

**Libraries' Digital Initiatives Steering Committee (DISC)
Annual Report
February 2007**

Membership:

Wes Boomgaarden, Preservation, co-chair
Sally Rogers, Information Technology and Technical Services, co-chair
Beth Black, Information Technology Division
Tom Cetwinski, Program Manager, Knowledge Bank
Tschera Connell, Scholarly Resources Integration
Nena Couch, Theatre Research Institute
Leta Hendricks, Fine Arts Library
Amy McCrory, Preservation
Sarah Murphy, Veterinary Medicine Library
Dan Noonan, Electronic Records Manager / Archivist
Nancyanne O'Hanlon, Instruction Office
Mary Rider, Law Library
Eric Schnell, Health Sciences Library
Beth Whittaker, Special Collections Cataloging

Terms of service for all members:

Two-year terms (renewable).

Committee's charge (<http://library.osu.edu/sites/staff/disc/charge.pdf>)

Renewed January 2006 by the Libraries Executive Committee with membership changes detailed in the Feb. 2006 DISC report to the Faculty.

The work of the DISC March 2006-February 2007 is highlighted below.

Membership Changes

Two DISC members retired from OSUL in 2006—Marti Alt and Susan Logan. Leta Hendricks joined DISC to replace Marti. In anticipation of Susan's retirement, Sarah Murphy had joined DISC in Jan. 2006. The new position of Electronic Records Manager/Archivist was added to the DISC membership after Dan Noonan was hired in August 2006. OSUL, Law, and Health Sciences discussed additional ways that the three libraries could collaborate as a result of the library program review that is under way; representatives from Law and Health Sciences were added to the DISC membership in November 2006.

Information about DISC/Knowledge Bank Initiatives

Nancy O'Hanlon recently solicited updates to the information on the digital projects site <http://library.osu.edu/sites/dlib/> and made a number of changes to better reflect the

current status of the committee's work, including projects that are ongoing and in development. A link to featured additions to the Knowledge Bank in 2006 was added to show progress in building OSU's digital repository. Please consult the web site for descriptions of projects, images, and links. Comments on the site are welcome and should be sent to Nancy. Inquiries about adding content to the Knowledge Bank should be directed to Tom Cetwinski. Inquiries about other types of digital projects may be sent to Wes Boomgaarden or Sally Rogers for DISC.

Mainstreaming

Tschera Connell took the lead in implementing software called ProjectLoad to assist with tracking the many digital projects now underway. She trained other committee members to use the software as well. Workflows for digitizing and delivering certain types of materials, such as videos and printed books, have been established and now seem almost routine. As the management of projects becomes more mainstreamed, the focus of DISC agendas has shifted from reviewing the status of all projects in detail to discussing policies, standards, issues, and future directions. Mainstreaming of digital initiatives has been a goal of the committee from the start, and we are pleased to be making good progress in this area.

Digital Storage / Preservation

One of the issues currently under discussion is management and preservation of the archival tif files that have resulted from imaging projects. We now have a dark archive of storage space available on an OIT server, and we are investigating best practices for managing the archival files.

DISC members also were given access to Mary Scott's Media Manager collection to explore capabilities of that application and its relationship to the Knowledge Bank. Media Manager is used in Arts and Sciences for web delivery of image collections in support of teaching. The ability to move content from Media Manager to the Knowledge Bank for long-term preservation is being explored.

Wes Boomgaarden
Sally Rogers
For the Digital Initiatives Steering Committee