

November 5, 2003 -- Digital Initiatives Steering Committee (Including Beth Russell and Marti Alt's corrections)

Attendees: Marti Alt, Wes Boomgaarden, Tom Cetwinski (guest), Nena Couch, Susan Logan, Beth Russell, Laura Tull (guest)

1. Agenda Review
2. Minutes (Logan)
3. Knowledge Bank (Tom Cetwinski, guest)
4. D-Space (Laura Tull, guest)
5. Projects Review
 - a. Foxe
 - b. Forestry
 - c. Buttons
 - d. Dare
 - e. Ohio Journal of Science
 - f. Cartoon Research Library Hale Scrapbook
 - g. Rare Books & Manuscripts Cooper typescript
6. Brittle books to e-books process (tabled)
7. E-exhibits policy (tabled)
8. Other
9. Next meeting: November 19

Knowledge Bank (KB) (Tom Cetwinski)

There are 2 objectives—1. to capture and preserve the digital output of the university; and 2. to make this information available in a situation where it can be shared and reused. Tom is currently promoting the OSU Knowledge Bank and recently visited the OSU Wetlands, where he learned that they have both publications and data which could be submitted to the KB

Multiple platforms are being considered--DSpace or another software package as of now not identified.

Tom is hearing enthusiasm and nay saying. TELR is very excited. The Digital Union is considered a lab for the Knowledge bank. More traditional faculty members are concerned about ownership and rights. Tom suspects that the tenure and promotion process will be changing/evolving. He will be getting a group together to recommend policies for the OSU Knowledge Bank. Tom suggested that the biggest challenge is for librarians, who are used to accepting a gift and making all future decisions. In the case of the KB it is not clear how these decisions might be made. Who is the owner is a big issue. MIT accepts only finished projects; OSU is looking at taking work that is in progress, which will require more flexibility

DSpace Laura Tull -- Laura announced that the decision has been made that OSU will use DSpace. We are still in the pilot phase but plan to continue in conjunction with OhioLINK's institutional repository.

Laura shared a PowerPoint presentation on DSpace, which she will be using at 2-3 presentations in the near future. Laura is thinking of giving this presentation to the Libraries faculty sometime before the OECD (?) conference, which is in April 2004..

Wes suggests <http://labs.google.com> for technical definitions. The Committee suggested that Laura develop a glossary to accompany her presentation..

The presentation included to URLs which link to the current OSU DSpace site. There is also a link from the Libraries Knowledge Bank web page. Marti asked about integrated authority control, which currently is not available in the system. Laura mentioned that when a new collection is added to DSpace, Tschera goes along to discuss the metadata that is needed or is appropriate to the particular collection.

What does it mean for OSU to be developing in tandem with OhioLINK? OhioLINK is using a different platform, which is more flexible. OhioLINK is starting at the same point as OSU. Beth asked where it is logical for the OSU Libraries created materials should be located—DSpace or OhioLINK. Putting finding aids into DSpace will not work. OhioLINK is doing development to support finding aids Beth wonders about the storage of a usable file. What is the final product; does it include the software? There are issues about the identity of the marketing of the Knowledge Bank if the Libraries are not going to benefit from the Knowledge Bank.

Laura suggested that DISC should keep DSpace in mind, when deciding where to store images.

Project Reports –

Foxe, The final proposal is due November 15th. Marti talked with Duane at SMU; he is no longer in the Library at SMU and suggested that she contact Emory. Emory does not have any Foxe to contribute and stated that the creation of the metadata would take a lot of time. Emory suggested that Marti talk with the Central Ohio seminaries, but Marti is not sure what they might contribute. Marti is going to talk to the current SMU Librarian. \$10,000 is the cap on any grant that might be forthcoming from ALTA to OSU and partners for this year. We still have the partnership issue to resolve. What could the partner do? Does someone have this edition with the last 4 pages, which we are missing. Does someone with a divinity school have this edition that they would be willing to contribute. We were reminded that the current grant proposal is to create metadata for the images from the Foxe. It was suggested that the partner could review the metadata, which would be created at OSU. There are approximately 217 images for which the metadata would be created..

Wes has given two discs of Foxe to Beth to catalog for Rare and for storage (STX or the Mountain?) a 3rd has been given to John King. Two discs have been sent to Ashgate in England for their review for possible use to create a facsimile edition.

Wes reported that MARC Link and Access Imagery have merged to create Backstage Library Works..

Forestry - Susan has drafted the comments from the previous meeting and sent to Beth and Connie Britton for review.

Buttons – Sally or Wes owe Leta a letter regarding. Nena will be seeing Gayle on Friday and will inquire about the progress on Buttons 1.

Dare – Nena reported that the scanning is done. There may be a couple of items that still need to be photographed. Work on the metadata is continuing.

Hale - Beth reported that Alana expects to complete the metadata for about one-third of the items in the scrapbook. (*Beth thought she had send an e-mail message with the details before the meeting, but I could not find it when I looked on 11/7.sjl*) Lucy agreed that 30 min. to scan per image is a pretty reasonable estimate. This would be 440 hours to scan the images. For next meeting, we should try to develop a recommendation on funding the Hale. The plan would be to submit to the OhioLINK DMC the digital images and the metadata for the individual items in the scrapbook. The images and the metadata would be submitted in batch loads. OhioLINK would like the images and the metadata, which will provide the source to create the virtual scrapbook. How to create the virtual scrapbook pages must still be determined. Marti mentioned her e-mail to DISC about the College of Humanities' Media Manager projects. She wondered if this software might be useful for the scrapbook.

Cooper -- This is a type written manuscript with handwritten notes. The original proposal included a microfilm copy of a scrapbook; the microfilm was unreadable and was rejected at an earlier Committee meeting as a possible source document for digitizing. Are we confident that this typewritten manuscript is a contribution to the literature. Should we have it reviewed? By John Burnam, or someone from HEA. When the Committee's discussion ceased to be about digitizing the manuscript and moved to discussing creating a transcript of the annotated manuscript, it began to have the feel of a publication.

This document is just like any other faculty manuscript that might be found in archives. Perhaps this is a document that could be put into the Knowledge Bank. Agreement that if we proceeded with the Cooper manuscript that we would submit this to Knowledge Bank. Beth suggested that based on her experiences, it is a lot cheaper to have rekeying projects outsourced than to hire someone locally. She also mentioned the issue of vendors wanting to build a business relationship based on "one stop shopping" for an institution, instead of continually quoting prices on small projects.