

Digital Initiatives Steering Committee Minutes of the meeting on 12/4/2007

1. Agenda review

2. Minutes (Amy)

3. Update on DISC / Knowledge Bank strategic planning and Jan. 9 session (Wes, Sally)

DISC will engage in a four-hour mind mapping session on January 9. Location will be in the Gateway, exact location to be announced. Parking in the Gateway garage should cost a few dollars for 4 hours.

Video about mind mapping:

<http://www.youtube.com/watch?v=MIabrWv25qQ>

Mind mapping requires a core concept from which to begin, so the group discussed possibilities for the core concept, as well as what we hope to achieve in the session. Suggestions included coming to a consensus on what role DISC should play in digital initiatives at OSUL; obtaining a better, agreed-upon focus; defining how DISC should interact with departments; revising our mission; establishing standards and expectations for digital projects; defining individual committee members' roles; establishing criteria for assessing projects; structuring the process of obtaining funding; mainstreaming activities; resolving the tension between mainstreamed process and the need to allow creativity; clarifying for contributors where their content goes and why; producing seamless delivery of digital content; and establishing project managers who will ensure timeliness, compliance with best practices, and consistency among projects.

“DISC’s role in digital initiatives” was proposed as the core concept for the mind map.

4. Update on analog to digital sound files (Dan)

Dan proposed that DISC explore the issue of digitizing magnetic tapes and vinyl records. There is currently no coordinated system in place to handle requests for digital copies of sound recordings.

He shared a published standard for digitization of sound, with reference to sampling rates and best preservation and usage formats. He noted that in many cases, analog copies are fragile, so there is some urgency in undertaking digitizing.

DISC members discussed possibilities for handling this, including buying equipment for local use or outsourcing. The needs of various departments are going to differ: for instance, Special Collections would place a heavier emphasis on preservation than would E-Reserves. Nena and Leta both described their experience with digital sound files.

Still open is the question of whether DISC should take a leading role in this. Dan has been asked to investigate the issue further and perhaps initiate discussions with University Archives and Special Collections.

5. Updates:

Button project (Leta)

Leta's graduate student has identified button-related books and material that are in the public domain, as well as those that have already been digitized. The resulting lists are in the DISC space on J:\DISC\Buttons. She has obtained release forms from state and national button societies allowing OSU to digitize any items they want to. She will give copies of the forms to Tom.

Dare (Nena)

TRI is finishing up the metadata for the OhioLINK-hosted Daphne Dare project.

The Lantern (Amy)

Amy has talked to the project vendors in a conference call to get the production details worked out. Scanning will begin in January. Bill Shkurti, VP of Business and Finance, has contributed an additional \$100,000 to the project.

Science Observer (Amy)

This 1940s journal is ready to go to Backstage Library Works for scanning. DISC members agreed that the project is appropriate for the Knowledge Bank and can go forward.

6. Sarah – IMLS grant proposal for joint OSUL-Columbus Museum of Art web project.

Sarah is writing the grant proposal, which is due on February 1. As Principal Investigator on the project, she has been seeking input from the OSU Research Foundation and other departments. Brian Stone in the College of Arts has offered to advise on planning the online exhibit; the OSU Extension Service will help evaluate the grant. OSU RF identified a potential conflict of interest issues since Joe Branin is on the board of the Columbus Museum of Art—Sarah is looking into this now.

She is concerned that since she is a Veterinary Medicine Librarian, there may be questions about why she is the P.I. on an art-related project. She is also concerned about time demands, especially since she has been approached about a separate, curriculum mapping project that could also require a lot of time.

Nena and Sarah will discuss Nena's offer to be co-P.I. Committee members discussed the possibility of P.I. responsibilities being shifted to a librarian with an arts-related subject specialty.

7. Making tiffs available (Amy)

It is unclear how OSUL will fill outside requests for high-quality TIFF images generated in the *Lantern* online project. Who is responsible for housing and delivering images? Who owns the images? If a fee is charged for delivery, which department receives the money? Amy agreed to draft a plan which would include OSUL, University Archives, and the *Lantern* business office.

8. DISC annual report (Sally)

Sally proposed that along with the annual report, there should be some sort of notice sent out telling people what to do when they have an idea for a digital project.

Related to this, Sarah pointed out that collection managers have been authorized to use monograph funds for digitizing, so requests may increase. This brought up questions about how funds would be transferred, how to let people know that Digital Imaging Division can advise people on how to outsource scanning. Wes and Sally will discuss these issues with Jim Bracken.

9. Next meeting: Strategic planning session for DISC/KB led by Shelly Strohsnyder Jan. 9, 8:30 - 12:30 at Gateway 421

10. Future agenda items (Feb. 6)

- PDF-A
- Monographs funds for digitizing
- Cost of including article-level metadata in journal scanning projects; method of determining which journals should get this value-added service.