

DISC Minutes
February 20, 2008

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

1. **Change to membership cycle (Wes/Sally)**– The DISC charge will be synching with the rest of University Libraries committees, meaning the membership cycle will reflect the fiscal year, rather than the calendar. Sarah has indicated a desire to cycle off the committee in June 2008. A call for volunteers will go out in Spring.

Action: Wes and Sally will change the draft charge to reflect rotating appointments.

2. **Costs associated with digitization of journals – Proposal for appraisal process (Amy).**

- Ohio Journal of Science – Vendor=Backstage Library Works (2004). Total cost: \$5270 for 105 year run issues with 1,500 articles, 8,000 pages total. Cost breakdown: \$0.09 per page to redact TIFF images; \$0.58 per article for metadata; approximately \$1,375 for segmentation and metadata.
- Ohio State Engineer and Ohio Mining Journal - Total cost: \$12,472 for 46 year run of issues with 7,305 pages total. Cost breakdown: \$1.25-\$1.65/page for scanning, (sheetfed pages would have been \$0.25/page); \$0.14 per page to redact TIFF images and code PDFs; \$1.25 per article for metadata; approximately \$3,707.70 for segmentation and metadata. Storage requirements: 60GB. Includes article-level PDFs, TIFF image of each page, and metadata file.

Considerations for selecting new projects:

- Is there demand for access to the journal from students, faculty or other researchers? (needs assessment)
- Does Ohio State own only one copy of the title? Is the title rare? (this determines whether we can unbind or negotiate a cheaper rate for scanning)
- Are the items heavily illustrated with photographs or art, which affects the cost of scanning as well as the amount of server space occupied by the files.
- Other considerations?

Recommendations:

- Ask collection managers to document demand for online access, in the form of use statistics for paper copies, ILL requests, or letters of support.

- Determine if the items are already available online.
- Determine whether segmented delivery in the Knowledge Bank is the best delivery method.
- Other recommendations?

Other thoughts:

- Can we revisit putting locally digitized journals into the EJC? Can OhioLINK open up the EJC for open access?
- OhioLINK is ordering 29 terabytes of storage, a future option.

3. **PDF/A (Beth/Dan)** – Beth and Dan investigated PDF/A formatting as a standard for the Knowledge Bank. Like the TIFF image, it is an open documented format. It is based on an older version of the PDF. Adobe 8 documents would not meet the standard. For recommendations, see page 6-7 of Attachment A.

Recommendation: Pursue PDF/A for long-term preservation, recognizing it will not be easy to implement. Amy will ask vendors to quote PDF/A costs.

Question: If vendors provide PDF/A, will we need to acquire TIFFs for long-term preservation in the future? PDF/A will reduce storage requirements.

Action: Beth and Dan will pursue implementing PDF/A further and report back at the May DISC meeting.

4. **Digital Projects Website (All)** – <http://library.osu.edu/sites/dlib/>. DISC updated the link for Featured Additions the Knowledge Bank in 2007. Should we ask project managers to send text to update other sections of this website? What is the goal of this site? To summarize all of our digital projects and a means to spotlight/highlight things we've done? Beth suggested that WIT take ownership of this site and re-design. Who is the target audience? The general public? Library employees? How does the general public seek digital material? or digital projects? Sally – one of our action items is to develop a guide for people to inform them on how to do digital projects. This site can serve this purpose.

Action: WIT will take ownership of this site and develop a framework for re-design.