

## DIGITAL INITIATIVES STEERING COMMITTEE MINUTES

5 MARCH 2008

8:30 - 10:30 AM

ACKERMAN LIBRARY 5754

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**PRESENT:** Beth Black, Wes Boomgaarden, Tom Cetwinski, Tschera Connell, Nena Couch, Amy McCrory, Sarah Murphy, Dan Noonan, Nancy O'Hanlon, Sally Rogers, Eric Schnell

### MINUTES:

1. **NEW EMPLOYEE INTRODUCTION:** Beth B. introduced Kyle Kaliebe, Systems Developer/Engineer, now part of her team (as of 9/07) dealing w/digital preservation helping w/DSpace & DPubs. DSQ (Disability Studies Quarterly) to be placed on DPubs and OJS (Open Journal System) as comparison test for e-journal delivery.
2. **LANTERN PROJECT:** Amy noted that Brechin (Digital Divide Data's sub) still working on 1960s still has to send compressed images to Olive to see if they work. Compression and quality still up in the air. 2.5TB for TIFF needed, therefore Sally has checked w/U of Michigan about putting images on CIC-SDR; they've said "OK," but loaders still need to be built by U of MI to load non-Google items. The CIC-SDR will not have public interface, but that is our intent for these as it is not our delivery mechanism. We'll send samples when we have 60's. Amy said we do have 40 pages of 1964 we could send
3. **ADDITIONAL DIGITAL STORAGE:** Beth B. reported that we have been able to borrow additional storage from Prior Health Sciences Library. Sally reported John Ellinger is working on a plan for more planned storage needs; however, his latest acquisition is projected to be used up within 2 years. Beth has developed prioritization of quality of storage needed.
4. **MARY SCOTT'S DIGITAL PROJECT IDEAS:** Wes presented a list of digital projects ideas formulated by Mary Scott (Geology Library). The items below include her comments and Wes's response:
  - a. **Mapping and Charting Lab Tech Reports** – MS: these are the reports that followed me from SEL in boxes - the old ones that we looked but the quality is bad for scanning. They are in boxes here, maybe scanners have gotten better and we should try again, I have no idea where to find the originals. WB: With Amy McCrory now our Imaging Specialist, I think we should give these documents another careful look. She acquired a very good scanner last year and would like to give these a try in house. *Amy Commented: Whether is this KB or not, will create status w/in Project Load; and if not, DISC will have to decide where it will live.*
  - b. **Ohio Mining Journal** – MS: Not sure, what the status is for this project - it is in the works? WB: The scanning and the metadata work are completed. Molly Carlile has just completed the quality review, and the next step will be for the files to be loaded into the KB. *Amy Commented: Will get this into Project Load?*
  - c. **Denison University Science Bulletins** - MS: Not sure, where this is - Molly said something about Denison doing this themselves? WB: Tom [Cetwinski] got a pretty curt response from Dennison's library director that they were not interested in doing the imaging, nor for us to do the imaging, either, thus, we're not taking it

on. *Action Item: Wes will discuss with Mary suggesting that she possibly approach Denison explaining her vision of an earth sciences portal for Ohio.*

- d. **Ohio Geological Survey** (early annual reports) – MS: The cataloging is finally cleaned up for these and I will be sending our copies to Molly this week to get this started. OGS was going to give Wes some funds for this. WB: The reports have arrived and are in Molly's area. Unfortunately, she has been out sick for over a week, so there will be a delay in getting these started. However, when she returns she will need detailed information about the funds from OGS so that she can request a purchase order for the work. *Amy Commented: This will be e-book at OhioLINK, but will be available as "chapters" through a web site (as Mary did with another lengthy publication).*
- e. **OGS Bulletins** (no. 16 forward; no. 1-15 are done) – MS: We talked about this when the OGS staff visited Ackerman and Preservation Unit last year. Nothing has been done to get this started into the flow. WB: Amy reports that she is willing to work on these materials. OGS should send her detailed information about what they want done. Once Amy has that she can ask OGS some of the detailed questions that will enable her to write the specifications for the vendor or do them in-house. *Amy Commented: Where will be stored needs to be clarified.*
- f. **SCANNED SLIDES FROM MEDIA MANAGER INTO KB** – MS: I know DISC was working on this but don't sure if anything was worked out to make it possible for faculty to deposit slide images in KB after organizing and describing them using the Web Media Manager. WB: I think we're still seeking a solution to this workflow challenge. Amy has been keeping TIFF backups for all the slides she's scanned for Geology faculty's Media Manager projects, which she'll continue to do; that way when a routine is established the TIFFs can be moved to KB. SR: Clearly, the Media Manager is backed up, but we need to clarify if original TIFFs are backed-up. *Beth Black commented: There is a vision with Media Manager & KB to have connectivity, but priorities on both sides have kept this from being addressed thus far.*
- g. **Geodetic Science Dept Tech Reports** – MS: We set up a section in KB for these and Tom and I talked with Chris Jekeli. We don't have any added to Knowledge Bank. Chris has some in electronic form and the others will need to be scanned. Stumbling block is getting the submission set up so Chris and adds the electronic copies and we or other does the scanning can add those but Chris should probably be the one to approved the submissions? *Tom: Issue is license; we need permission TC will follow up.*
- h. **Ohio Academy of Science Geology Section Field Trip guidebooks** – MS: I gave this suggestion to Tom recently. He was going to check with OAS and get back to me. I just finished adding all our holdings to OSCAR and realize we have some gaps. (QE151.O3) If the OAS Office does not have a file (and I doubt they do) then I will need to survey other libraries in the state and also faculty offices to find the missing years - I don't think there is even a complete list of years trips were held. I have one report from 1926 that refers to a field trip but no guidebook and the first guidebook I have is 1948. TC: Reported this is in the works for KB; needs to be added to project load.9. Geology Senior theses - I need help setting it up so the seniors can submit their own like the honor's students do. We are

making progress scanning the older ones as Patti catalogs them. She is behind do to work load issues and figuring out the new scanner. *Tschera: Yes we can set up workflow, but they will have to registers and we will have to authorize like honors thesis. TC will follow up*

