Information Hub Development Committee Retreat
9:00- 5:00 - Monday, March 27, 2000
Community Room
WSU Undergraduate Library

Minutes

Present: Members: Scott Muir (Chair), Duryea Callaway, Willy Cromwell-Kessler, George Libbey, Sandra Martin, Jeff Trzeciak, Karen Tubolino, Ann Walaskay
Guests: Louise Bugg, Anaclare Evans

Introduction and Agenda Review (Muir)

Members and guests introduced themselves. Scott reviewed the agenda and goals of the retreat. The Information Hub Development Committee (IHDC) is chaired by Scott, and reports to the DALNET Board of Directors. It may appoint sub-committees and task forces with the concurrence of the Board. Scott hopes the IHDC will work much as the Steering Committee has, and will initially meet twice monthly to address its charge. Some of the work of the IHDC logically follows the work of the Steering Committee, moving from implementation to outreach and development.

Clarify the role and scope of the committee (Bugg)

What is the Information Hub?

1. Common interface across multiple types of databases – VALUE ADDED
2. Links to high quality websites containing valid information; ongoing evaluation process to ensure standards. Criteria for inclusion need to be set.
3. Opportunity to gather and "publish" local information – including museums and archives— together with links to related resources whose scope may go beyond the region
4. Geographic Information Systems (GIS) capability to manipulate data with geographic representation
5. Multi-level resource, incorporating primary resources, mid-level and first level metadata
6. Marketable databases because they are high quality; some may be fee-based
7. Links to index, abstract and full-text databases
8. Integrates traditional with non-traditional resources
9. ONLINE CATALOG
10. Same databases will have restricted access based on suppliers' practices
11. Digitized databases, including: image, sound, video, text, finding aids, numerical/statistical data
12. Local interest information: community information; business and economic development; museums, archives, and other cultural institutions
13. Partnering with other institutional information providers/producers in the metro area, not necessarily limited to DALNET members
14. Links to other library systems, e.g. for resource sharing

The Information Hub is NOT:

1. Just links to websites
2. A duplicate of MEL or any other <u>successful</u> project
3. A duplicate of CORC
4. A duplicate of Access Michigan
5. A homework helper line
6. A duplicate of community information systems in local public libraries

The Information Hub will be defined by:

1. Architecture
2. Access and indexing
3. Content
4. Legal and contractual issues regarding its resources
5. Financial costs to DALNET

What makes up the identity of the Information Hub?

LOCAL	primary resources	added value
quality assurance	interface for users and providers	organizing data for access
education	research	academic
scholarly	life-long learning	health
legal	business	cultural
community	large undergraduate group	large children's/YA group

