

DAC Agenda and Notes from Sept. 7, 2011

Present: Kevin Cawley, Lisa Gonzalez, Ann Hanlon, Demian Katz (chair), Pat Lawton, Susan Leister, Eric Lease Morgan, Jennifer Younger

AGENDA and notes

1. Welcome and introductions

Demian and members welcomed incoming DAC member Lisa Gonzalez of Catholic Theological Union. Susan Leister announced that this would be her last DAC meeting as she will assume new responsibilities as Head of Tech Services at Georgetown University School of Foreign Service Library (Doha, Qatar). Susan has been an active and vital member of DAC since its inception – Susan, we will miss you and wish you well!

2. Planning for future meeting dates – one set time, or via Doodle?

The group set a regular meeting time as the **first Wednesday of each month at 3pm Eastern, 2pm Central**. We will test-drive this time for three months and then reevaluate in light of the new semester. Kindly mark your calendars for 3pm Eastern/2pm Central on the following Wednesdays:

Oct. 5

Nov. 2

Dec. 7

The **call-in information** is as follows and will be sent as a reminder closer to each meeting date:

Call: 1-866-469-3239

Attendee access code: 216 605 75

3. Status report on Completed/Progressing Goals for 2011/2012 (2.1, 3.1, 3.2, 3.4, 3.5, 3.8)

Eric reported on the status of the following goals:

2.1. Facilitate continual updating of member records and content.

Identify, implement, and communicate strategies to harvest records and content.

Identify barriers to continually updating content within institutions and assist in problem-solving.

Develop and implement means to ingest structured metadata and/or digital content from archival collections not initially in MARC or EAD formats.

Eric identified six member institutions that have not contributed MARC nor EAD records and indicated he will follow up with a phone call to each.

3.1. Facilitate/organize usability studies on portal functionality at DAC member institutions and implement recommended changes to support continuous improvement. Include refinement of look, feel, and usability of current text.

Villanova will be conducting tests soon, and will re-test the questions. Georgetown will be conducting studies before or during October.

Kevin noted that facets on the left side bar of portal say "University Archives" and asked how users might know that is the ND Archives. Currently, the library name does not attach to the Institution.

Pat asked if it would be challenging to add a link to the record that links to the institution. Eric replied that it was not terribly challenging.

3.2. Implement VuFind 1.1 and future updates as released.

3.1 is done and 3.2 now released.

3.4. Implement more robust monthly use statistics and reports.

Eric wrote a program to parse the webserver log filter and noted that ingesting and post-processing takes a long time. Eric and Pat are working on sample reports.

3.5. Explore the viability of forming a volunteer "tech support cohort" to collectively provide ongoing guidance to members on metadata and technical issues related to contributing content.

Done. Please see the blog for instructions on self-subscribing to this list.

3.8. Explore additional text mining and visualization techniques to facilitate discovery and creation of new knowledge among portal resources.

It was agreed that there is no hurry on this.

2.2 Proposal to Form a Newspapers Task

Force:<https://www.catholicresearch.net/admin/docs/Newspapers%20Task%20Force/>

Pat provided an overview of the document and the proposed project, asking members for their comments and discussion.

Members voiced their support for the proposal and Ann reminded us that newspapers were cited by focus group participants (held in [May, 2009](#)) as particularly desirable.

One key question: "How to integrate the proposed Directory into the portal?"

Might there be a facet for newspapers?

Might we include the Directory as another resource in the portal (Directory as a reference tool).

Demian: Build the tool, still the first place to look, worth doing because no one else has yet done it. possible to search every item in the Directory.

Usability and implementation issues such as linking to related records in the portal or MARC 856 fields were discussed, but members agreed that none of the articulate challenges should deter us from building it.

It may be possible to index website data in portal records. Search for a title, get records for newspapers and records for directory.

TF composition? Task force will need individuals to advise on coding and digitization aspects, knowledge of Catholic newspapers, an administration leader, and grant writing.

Jennifer thanked the group for their comments and said that we would convey DAC's discussion of the proposal to Collections prior to their meeting next week.

Discussion

- **Prioritizing/Completing Goals 2.2, 3.3, 3.6, and 3.7**

2.2. Approved, with comments.

3.3. Eric will implement Concrete5.

3.6. Archivists Toolkit (AT) has a growing contingent of member institutions (Georgetown, St. Kate's, Creighton) that have implemented locally and can advise CRRA moving forward.

3.7. Discuss EAD issues at Oct. 5 meeting.

- **EAD stylesheet (per Ann Hanlon)**

Ann Hanlon raised the question of an EAD stylesheet. Discussion centered on how EAD is showing up in the portal and suggested a look at standards perhaps via a member survey – how do members use EAD?

Other issues to consider:

- Revisit and revise metadata guidelines
- Focus on what is included in an EAD file and where
- Compare and contrast use of EAD in portal; identify inconsistencies
- For next meeting, focus on specific issues

- **OCLC record use policy (per Lisa Gonzalez)**

Add a statement to the website and member guide indicating that we have thought about it, and are in compliance.

The next meeting will be held Wed., Oct. 5 3pm Eastern, 2pm Central.