- i. **Geology Posters** – MS: Again, this needs to be set up so students and faculty can do their own submission. *Ditto. TC will follow up*
  - j. **Geology Lecture notes, etc** – MS: Again same problem - need to set up so the SES faculty can do it themselves if they want to, or we can do it for them. The Knowledge Bank needs to become more self-service for the sections I have created and I don't know how to do this and the help I sort got from the KB staff didn't really help me get it done so it is buried on my desk. *Ditto. TC will follow up*
  - k. **For future consideration:**
    - i. **Ohio Science Heritage Collection** – MS: this is still on the back burner and I think needs to be done.
    - ii. **Geology Library and Orton Geology Museum project** – MS: I let this one slide but the IMLS call for proposals gave me the idea of working with the Museum to create an online exhibit of the Fossils of Ohio book - create 3-D image of the fossil specimen that could be rotated online to see all sides, include the description from the book and maybe an interactive map showing where the fossils occur in Ohio. The Ohio Geological Survey was willing to be a partner on this and Dr. Ausich, Museum Director, and Dale Gnidovic, Museum Curator, are interested. I started to get this together but we are all busy so the proposal never got done for this year. I think we need to do this but I am not sure how to start. I assume there may be another call for proposal for the IMLS grants in 2009 and I need to be ready. Here is an example of what I hope we can do <http://3dmuseum.geology.ucdavis.edu/> I don't know if we have the resources to do one or two fossils as a start, but that would be nice.
  - l. Sally commented that in general we need to decide where things go (i.e. delivery method) before imaging commences, but that Amy should be consulted to assess imaging possibility.
  - m. Tom asked if all new items in Project Load should be brought to DISC; Sally replied “no,” given DISC’s shift to a more strategic focus, but new challenges should be brought up for discussion.
  - n. Tschera to get file-naming standard up on the web.
5. **SEL Theses & Dissertations:** Wes & Sally discussed the possibility of digitizing the 20,000+ OSU dissertations and theses that were at SEL but now are at ACK. This discussion was initiated by Dona Straley because these 20,000+ items cannot go back to SEL or to Thompson. Dona invited a representative from ProQuest to meet with a group here last week (Dona, Wes, Sally, Jennifer Kuehn, Trisha Davis, Mary Scott, Danny Dotson, and Tim Watson from the Graduate School); we are investigating a number of issues, including the idea of in-house digitizing vs. outsourcing to ProQuest. The group will meet again 3/4/08. Donna Straley has spoken w/ProQuest who is ready to help but will cost big \$\$\$\$. Looking at options and priorities. Checking usage stats. Issue is also

related to ILL. About 30% have circulated, possibly look at top 500. Can we digitize the ones requested from ILL? Can Trisha's group absorb the work? The idea that KB scanning could be done at non-peak times by E-reserves personnel has never worked very well (due to not enough non-peak time), so we go to vendors. Potentially, could be part of Google Book Search project, but OSU Legal would need to be involved.

6. **DISC STRATEGIC PLANNING DISCUSSION CONTINUED:** Sally & Wes led discussion regarding carrying out action items from DISC strategic planning discussions for calendaring for CY2008:
  - a. **Standards to be investigated and endorsed/promoted:**
    - i. April: Preservation Formats & Image Capture (Amy)
    - ii. May: PDF/A (Amy, Beth, Dan)
    - iii. June: Audio & Moving Image (Dan)
    - iv. July: Delivery & Presentation [adoption of base standards & thesauruses](Tschera)
    - v. August: potentially METS (Tschera-Metadata work group)
    - vi. September: potentially METS (Tschera-Metadata work group)
    - vii. October: OAI & TDR (Beth, Amy, Tschera)
  - b. **Assessment/Gap Analysis:** it was proposed that DISC and the Library Assessment Committee appoint a joint sub-committee w/Ruth Gallegos-Samuels as Chair to deal with our Gap Analysis and overall picture of digital lifecycle. Sarah suggested a Value Chain Flow Charting Analysis and is willing to serve on sub-committee and suggested Florian Diekmann as a member. Tom to also be on sub-committee. (Tom and Sarah are on the Assessment Committee.) Additionally, we need to ask Ruth for her thoughts on needed expertise for this sub-committee. Invite Ruth to present methodology to us at April DISC meeting.
  - c. **DISC Charge:** Sally will edit in term limits and rotation based on prior discussion.
  - d. **Other next steps previously discussed.**
7. **Next meeting:** 2 April 2008 - Agenda items:
  - a. OhioLINK DRMC activities (Nena) - first meeting of group is to be March 20.
  - b. KB-Trio prioritization list & key new features and add-ons for DSpace and Manikin