

DISC

July 1, 2009

Present: Sally Rogers, Wes Boomgaarden, Tschera Connell, Florian Diekmann, Joseph Galron, Amy McCrory, Dan Noonan, Mary Scott, Beth Whittaker (minute-taker)

1. **Google's special project for government documents.** (Sally)  
Kim Armstrong (CIC) tweaked agreement from Google proposing how to deal with OARDC materials. We should be seeing this soon after Google reviews. It will live in Hathi Trust, but we need to decide if/how to provide additional access (through the catalog, in KB, etc.?)
2. **Mapping and charting lab tech reports** (Mary)  
Mary is working on sorting these when time permits. One set will go to cataloging, one to Amy for scanning.
3. **KB Toolkit and Basics** (Tschera)  
Tschera went over the documents "Tool Kit for Subject Specialists" and "Basics: Getting Started," previously distributed. Initial contact should be first step, so this might be missing from this suite of documents. Building word of mouth (marketing/promotion?) seems to be more successful than "cold" presentations. There is misunderstanding among subject specialists about where the responsibility for follow-up (after initial contact) should lie.
4. **KB follow up from DISC/Assessment subcommittee report** (Tschera)  
Stats package and interface changes rose to the top of improvements suggested in report. A task force is making recommendations on how to improve stats package and Manakin is being explored for interface changes. They also want to explore doing a showcase of digital projects, brown bags, etc. to address marketing points. Content is needed for screens in Thompson Library—this could be a good way to expose KB content to a wide audience.  
Tschera welcomes suggestions to improve documentation. This is difficult given the wide range of levels of subject specialist involvement in managing projects and the uncertainty about how the web site will present this kind of information. Tschera would like the larger "KB universe" to have a define presence in the website, and it's not clear how this would work in the CMS.
5. **Preservation metadata and file formats, including decision matrix.** (Dan & Amy)  
Document "Knowledge Bank Decision Matrix," previously distributed, was discussed. This is envisioned as a tool to assess content at early stages. Ironically, we don't have preservation support for our "preservation" formats, such as things in KB dark archive.  
The question of whether technical metadata should be stored "within the container" or also "in external container" needs to be decided. Tschera wants to have external storage of technical metadata, such as a METS document, especially since various pieces of a presentation object are stored all over the place. An external description will help bring all these together. This may need to be decided on a case-by-case basis, since so many things are stored in different places

(OhioLINK ETDs, etc.) Amy reiterated that we need to build a larger preservation framework for this, including additional features such as a checksum checker. Dan believes we need a higher level, based on what is the nature of the project. This would help guide what we are capturing, according to the guidelines set out by this document.

Amy asked what next steps should be, both for how to export existing technical metadata and how to improve preservation operations for existing files. Groups of experts will discuss this and bring a higher-level document back to DISC for consideration. Dan will create a holding place on the shared drive for documents that involve decision-matrix. People should begin thinking about the decision-making tree for digital projects and what those chunks of information that feed into it are.

6. **Lantern.**

No update.

7. **Other –Popol Vuh (Amy.)**

The original page (as designed for the project) is not a good fit for the CMS. It could be moved over to the departmental website (Spanish & Portuguese.) There is no immediate need to turn off the webserver upon which special projects with presentation needs (like photo galleries) reside, until such time as a better solution can be found. There is some confusion about the ongoing plans for developing this website, who is responsible, etc. More to come.

8. **Meeting agenda items**

August meeting cancelled.

For September: Need for formal agreements between OSUL and groups with which we are working.