

Digital Initiatives Steering Committee
Meeting of Wednesday, November 5, 2008

Present: Beth Black, Wes Boomgaarden, Tschera Connell, Nena Couch, Yossi Galron, Amy McCrory, Dan Noonan, Nancy O'Hanlon, Sally Rogers, Mary Scott, Beth Whittaker

Minutes: Tschera Connell

Standards of practice in imaging: Moving image and sound (Dan)

Dan noted that there is not much to report since his report for the June meeting. The June report covered moving image standards of practice. There is a great deal of flux in standards for sound. He suggested the topic be postponed until there was new information to report; and that in the next report he would include both.

Update on the formation of a joint Assessment / DISC subcommittee to do a service gap analysis for our digital initiatives (Nena Couch and Nancy O'Hanlon)

Nancy and Nena led a discussion on the "Charge to the Subcommittee for Assessment of Digital Initiatives: a joint committee of the Digital Initiatives Steering Committee (DISC) and the Assessment Committee" (see Appendix) Several suggestions for clarification were made and will be discussed by the Subcommittee.

The Subcommittee will meet immediately after this meeting today.

Rights signoff in Knowledge Bank (Tschera)

Background. In getting ready to upload the COINTEL request for information on the Cleveland Black Panthers, the issue arose on how to handle items for which we have no person to "sign" the KB license. The university lawyer has strongly recommended that no OSUL personnel sign the license. In this case it is not a problem because the material is the result of a COINTEL request. As well, the material will be loaded through batch load which does not require a "signed" license. However, the question still remains: how should we handle a situation such as this one? In six years this is the first time the question has arisen. The KB Trio (Beth Black, Tom, and Tschera) concluded that the need for a policy for this is premature and recommended that no policy be written at this time. The members of DISC concurred.

DISC web site status - ready for documents to be posted? (Beth B.)

Beth Black showed the DISC web site and all agreed it looked good and that we are ready for adding content. Those working on standards Preservation, Moving Image and Sound, and Metadata are encouraged to send their content to Beth.

Conference reports

CIC Library IT Directors meeting, Oct. 9-10 (Sally)

The CIC HathiTrust focus is on public interface instead of the ingest of non-Google content. OSU has committed \$50,000/yr for 5 years with an option to review after 3rd year.

This new direction means that the Lantern is not a candidate for this repository anytime soon. UIUC also is interested in submitting non-Google content and is actively working with the Open Content Alliance.

Sally also reported that the Google settlement now allows libraries to get copies of all digitized material, not just items out of copyright.

EDUCAUSE, Oct. 27-30 (Dan)

Dan intends to send a written summary of what he learned.

Other

Tschera gave a description of the UIUC Oak Street Library Facility. It is a combination of a large storage depository for physical materials, a conservation and stabilization lab, and a digitization operation. The digitization facility runs two high-end scanners two shifts a day and can complete approximately 40 books per day which they contribute to the Open Content Alliance. The priority is to get their unique content available. They use web delivery for their content.

Appendix to DISC November 5, 2008 minutes.

Charge to the Subcommittee for Assessment of Digital Initiatives: a joint committee of the Digital Initiatives Steering Committee (DISC) and the Assessment Committee

Introduction: Aims

The main aims of the Subcommittee for Assessment of Digital Initiatives are:

- To identify key issues within DISC's charge
- To develop measures against which to assess the services and workflows of digital initiatives
- To perform gap analyses that focus on the services provided by digital initiatives

In order to pursue these aims the Subcommittee will initially focus on developing a pilot assessment plan that implements the Assessment Taskforce's recommendations. The pilot assessment plan will seek to specify a method for performing gap analyses of digital initiatives services. Specifically, it will integrate the methodology of Appreciative Inquiry (AI) with other evaluation tools, such as those used within Six Sigma.

Objectives

The Subcommittee's primary objectives are to:

1. To review the DISC charge (dated 20 February 2008) and select measurable outcomes
2. To develop a pilot assessment plan for carrying out gap analysis
3. To initialize an assessment model using Appreciative Inquiry in conjunction with other tools to evaluate the promotion, services, and workflows of digital initiatives.
4. To communicate to DISC and to the Assessment Committee a schedule of assessment activities, which will include a time-line for the delivery of plans, progress reports, and recommendations.
5. To perform gap analyses of digital initiatives' services.
6. To review and analyze the results of the gap analyses.
7. To prepare reports for DISC and the Assessment Committee which summarize the results that emerge from gap analyses, and make recommendations for future improvement.

Outcomes / Deliverables

The Subcommittee will produce the following:

- Gap analyses of the internal service operations and recommendations for the improvement of such services, focusing in particular on the support needed by subject specialists to fulfill their responsibility to promote the Knowledge Bank.
- Gap analyses of our delivery of services to our communities through the Knowledge Bank repository and recommendations for the improvement of such services.