

Minutes of the Digital Initiatives Steering Committee  
Meeting of July 2, 2008

Present: T. Connell, B. Black, D. Noonan, A. McCrory,  
M. Scott, N. O'Hanlon, W. Boomgarden, E. Schnell, S.  
Rogers, N. Couch

Absent: Joseph Galron, Beth Whittaker

Guests: Melanie Schlosser, Morag Boyd

3. OhioLINK Digital Resources Management Committee  
(DRMC) update / questions (Nena, Melanie)

- Alan Boyd (Oberlin) wanted to bring up a test "drop box" site for faculty submissions to the DRC so that faculty would not have to do anything.
- Tschera said we do customized templates all the time.
- Nena said they wanted to provide a way to skip all the submission screens. Melanie said wanted to lower the barrier to self submission - just drop off and click license.
- Beth B. said UIUC did this a couple of years ago - she will see if she can find the poster or presentation and send to Nena so she can refer
- Tschera wanted at least a license
- OL migrating from DLXS to XTF - some discussion of XTF plug-in for DSpace being desirable but not any time soon.
- Linda Neuman working on setting up distributed digital preservation network using LOCKSS - might want to make it regional - will have a discussion later, Beyond scope of libraries - Melanie can be contact

4. Digital project web site redesigns (Beth B.)

Beth presented the latest version of the Digital Project site ([library.osu.edu/sites/dlib/witmockup\\_sand/index.php](http://library.osu.edu/sites/dlib/witmockup_sand/index.php)). Features added include a spotlight, a getting started guide, standards and recommendations. Site navigation should be included horizontally within content frame rather than on left hand side.

Dan expressed concern is that there should be a content format option page for standards rather than direct link. Nancy wondered about identifying

authorship of standards; local vs. external. Apply print style sheet? Move the 'contact us' links? Additional resources listed under standards? Navigation in a logical rather than alphabetical order?

5. PDF-A update (Beth B., Dan, Amy)

A viability update report. Can we convert existing files from current PDF to A standard?

'A' allows for identification of headers, paragraphs, etc. where 'B' does not. Amy accidentally uncovered batch processing. She performed some tests for non-compliance issues such as non-embedded fonts. Further testing needed. Embedded fonts are essential both many are proprietary.

Perspective: getting 'A' into requirements and specifications. Should there be a retrospective conversion effort? All new documents should be generated using 'A.'

There was a discussion about the workflow and decision making matrix regarding generation. However, we should have a tool (JHOVE) to migrate items on the fly when submitted.

TIFF is still a valuable format for preservation and in some cases we should have both. Biggest saving in file size is converting color TIFFs to PDF.

Will continue with decision matrix and Amy will continue to test.

6. Implications of recent conference information for DISC activities

- Report on UIUC Digital Curation workshop.  
(Tschera)

There was a focus on datasets. Topics included integrity vs. authenticity; how we test for items if identical or different (bit streams). Sometimes we are looking for the wrong 'thing.' Everyone was promoting XML. How to ingest and manage data (Snow and Ice Center 140tB).

Workshop take aways: important to move upstream in the scholarly communication process. In field studies on how they are gathering data ; do libraries need tools to manipulate data that are elsewhere or only that which is in house ; digital data means active preservation ; must depend on users to make corrections.

Implications for us? Definitions: IRs are scholarly output. Are we a really digital repository? Preservation: what are our levels of service? Are we doing what we promise? Do we need to be clear in our services and expectations. KB not our archive but is how we communicate its role. Should we offer classes in data set management, best practices, citing datasets? Should we create an inventory of discipline repositories?

7. Delivery and presentation of content (adoption of base standards & thesauri) (Tschera)

Creating Metadata standards for describing and managing resources. The goal are basic guidelines, principles and standards for those looking to self-submit. People want guidelines since they do not where to start. This has been well received in the community but there is a perceived need to consult the library.

8. Evaluation of Open Journal Systems (OJS) and Digital Publishing System (DPubS) software for support and delivery of e-journals (Beth B., Tschera)

Evaluating systems. Using DPubs for Disability Services Quarterly journal. Has a large learning curve. Increasing number of requests. Two models for testing: large journal with large conversion; which going forward for active publishing. Evaluating on flexibility, reliability, cost, ease of use. What would support a 'publishing house?' Evaluation should be completed by the end of summer.

9. ICPSR Digital Preservation workshop has been announced for October. Registration opens August 1. The workshop is NEH funded and continues the Cornell workshop curriculum Amy attended. Purpose: measure interest in attending (Wes, Sally)

10. Other: None

11. Next meeting: August 6, 2008

Proposed agenda items:

- Revised digital imaging guidelines (Amy)
- Karen Markey, University of Michigan School of Information, on the IMLS-funded MIRACLE project (research on institutional repositories).

Minutes prepared by Eric Schnell / Sally Rogers