

Digital Access Committee (DAC) Minutes

Wednesday, Oct. 5

3-4pm Eastern; 2-3pm Central

AGENDA

1. Status Report on Goal Progress
2. EAD in the Portal
3. Procedure for approving Portal interface adjustments

Minutes

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

1. Status Report on Goal Progress

Goal 2.1. In support of this goal to encourage members to continually update content in the portal, Jennifer has worked with library directors to identify liaisons to CRRA. Please see the Liaison guide and Members Guide under [Links to Key Documents](#) on the “About CRRA” page, and here:

- CRRA Reps and Liaison Responsibilities: http://bit.ly/CRRA_Reps_Liaison
- CRRA Member Guide: <http://bit.ly/MemberGuide>

3.1. Usability

- Villanova (VU) has completed usability studies and will have report by next meeting.
- Marquette has finished and sent report to list. [Pat has created a [usability subfolder](#) in the DAC archive]
- 3.2. Question was raised about revisions prior to further tests? ELM will install and tweak VuFind latest version, more than a month and before Christmas.
- Are there more tests scheduled for Oct or Nov? Eric thinks St. Mikes at UToronto, maybe Georgetown. Lisa (CTU) is doing some.
- VU results mirror other findings. Lightbox and browser incompatibility issues. Lisa concurred that homepage needs more of a search box rather than admin area and a clearer browse function with ability to browse through institutions and types of materials.
- Suggested that future studies change questions – find record, create account, add to favorites discovered hard to create an account. In reality, user would add favorite then create an account. So maybe not big problems but poorly chosen questions, questions need to mirror user experience.

3.4 Use stats. Eric has program that parses files and puts into database. It classifies as, for example, a search, a browse, kinds of searches, all is post-processed on a daily basis. Also raw SQL queries that say what was looked at most, where people searched, types of searches, etc. Raw SQL are on target and need to make output look better and report on a monthly basis.

2.2 Newspapers task force committee members include: Cait Kokolus, St. Charles Borromeo Seminary Library, Pat Lawton, CRRRA, Malachy McCarthy, Catholic Library Association, Noel McFerran, University of St. Michael's College in the University of Toronto, Task Force Chair, Tim Meagher, Catholic University, Susan Ohmer, University of Notre Dame, Darren Poley, Villanova University, Steven Szegedi, Dominican University, Jennifer Younger, CRRRA.

The task force meets tomorrow, agendas and minutes are posted in the [Admin area](#).

3.3. Install of Concrete5 and **3.6. work on Archivists Toolkit** – not happened yet.

2. EAD in the Portal

- Validating EAD records. EADs can be validated against DTD or schema. Archivists' Toolkit (AT) creates EAD files and expects them to validate against schemas. People were beginning to send files from AT and portal was validating against DTD. Eric has now all but solved the problem. Within week, able to harvest EAD files and validate against DTD or schema.
- Ann: Questions about stylesheet. Portal has one, what are other institutions using? Cosmetic but also gets to the content people are putting into the portal. From where are we pulling info from EAD?
- Kevin: If we we wanted better information about contacting institutions, could add a link in record.
- Demian raised the question: about the line between collections and dac. Are we purely concerned with tech aspects? Ann: we do both. Minimum requirements.
- EAD can be clearer. Use metadata guidelines as starting point. Perhaps survey of members to see how they are creating finding aids, minimum content guidelines. There was agreement on the need for a survey to see what members are using. Survey/scan conducted by a subgroup of DAC. 6-7 institutions have contributed EADs so far.
- What questions in the survey?
 - Are you creating EADs?
 - What tools are you using?
 - Do they have processed collections that have finding aids?
- Agree that we need a smaller group of those doing ead to discuss the details.

- To what degree do we change the existing stylesheet and how decide what to change? Collect feedback on what needs tweaking, look at existing models? Does everyone need the stylesheet or is it available for those who don't have a web delivery mechanism? Main reason for stylesheet is to link consistently to records within the portal. Can still have different stylesheets per institution but back to what should be where, what rules to apply to EAD files is more important. Kevin: RLG several years ago did a report card, they did a script and evaluated your finding aid. Had crosswalks to Dublin core or MARC.
- There are recommendations out there about best practices, start with examples.
- Makes sense to have names, addresses, phone numbers in the record. EAD expert members create subgroup to investigate?
- Eric advocates that records get richer, like in dates. Guidelines recommendations for example 1970s. Encourage more description, keywords, all to improve browsability and discoverability.
- Would someone understand where EAD info is pulling and bringing into the portal, users need guidance on that. Can Eric put together a rough document that describes that, a document that describes more exactly how EAD files are indexed? Then a task force that could make recommendations. Eric agreed it made sense and targeted before end of October. Ann volunteered to serve on a committee. Kevin would rather think about it as a small email group.
- Group agreed to discuss the resulting document on the [crra-tech list](#).

3. Procedure for approving Portal interface adjustments

Per Lisa– what is the procedure for approving portal interface adjustments?

- Post to the tech list, have a roundup of decisions at monthly calls?
- Display of MARC545 and archival material showing up as kit. Demian: the particular logic in vufind makes dumb choices and calls things kit that should not be called kit, a release or two will have a better logic.
- Demian recommends sharing CARLI format with Eric, it could change potentially change values of kit. (CARLI implementation is slightly better.)
- 545 designated for archival materials, there you would put biographical or historical note. Problem is notes fields related to archival fields that do not display – do we add a few MARC fields somewhere? Eric asks Lisa to identify 2 or 3 MARC records and send to Eric, it may be an easy tweak.
- Demian vufind “get general notes” can modify record to get notes from other fields.

Next meeting – Nov. 2 at 3:00 pm eastern