

Digital Access Committee Meeting Minutes
February 3, 2010

Present: Kevin Cawley, Marta Deyrup, Demian Katz, Pat Lawton, Eric Lease Morgan, Tom Leonhardt (Chair)

The Committee was asked for its recommendations to the Board regarding member responsibilities to regularly add local metadata to the portal. Tom and Pat provided an overview of the issue, noting that both updating existing content and adding new content should be considered.

Eric then outlined a vision for a procedure, as follows.

1. Individuals responsible for selecting materials need to be aware of the need to include CRRA as a destination for the institution's metadata records for appropriate content as it becomes available.
2. Member institution tags records destined for the portal. One way to do this is to add "CRRA" to a local notes field. Ideally, this will be part of the institution's workflow and will capture any added content on a daily basis.
3. On a daily basis, member institutions automatically extract records destined for the portal and place them on a web server.
4. On a daily and automatic basis, the records are harvested from the member's website and ingested into the portal.

Alternatively, an institution may opt to send their documents to Eric. A variety of scenarios is possible, but the above is a suggested best practice. The group agreed that such a procedure would be practicable within their institutions.

The group supported the proposed procedure, acknowledging that this was a suggested practice and that local policies and procedures were the responsibility of member library Directors. The goal is to identify and make records available to the portal on an ongoing basis; the local institution is responsible for *how* that goal is met but the CRRA can offer the above as a recommendation.

Members discussed the question of assigning target numbers of documents and agreed that assigning a number was not tenable for smaller institutions.

Tom raised the Board's question regarding user tagging in the portal. Demian provided an overview of the pros and cons, indicating that they are bad if people put bad things in them, though this can be monitored and unwanted tags removed. The good is that the more who use them, the more they will be used. They have the potential to increase discoverability of resources. The group then discussed upgrading VuFind prior to activating tags. Tags are associated with IDs in the record index and if the IDs change, the tags would get messed up. Eric will ensure that the numbers are unique and institution-specific. The group recommended that the portal tagging option be made functional.