**DAC Meeting**

**Thursday, June 7, 2012** 1pm-2pm Eastern

CALL-IN INFORMATION

 To join the meeting, call:

1-866-469-3239

Attendee access code: 216 605 75

**AGENDA and notes**

Present: Demian, Eric, Meghan, Lisa, Vani, Kevin, Pat

1. Concrete5 update

Demian: Last week, met with Max and others to get content in -

committee pages, updates, etc.

2. Catholic Portal update

Now updated to VuFind 3.1 as blueprint theme. Moved portal to a different server. It functions, tweaks needed. Fix CSS so icons show up. Meet with DePaul folks to help out, they were very helpful.

What’s next? New usability testing? Focus on Concrete5 for a while? Yes, focus on C5 and EAD (item #3).

3. EAD display/hierarchical records

The problem with indexing EAD in a very granular way is having too many records returned by searches.  Number of solutions posed, quick discussion of the problem and how others have solved it.

Two possible solutions requiring further VuFind development:

-      Hierarchical records – see module National Library of Ireland, vufind 1.4.  Includes nested folder view of how records relate to one another.

-      Solr field collapsing.  Idea is that Solr has option to group results using the value in a particular field.  Could set it up so that for EAD user would get one search result, with message, “ here’s a hit and here are 354 more.”  Could do this in combination with the hierarchical solution.

Even though not all of the code for this functionality exists, a starting point is to begin indexing the relationships between the records.  No matter how code changes, the basic underlying data is fairly constant.  We can update our Solr index tools to start using the hierarchical schema so it populates fields to show relationships.  Once you have data in index, you need not do it again for the new version with hierarchy.

Demian will send an email on how scheme works and we will have a road forward to use hierarchies.  Field collapsing not that simple, requires change in lots of low-level programming.

Demian showed a demo of hierarchical displays at <http://vufind.org/collection> (only intermittently available since it is on a test server).  Finishing implementation of hierarchical collections is high on list of priorities after VuFind 2.

Kevin:  ND’s solution to the problem will not be widely applicable because it depends on local cataloging practice.  This solution involves indexing at the most specific level and is made possible by repeated information in the EAD fields.  Applying this solution to other collections could result in baffling search results like (Folder – 1954).  It might be possible to make the index tool configurable to fill in missing information for collections that need it.

Demian – if the indexing process stores the level in the hierarchy for each record, maybe that can be factored into the relevance ranking.

4. Template/configuration for Archivists’ Toolkit

Adam is working with AT.

Adam: rapid entry form can specify what fields to enter in the form for a given archive or set of records. How to set default values for certain fields. If you want a note to always appear, can set that.

At ND could have a My SQL host AT and members could use to create records.

Demian - Where do forms live? Locally or remotely? Overcome firewall problems?

5. Committee membership guidelines

* Term limits  
  Rotate on and off, 2-3 year appointment
* Committee size   
  Suggested limit of no larger than 12. Right now there is no problem with committee size. Limits down the road as membership increases.
* Committee member responsibilities  
  Membership – not a burden, but what are responsibilities? Suggest attend 75% of meetings.
* Composition  
  Want to keep institutional mix as diverse as possible, though you may want to include individuals from the same institution whose backgrounds and skills differ.  
  Consider two layers – formal committee and who is responsible for moving the work forward? Anyone interested should be able to do so unless we shrink size of group.  
  Do not want to limit, can have many subscribed to the list but not attend meetings. For important or controversial topics, perhaps send to the narrower group. Allow for self-subscription to the list, unless compelling reason not to. Meghan indicated that we would want to keep vendors out, do not want solicitations. Could put behind a member firewall.
* Other considerations  
  Favor keeping process as open as possible. For example, it is unclear how one becomes involved with the Newspapers TF. Pat suggested expressing interest to Noel McFerran (TF chair), Jennifer or Pat.
* Once guidelines are agreed upon across committees, make it a CRRA policy.

Meghan will forward to the group other options, continue conversation from there via email.

6. Newspaper digitization best practices

Bigger question of building the prototype. METS/Alto is goal.   
No discussion.