acceptable. However, Sally was concerned because OhioLINK has not been sending a copy of the ETD Center backups off site. She has made arrangements with OIT and OhioLINK to have the backup sent to Iron Mountain at the Libraries' expense once the digital-only master's submissions start. OhioLINK is considering other options for handling backups as well, so it is possible that this will not be necessary.

Dan asked if there is another way to get a microform copy. Wes noted that he had made some inquiries about computer-output microform and learned that its quality and availability are not very good. Dan said he had a different experience with writing out either tif or PDF to microfilm when he worked in New Jersey (the organization where Dan worked did this in-house). The cost was probably no more than \$.05 per image. We would have to find a vendor. Dan will investigate this option and report back to DISC.

Tschera asked if we have other content at OhioLINK that should be cause for concern. Sally noted that we have kept the tiffs at OSU. She and Beth B. are working with OIT to make sure that they are sending backups of the servers they are running for us (such as the archive where the tiffs are stored) to Iron Mountain.

2. Popol Vuh

Wes reported that we are waiting for the agreement to come from Newberry so that Joe can sign it. We hope to have everything signed by the end of this month. Newberry wants to revisit the agreement in 3 years.

3. The Lantern

Amy summarized the RFP evaluation process. Six of the eight vendors who responded will participate in a test scan of some sample (paper) pages as the next step, to be completed by mid-September.

4. Indice de Teatro Uruguayo

Amy reported that Abril finished his work entering data on the spreadsheet but then decided to doublecheck some things. Joe Shaw had a problem with the XSLT that he will send to Amy to check. She noted that the spreadsheet has an “export to XSLT” option that is great and should be repurposed for other projects.

5. Dare

Leslie Dow (student) has gone back through the metadata spreadsheet checking against the images that we can see in OhioLINK. There were two fields that were merged (costume and set design) but sometimes only one was appropriate. Leslie manually corrected the metadata and highlighted problems for Nena to review -- there weren't too many. There are some file naming issues causing a few files not to be found. Nena will resend all metadata to OhioLINK as soon as the corrections are finished.

On 7/27, Sally had sent libdisc a message about the “Thumbnails & Text” tab and the problematic wording “text” that appears under each thumbnail. Beth W. suggested “more” instead. Sally will relay this suggestion to OhioLINK.

Dan said Rutgers is about to adopt JPEG2000. Amy noted that Northwestern has a nice application of it. Sally will send libdisc the link to a Nov. 2006 article about it in *Library Hi Tech News*.

6. Water Resources Center technical reports

Amy and Molly found that the reports, which are to be digitized for the KB, have not been cataloged by OSU so they did not have an easily identifiable reference number to match each piece to a digital file. Molly made a decision what to use for each one, but it took a lot of her time. Amy recommended that a procedure be established for unique ID assignment in the absence of cataloging. Tschera said that SRI is developing a proposal for file naming (she has not had a chance to discuss it yet with Beth B. and Amy). If the proposal is adopted, it will alleviate the dependence on cataloging for a reference number.

7. Marketing plan for digital / KB projects

Sarah had suggested at an earlier DISC/KB meeting that we need a marketing plan. Should we ask Larry Allen to attend a future meeting to ask for his assistance with this? As an aside, Tschera mentioned that she and Tom had worked on a script for a video project that Kathy Webb and a student were doing. It was based on a script used by the Univ. of Toronto to promote their DSpace repository. Tschera thought the project might have resulted in something we could use relative to marketing the KB. Sarah and Leta had not heard anything about the project. Sarah said she needs little cards to hand out because people in VET have no time to watch a video. Sarah just spoke with director of public relations at College of Vet Med, and she sees opportunities; for example, they hold

lectures all the time, and they just digitized a book on the history of their college and put it on their Web site, which is not searchable in Google. Sarah suggested that these things could go into the KB. As a public service person Sarah is feeling pressure to promote the KB but she has trouble defining it. A marketing plan is more global. It defines your audience, and the exercise of developing it helps you focus on what you are trying to do. We will ask Larry to come to a DISC/KB meeting after Sarah returns from vacation.

8. SciVee and idea for KB

Mary Scott had sent a message about SciVee <http://www.scivee.tv/> (which has videos of scientists talking about their published research) and suggested that we might want to have contributors to the KB talk about their content. This is something that we could do right now with audio or video with the KB.

