**DAC Meeting**

**Thursday, July 12, 2012** 3pm-4pm Eastern

**AGENDA and notes**

Present: Demian, Eric, Jennifer, Lisa, Pat

1. Concrete5

Max is continuing to work on Concrete5 development. Max will be meeting with a small group to report progress in the next couple of weeks; he expects to be able to present some results to all of DAC by early August.

1. Catholic Portal
* Eric has verified that full-text indexing works. He has written a blog post about the process of setting this up.
* Eric has fixed some graphic design problems (alignment of checkboxes, “add to favorites”, book previews, etc.).
* Jennifer asked about searching for full text items. This URL should help:

[http://www.catholicresearch.net/Search/Results?lookfor=fulltext%3A[\*+TO+\*]&type=AllFields&submit=Find](http://www.catholicresearch.net/Search/Results?lookfor=fulltext%3A%5b*+TO+*%5d&type=AllFields&submit=Find)

* Eric has created a directory of record contributors. Search results now have a “Location” field that links into the directory.
1. Web-Based File Sharing

To ease access to contributed records (since some partners are not able to post records on the web themselves), Eric has configured an FTP site where partners can post records to make them web accessible for harvesting. Two institutions are already using this.

1. EAD

Eric reminded the group of the challenges of working with EAD files – hierarchical structure, sparse descriptions, etc. So far historical efforts to get EAD into the portal have resulted in either too many or too few results. Eric has been examining other online archives presenting EAD records for inspiration and to find best practices.

Current idea: rather than indexing individual items, index header as main bib record but include sub-items as searchable text within a single record (similar to full text approach).

Eric will try this idea for the moment while waiting for future hierarchical/field collapsing features in VuFind.

1. Archivists’ Toolkit

Eric has had Adam (new library school graduate working for CRRA on a part-time basis) investigating Archivists’ Toolkit. Adam has figured out how to create quick-entry forms – not difficult, though filling in default values is a challenge. Adam is currently writing up what he has learned. Unfortunately, he is now having some network problems which prevent him from using the Toolkit, which may delay production of documentation.

Next step: Eric will visit interested users and help set up local copies of Archivists’ Toolkit.

1. Committee Membership Guidelines

Collections committee will meet next week and discuss further; no news on the DAC end.

1. Newspaper Project: Collecting CRRA Holdings

Student workers are beginning to build lists of Catholic newspaper titles. Next step is to figure out what is held by membership. One possibility for a starting point is to use OCLC web services to automatically build a list – possibly a good project for a computer science student somewhere. Another option is to simply ask the membership.

Jennifer will try to find a student with the necessary skills for writing a script; Demian is willing to advise on technical questions. Pat will talk to a student worker about gathering the necessary OCLC member codes.

1. Skip August Meeting?

We decided to skip the August meeting and use the mailing list for that time. Pat will send out a Doodle poll for September.