

Digital Initiatives Steering / Knowledge Bank Committee
November 7, 2007
Minutes

Present: Beth Black, Wes Boomgaarden, Tom Cetwinnski, Tschera Connell, Nena Couch, Leta Hendricks, Amy McCroy, Sarah Murphy, Nancy O'Hanlon, Sally Rogers,
Guest: Larry Allen

1. Agenda Review
2. Committee discussion on revision of Committee name "Digital Initiatives Steering / Knowledge Bank Committee." Name suggestions included "Digital Communities," "Learning Communities," "Learning Knowledge Bank," and others. Further discussion is planned.
3. Beth will post Committee minutes, five days after approval, to Committee website.
4. Wes led discussion on the use of the Libraries' materials budget funds, Brittle Books Fund, BRT1, for imaging and how to identify titles or collections for digitalization. Wes met with Dona Straley, CIPS Collection Coordinator, on replacing or imaging materials for preservation. Digital preservation selection criteria for titles: less than five OhioLINK copies; copyright is in public domain and; the use of established BRT1 fund procedures to identify titles for imaging were proposed. BRT1 procedures include checking STX 3 Rare Books and microform collections for title uniqueness and physical condition. Pred Matejic, Medieval Slavic Studies curator, is concerned about the heavy use and stability of Hilander Special Collections microforms. Subject Specialists will be asked to help identify unique materials and collections for imaging. Wes will draft a document on selection of candidates for imaging for Subject Specialists.
5. Committee held a brainstorming session on how to promote and market digital services with Larry Allen, OSUL Communications Coordinator. Committee examined marketing ideas, what content to market, and how to market. Marketing ideas discussed included preparing a formal marketing concept draft; focus on people not collections, profile service and collection contacts, select personnel and units that are perceptive and personable create brochures on usefulness of services. Promote news releases and feature articles on collaborations between the library community and university faculties, prominent university faculty, and library faculty retirees. Content topics include knowledge bank collaborations and communities, monthly features on digital project managers (i.e., Dr. Susan Fischer Digital Story, The DSQ Journal). Committee examined marketing media: university print publications, website postings, Facebook profiles, and utilizing Columbus and Franklin County community media sources. Sarah urged the Committee to develop formal marketing plan with activity timeline and a survey to measure effectiveness.
6. Updates:
 - Amy discussed Humanities Electronic Text Editing Group meeting. Amy McCroy

and Melanie Schlosser, Metadata librarian, represent the Libraries. Changing name to Working Group and reviewing possible projects: textbooks, STF Programs, and OhioLINK digital books were discussed.

- Amy discussed Lantern Project. Digital Divide Data will start with the 1969 Lantern issues. DDD is awaiting approval from OLIVE for production start. The OSU Office of Business and Finance is using Amy's eight page refusal of the lowest bid as a proposal standard. Access to the digitalized Lantern is provided through the library catalog. The Lantern Project will use 2 1/2 terabytes (TIFFS) of server space. The CIC is continuing its digital university newspaper project via a shared dark archive depository. Amy is contemplating the purchase of hard drives for local project storage. In addition, she is investigating the management and procedure for the selling of high quality print images. Rai Goerlier, Assistant Director Libraries, Special Collections, and Archives, has established a separate digital image archive that provides print services for a fee.

- The Popol Wuj Project is completed (<http://library.osu.edu/sites/popolwuj/>).

- Sarah had a phone meeting with Carole Genshaft, CMA Education Specialist, on grant work allocation between OSUL / CMA. The February grant proposal includes hiring an education grant consultant.

7. Beth discussed Knowledge Bank migration to virtual machines. Migration is scheduled for November 17th with a down time of five minutes. Migration include D-Space upgrade 1.3 to 4.2 (Mannequin), change in domain name, subject browsing ability, plug-in manager for statistics, embargo information, nested group management, rss feeds, flat metadata, check sum checker, end of unique community names, and a better structuring of information. Beth may need to cleanup records after migration and system updates.

8. Tschera submitted "File Naming Proposal" document for discussion. Unit will review OSU's Special Collections Cataloging Rules to establish best practices for the organization and structure of file names and types.

For December 5, 2007 meeting:

- DISC / Knowledge Bank strategic planning update, a follow-up from a meeting with Shelly Strosnyder on November 13.
- Update on analog to digital sound files (PFA) -- Dan
- Review if Media manager and mannequin -- Beth
- Web Meeting Collective report -- Beth
- Further discussion of Lantern tiff files -- Amy
- Button Update --Leta

Submitted by Leta Hendricks