THE INFORMATION HUB WILL PROVIDE THE COMMON INTERFACE AND LINKS – PERHAPS THE GLUE – THAT WILL MAKE THIS IDENTITY POSSIBLE
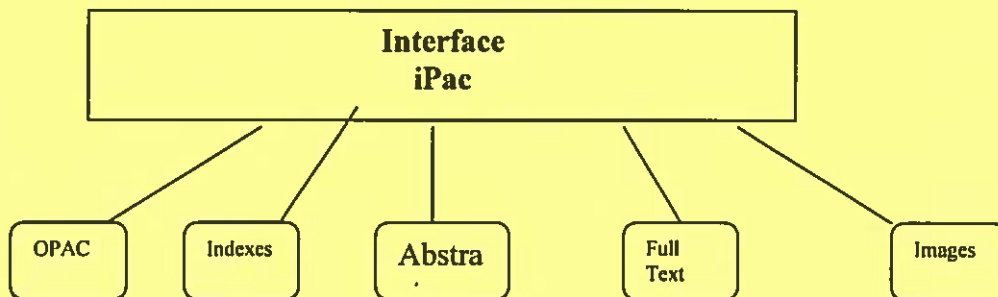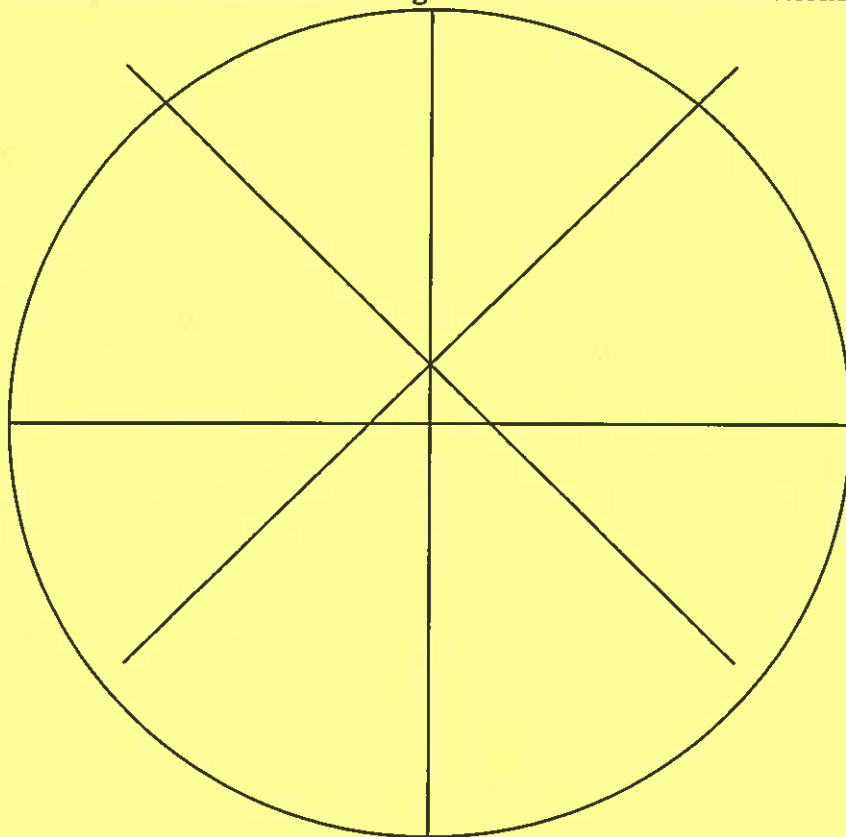
The Information Hub will provide:

1. Access to unique local resources
2. Support for educational and research purposes
3. Integration of related resources to enhance and add value to local data and materials.

Who are our clientele?

1. Users of DALNET libraries – registered – potential – remote
2. Community and business agencies and operations; many will overlap with the DALNET users above, but may access the Information Hub for different reasons

Is the Information Hub like a wheel, with each of the fourteen aspects one of the spokes?
Is the Information Hub a hierarchical organization of data and functions?

Interface
iPac

OPAC   Indexes   Abstra   Full
Text   Images

Which best graphically portrays what the Information Hub will be?

The consensus was that the wheel/hub model fits better because it portrays the
interrelationship on many levels of the data, the providers, and the users.

Umbrella search to links (Scott)

Review Ameritech Grant (Callaway)

Deliverables, timeline, budget ($100,000 total)

Phase 1: training of community users, develop promotional video, breakfasts to recruit/develop interest
The expected expenses of $50,000 were substantially less, so the remaining funds were transferred to Phase 2 of the project. The video has been completed, some training activities have been initiated, and one of three breakfasts has been held. Funding has been redirected into more training and development of sample databases.

Development of sample databases has begun with UDM's Great Lakes Shipping and Architecture Slide Collections. The Costume Collection is currently under development by Barton Lessin at WSU, and will be an additional example of a digitized image collection.

At the breakfast with the health provider community, there was significant interest in developing a community health calendar. This could become the first DALNET , as opposed to individual member, database. The medical library members could take the lead in working with Healthy Oakland, to develop the calendar on a small scale, using templates for other institutions and agencies to add their data. There is also interest in developing historical files on African-American hospitals, including possible oral histories. The Detroit Community AIDS Library (DCAL) http://www.lib.wayne.edu/dcal/aids.html) is another agency that has expressed interest in participating in the hub.

