

DISC Minutes

April 15, 2009

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

Guest: Russell Schelby

1. PDF/A Training Update (Amy, Beth B., Dan)

They participated in a Webinar course from AIIM, which generated some questions that will need to be answered by scheduling a variety of tests. The *PDF/A Training and Implementation Viability Report* they presented provides more detail. Some questions relate to new vs. legacy material conversion; the need to identify classes of docs that are appropriate for PDF/A-1a; how much quality checking is essential; whether multifunction devices we are considering for purchase can create PDF/A.

Other questions related to links in documents were discussed and need to be resolved:

- Since a fully compliant PDF/A-1a should not include external links, will conversion kill links in documents?
- Do we need to keep both native format and preservation versions of documents to retain innovative features?

There is a need to provide clear instructions for all who are creating PDFs.

Within one year, they hope to have identified a process to easily create PDF/A on the fly and have a significant draft of a decision matrix. They will provide an update in November 2009.

2. Web Site Redesign Project (Schelby)

Russell discussed the rationale for redesign and provided an overview of page types, with a focus on the collection page. Questions and discussion related to:

- Are there boundaries on what is considered a digital project?

They are materials with permanent research value, purposeful creation, some significant scope.

- Is there a need for an A-Z “digital registry” listing all projects?

Since they will be eligible for inclusion in subject and collection level pages, like databases and web sites on a topic, this might help page developers to identify relevant projects.

Mary volunteered for a task force to examine issues related to describing digital projects in the new system/architecture. Tschera will volunteer one of her staff. Is someone from Special Collections also needed?

Sally noted that we should start simply with what is on our current Digital Projects site.

3. Accessibility Issues

Ken Petri made a presentation at a recent CIPS meeting. Beth B. can share her notes with group at next meeting. Dan noted the need for wider awareness of these issues.

4. Storage Update (Beth B.)

Spaces are now connected. We are transferring from our dark archive now and from another server used for storage by Special Collections. Staff are working on sorting through this second source and distributing material appropriately to the dark archive or to other space.

5. Fedora Webinar (Beth B.)

Fedora mission is durability of complex digital information. Digital entities are broken into pieces; since the architecture is modular, pieces can be rebuilt in various ways. Example: in a book, each page is its own object and the page's relation to other parts of book is tracked. This presentation focused largely on how the system works. Beth will share the PPT when it is available.

6. Britton Proposal (Amy)

Amy provided a handout describing this project, which would focus on digitizing 66,000 pages of OARDC Bulletins and Circulars that were originally designated for the Million Book Project in 2007, but were never delivered by Carnegie Mellon. Amy will investigate costs of using a vendor. Tschera wondered whether there was duplication with the OhioLINE project planned for Extension. Amy will send titles to Tschera so she can compare them. Sally wondered if this would also be included in the Google project for OSU since they are public domain and will inquire at CIC to get an answer to this question.

7. Membership

One new member from CIPS is needed to replace O'Hanlon, whose term is expiring.

Next meeting: May 6, if an agenda arises.

Potential agenda items for June 3 meeting:

- Report of the Assessment Subcommittee;
- Prioritization of projects by SRI, in the context of the assessment report.