

**Digital Access Committee**  
**Jan. 25, 2013**  
**AGENDA and Minutes**

**To join in conference calls, call:**  
**1-866-469-3239 Attendee access code: 216 605 75**

**[Host code: 216 79 444 (committee chair uses)]**

**Present:** Lisa, Megan, Tracy, Demian, Eric, Pat  
**Visitors:** Rose Fortier (Marquette), Alex Papson (Notre Dame)

**1. Updates**

**a. Website/Concrete5 -**

- small group (Laura Bang, VA; Tracy Jackson (SHU); Megan Bernal (DePaul) meeting next week to discuss integration and use of various tools: blog, fb, twitter, wiki. along with strategies for how to maintain and support the services.

**b. Newspaper Taskforce**

- Marquette (Amy Cary, Newsp TF, Rose Fortier, Scott Mandernack) taking on member survey. Pilot in summer, complete Dec. 2013
- Have identified ~1000 titles through the environmental scan (US and Canada). Will cease environmental scan until we've determined into what platform/application the data will go.
- Have assembled a Directory Platform group (Rob Behary (Duquesne), Betsy McKelvey (BC), Noel McFerran (St. Mike's), Jennifer, Pat. Timeline - FEB: ID checklist of features, functions "wishlist" ; ID possible solutions (filemaker to veridian); gather data; MARCH draft report; make recommendation to Board March 15.

**c. EAD indexing**

- Eric provided a show and tell. Search words will be highlighted in VuFind records but not in the full text. In other words, the full text docs are indexed, but when you look at the full document, you do not see the highlighted terms.

**d. Catholic Portal Search Tips**

- Demian has drafted a number of VUFind tips, and in the process we discovered the need to have the "create account" link present on the CRRRA home page. Pat is working with ND's IT to have the "create account" link moved to the CRRRA home page. Once that is done, Demian will share the search tips with DAC for comments.

**e. New Business: Archon**

- Lisa reported that CTU now has an instance of Archon through the Consortium of Academic and Research Libraries in Illinois (CARLI). CARLI does not provide full support and has created an Archon users group.

**2. Digitization Best Practices Wiki (demo and discussion)**

- Purpose: Develop a resource that we can share with CRRRA members to facilitate digital efforts. Reduce some of the uncertainty and encourage more projects by setting standards, providing tips or best practices on how-to.
- Original vision was a "one-pager" which is in here, and more.

- Outcome - your comments, where is the bar - that which is the true standard and that which we would accept.
- Rose gave a tour of the wiki. Suggestions were to keep it simple, general consensus was that this is the right track. **Next steps - make link publically available, examine newspaper standards, work with DePaul as a pilot project to develop a one-two-pager of standards.**
- Discussion about whether to put wiki information on the CRRRA website, the concern of sending users to another application. It was agreed that the wiki is easy and flexible to use and while development is underway we will keep content related to best practices and standards there. As documents become more stable, will keep in mind moving documents to the website.
  - **Next meeting date:** Thurs., Feb. 21 at 2:00 pm eastern