At this point, the breakfasts need to continue, first with the cultural community and then with the business and economic development community. The existing UDM databases, and the costume database when available will be of interest to the cultural community. Debuting the community health calendar would provide an example to the business community of the type of cooperative effort that can be achieved in the Information Hub. The IHDC expects that the breakfasts will initiate a needs assessment within the target communities, and that the fit between the communities and the Information Hub can be determined at that point.

Because the image databases are available now, the cultural community breakfast can be held within 2-3 months; the breakfast with the business community could then be scheduled for early fall, after a prototype community health calendar has been developed.

Needs:

1. The calendar needs a project manager, DALNET support, and a development team. Assuming this can be done, the meeting with the business community could be scheduled, if not, held, before the end of the grant period, October 1, 2000.
2. The cultural community breakfast need an organizing committee to meet soon, in order to schedule the breakfast in late spring.
3. The business community breakfast can be scheduled for early fall, dependent upon having a community health calendar to demonstrate.

4. An additional sample database is needed, preferably statistical or numeric in nature. This will require further discussion at a future meeting.

Databases:
❖ WSU costumes
❖ DMC patient brochures
❖ UDM shipping, architecture
❖ Healthy Oakland
❖ African American Hospitals

Questions:

1. Who can be the active part of the outreach effort/
2. When can any project move from marketing to development?
3. Need to control vocabulary
4. Support groups?
5. Transportation
6. How does it all connect?

Community Health Calendar Committee:

The IHDC recommended that Nancy Bulgarelli be asked to chair the committee, and the Sandra Martin, Karen Tubolino, Carol Benson (OCC-Southfield), and Daria Drobny make up the rest of the committee. AnaClare Evans will be the DALNET liaison for technical support. There was discussion of using some grant funds to hire a consultant to assist in developing the calendar database, but that Horizon applications probably need to remain with DALNET staff because of the training needed for new staff. Planning can begin May and the work can be completed by September 1. The Committee will need to identify support groups, transportation issues, and how these factors connect in the calendar.

Economic Development Committee:

To date the following people have been involved with this project: David Murphy, Marva Smail, John Cawthorne, Sally Lawler, Bob Holley.

Issues for IHDC

❖ Databases mounted on non-DALNET servers: downtime needs to be reported to DALNET for communication to users.
❖ Standards for metadata, including vocabulary and thesauri from current and added databases
❖ How does this all work with Horizon
❖ Can differently-accessed thesauri live side-by-side with Horizon
❖ Templates for essential data elements
❖ Standards for local databases/servers: local technical support, uptime/downtime notification, maintenance schedules, telecommunication links, access restrictions, accuracy of data/content, timeliness, currency of update visible to user

- ❖ Links to Horizon search engine
- ❖ Use of Horizon vs. mixed formats
- ❖ DALNET-only servers vs. distributed environment
- ❖ Evaluation criteria for inclusion of data; ease of migration
- ❖ How do information providers become DALNET members
- ❖ Project considerations at each site: technical, financial, staffing
- ❖ Project considerations: wide interest for DALNET sponsorship; level of support required; how does it fit the Hub; formal letter of intent from information providers and procedures needed before connections are made; where does the metadata live; what standards can we use for conversion or data mapping; archival standards; iPac searches against metadata: title, author parallels, MARC fields

IHDC needs to establish several task forces. The following were discussed:

1. Metadata Standards Task Force. Suggested members: Willy Cromwell-Kessler, Fran Krempasky, Matthew Daley, MaryAnn Sheble, Anaclare Evans
2. Database Architecture Task Force. Suggested members: DALNET systems staff
3. Authority Control Task Force.
4. GIS Task Force: Suggested members: Sally Lawler, Paula Kasmeric, Mike Wrona, Leo Papa

GSI Strategy

- ❖ Video highlighted use of GIS manipulation of data. How are we going to manage this? ARCView training is needed.
- ❖ Does DALNET need to purchase GIS software?
- ❖ Who needs to take the lead?

Future meetings: first and third Wednesdays for foreseeable future.
Next meeting April 5 UDM McNichols Campus Library,