Tschera said it made her think of the University iTunes project coming online this fall. It also ties back to the marketing plan discussion, in that we need to make it clear why someone would choose to use Media Manager vs. KB vs. iTunes, etc. Tschera noted that we expect the KB software to become more flexible in the future as far as presentation is concerned so it might not be necessary to send people to Media Manager. Sarah said people find Media Manager first because of the marketing that has been done, and it is hard to get them to consider something else once they go that direction. Part of marketing plan is distinguishing what sets KB apart from “competitors.”

9. Dance Heritage Coalition (DHC) projects

Nena reported on two DHC projects that affect us. The one on the secure media network has not been funded yet. DHC has tried twice with NEH. Mellon did give some money to explore the idea further and what the outcomes might be.

What has happened in part is the hubs project where companies could bring their digital videos and take away a preservation and a use copy. Those who participated in the pilot sent in 5 videos and got back access DVDs and LTO (“Linear Tape Open”)* magnetic tapes for preservation. The original plan was to send back hard drives. The quality of the DVDs was less than expected and no one can read the LTO format. The quality of the originals could have been a factor because they had not been viewed since the late 1980s. Media Matters did the pilot. The initial figure for the project was \$30,000 for equipment and software per hub; but now the setup cost is \$100K per hub (and that does not include significant server space). We had thought the project was supposed to provide a pass-through service; but if hub sites are supposed to be providing server space, we might take a different view on participation. With tapes, it is possible to charge to cover costs, but the server space model introduces the need to be selective. NEH has provided \$30,000; but the proposal was for 3 sites, and the funding is not enough for one. It has been suggested that OSU could be the first site if we were willing. It is not clear if additional funding from NEH might be a possibility.

*LTO is an alternative to proprietary linear tape technology. Ulterium is the brand name. (Per Wikipedia)

10. New IT personnel

Beth B. reported that Kyle Kaliebe, the new KB developer, starts today as Andrew Wang's replacement. He is a Case Western graduate and has taught Java. Beth briefly described the responsibilities of the other new staff she has. Jason Thompson starts Sept. 19 as web project manager / developer. Jim Muir, formerly a student working with Joe Shaw, now has a 75% IT staff position. He created an Excel-to-XML conversion option and the FYE game. Russell Schelby is the new web developer (filling K. Drobnack's vacancy).

11. Proposal for restructuring how DISC/KB meets and works

Sally noted that we've learned a lot in the almost 6 years that DISC has existed, and we've been able to mainstream some digital workflows. We now have some staff dedicated to digital projects in IT and Tech Services. Recently, we've formed several subgroups, sometimes involving non-DISC members, to investigate new areas (IMLS grant; OAIS/PREMIS/TDR; data sets; KB projects). More such groups might be needed (e.g. for metadata). The subgroups are requiring additional meeting time. Sally thought it might be time to restructure the way DISC meets and works. She and Wes discussed the idea. Wes said we might make DISC more of a steering committee (as its name says) and shift its focus to higher level at this point. The proposal is to have the full group meet less frequently to open more time slots for the subgroups to get their work done.

What would the full group discuss – same agenda items or different? Tschera would like DISC to discuss/decide what we should be doing and where we should be going – e.g., should we investigate preservation of 3D objects *before* a project comes to us. She would like a metadata sandbox to experiment prior to being under the time crunch of an actual project. Dan noted this would be more like strategic planning, which ties to the marketing plan idea. Do we want someone to advise us on how to create a strategic plan for digital initiatives? Sarah said that LOTS did a strategic planning retreat last year that was facilitated by Shelly Strohsnyder from OSU HR. We haven't done a SWOT analysis. Currently, everyone is our audience; but business says have to focus on one audience to succeed. Sarah had Tom come and give a KB presentation to the VET exec committee, but the question is then how to get to the practical level. Dan noted that if we did a strategic plan, we could use it as a springboard for getting grants. Do need a significant chunk of time for a planning retreat. Sarah said the full day LOTS retreat did get very tiring. A half day might be better. Sally will follow up with OSU HR to find out how they might be able to help.

The group agreed to try having regular DISC/KB meetings on the 1st Wednesday and to hold the 3rd Wednesday time for subgroups or as an alternate time for the full group. Sally will have Oracle Calendar entries updated accordingly. This pattern will start right away so no regular meeting on Sept. 19.

11. Next meeting: Oct. 3, 2007

Dan will send report on the Society of American Archivists conference he just attended so we can see if there are issues for DISC/KB to follow up on. Tschera, Beth B. and Amy will give an update on their investigations into OAIS/PREMIS/TDR

Submitted by Sally Rogers