

DISC Minutes

April 2, 2008

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

Guest: Ruth Gallegos Samuels

1. Service gap analysis (Sally, Wes, Ruth)

Ruth will start with some research on DISC, then begin an information audit (interview members) to learn about processes, look at success stories in KB/digital initiatives, find mappings between successes and local processes.

Action: She will work with Sarah on the analysis and develop an assessment framework to present to committee in June.

2. OhioLINK Digital Resources Management Committee (Nena)

Members of this new committee are primarily hands-on digital collection creators. Purpose: facilitate digital initiatives among membership. Charge: Assess current digitization status of members, sponsor training, identify projects, recommend tools, quality control/preservation, guidance/documentation. Nena volunteered for the best practices task force. Selection decisions will be made at local level, not OhioLINK. Local member sites will be transparent to users – repository is hosted at OhioLINK but appears as a local resource.

Actions/questions:

- Our potential involvement in the metadata task force.
- Our branding for the Mills Atlas.
- Whether our faculty can submit directly to DRC or need to work through Libraries.

3. Revised Digital Imaging Guidelines (Amy)

Document prepared by Amy and Amanda Wilson in 2005 has been revised and presented in a more compact format. This is a guide for users developing projects. Subtopics include scanning, file formats, outsourcing. New document includes graphic examples.

Feedback from committee:

- Check links to external docs or download them and host on our server.
- Link to it from the KB.
- Make available as PDF as well.
- Brand with OSUL Web template.
- Use this as a template for other standards documentation we produce.
- Public and staff views of documentation are needed.

4. Brittle Books notices (Amy)

Marketing idea: brittle book of the month.

Action: Feature in NewsNotes to promote to library staff and also in Libraries News Blog on web site.

5. DSpace features and add-ons (Beth, Tschera)

They picked 15 things to consider, rated each on effort and impact, and prioritized order. Start with easier, high impact items: view number of downloads for items in collections, do checks and verifications, RSS notification, statistics add-on, number of items in collection shown. Manakin is an add-on on top of DSpace that gives the ability to customize look, such as branding done by OLink DRMC. Will improve handling of images within DSpace. What is the priority for Manakin?

Action: They will share this list by e-mail and discuss at next meeting.

6. Other

- UIUC will host digital curation workshop in June 2008. Tschera will attend.
- Brainstorming on DISC products and services (task identified in planning): see Beth's list in DISC group space/Documents folder.

Next meeting: May 7

Agenda:

- DSpace List
- CNI update
- PDF/A update
- Reports from Nena, OhioLINK committee; Dan, Midwest Archives Conference
- Amy, demonstrate EAD OhioLINK project

Submitted by: Nancy O'Hanlon