Notes from the CRRA Digital Access Committee (DAC)
Sept. 2 , 2010 10:30-11:30am EDT
Recommended CRRA goals for 2010/2011

Present: Kevin Cawley (ND Archives), Marta Deyrup (Seton Hall), Sharon Favaro (Seton Hall), Eric Frierson (St. Ed's), Ann Hanlon (Marquette), Demian Katz (Villanova), Maura Kenny (Seton Hall), Pat Lawton (CRRA), Eric Lease Morgan (ND), Susan Leister (Georgetown), Tom Leonhardt (St. Ed's), Wei Zhang (Georgetown).

The purpose of the meeting was to discuss topics 3 (data input and ingestion) and 4 (search functionality and display) from the *CRRA Strategic Plan Draft: Goals for 2010/2011*. The document was distributed prior to the meeting and formed the basis for much of the discussion. The Board will meet on Sept. 20 to approve the plan, based on this committee and the Collections Committee's final recommendations. The group welcomed two new members to DAC, Wei Zhang from Georgetown and Eric Frierson from St. Ed's.

Discussion of CRRA Strategic Plan Draft: Goals for 2010/2011
3.1. Meet with new members to ingest records into the portal. Pat and Eric provided an overview. They have recently met with Duquesne University and will be meeting with St. Michael's of UToronto, Loyola Marymount (Los Angeles), St. Joseph (Philadelphia), Dominican (River Forest, IL), San Francisco U, and University of St. Mary's of the Lake/Mundelein Seminary (Mundelein, IL).

Marta asked about the policy that guides the question of what to include in the portal. The Collection Development Policy (login "catholic" password "portal) guides decisions concerning content. Eric and Pat noted that in discussions with member libraries, they are often stumped by a question regarding content. When that happens, they note the question and take it to the Collections Committee. They encourage all to send questions concerning whether content is appropriate for the portal or not. The basic guideline is that resources be rare, unique, or uncommon and related to Catholic scholarship.

The Collection Policy, Metadata Guidelines, meeting minutes, etc. are posted to the password-protected Admin area of the CRRA website https://www.catholicresearch.net/admin/docs/ . The login is "catholic" and the password is "portal."

3.2. Edit CRRA metadata guidelines as appropriate. The former Metadata Guidelines were drafted prior to the adoption of the VuFInd application. Ann Hanlon, Marta Deyrup, Pat, and Eric form a working group to edit the guidelines to reflect the current VuFind environment.   The group's goal is to make the guidelines as simple as possible and to include various levels of description, from minimal (required) to full. The document is a work in progress.

Kevin, Eric, and Pat will be meeting with CLIR grant recipients at Marquette on Sept. 20 to review local EAD practices and the implications for retrieval in VuFind. Findings from the meeting will inform the development of the Metadata Guidelines for EAD.   Susan asked if samples of Georgetown's EAD records would be helpful at this meeting and yes, they would. All member institutions are encouraged to send

Pat or Eric sample EAD records so we may have a fuller subset of member records. EAD generally is more open to interpretation than MARC, resulting in greater diversity in application of fields and values. The more sample EAD records we have, the more meaningful for purposes of drafting guidelines for all members.

3.3. Draft procedures to continually add records to the portal, and, as needed, to remove records. The group reviewed "Making Your Content Available in the Catholic Portal," a document recently revised by Eric and Pat. The document represents a process members may implement into their local workflow to ensure that local items are added to the portal on a continuing basis. To date, Eric and Pat have used the document in talking with new members. Moving forward, all member institutions will be asked to consider implementing a similar process. When asked if this might be incorporated into their local workflows, the group thought that it would, with local modification as needed. Eric and Pat will schedule conference calls with members and their teams to assist in the design and implementation of a process that works for the individual institution. "Making Your Content Available in the Catholic Portal" represents one way of achieving the goal of continual updating of local content to the portal.

4.1. Index full EAD content for discovery. Eric explained the twin challenges of EAD: extracting data for indexing and for display of information. Due to EAD's hierarchical structure, context is necessary when displaying elements further down in the hierarchy that may be generically labeled. An example of a unit title frequently seen in subordinate components of EAD documents is "Correspondence" -- you would have to go to a higher level of the finding aid to see whose correspondence it is or to find the name of the repository where the correspondence might be found. Subordinate to "Correspondence" you might find unit titles that indicate only a date, say "1893".

Demian said he had developed a PHP program to run XSLT transformations that prepare XML documents for addition to the Solr index and volunteered to share this with Eric.

4.2. Identify available use statistics, consult with committees on use and priorities for reports. Eric described the current reports generated on the site (see the Statistics tab in the Admin area) and work with Google Analytics. The goal is to solicit feedback from members regarding statistics that they would like CRRA to track. Demian also suggested looking at the built-in features in VuFind, noting, for example, they will log searches with zero hits.

4.3. Develop a proposal for version2 of the website to serve needs of scholars, members, and prospective members. We are looking for member feedback concerning what content will be relevant in version2 of the website. Our current site will be revised next year to more specifically speak to users and prospective members. For example, an "About Us" tab will hold committee data, policies and other documentation about the CRRA. What might we need for our public face? Do you have exemplars to share?

4.4. Implement VuFind 1.0. Eric described the problem of "painting with Cascading Style Sheets (CSS)," a skill that is required to fully implement 1.0. Eric has moved CRRA content into VuFind 1.0. The

functionality works, but CSS person is needed to make it look more like the current site. The sandbox is located at http://vufind.library.nd.edu/ If members have CSS gurus, please step forward.

Next meeting

Tom asked if the group might like to meet in October, and it was agreed. Pat will send the doodle. Sincere thanks again to all DAC members! Stay in touch.