

Information Hub Development Committee

December 5, 2001

Purdy Kresge, WSU

Present: Dee Callaway, Chair; Willy Cromwell-Kessler, George Libbey, Sandra Martin, Scott Muir, Michael Piper, Karen Tubolino, Ann Walaskay.

Minutes - The minutes of Nov. 21, 2001 were approved

Discussion with Michael Piper

IHDC will set some goals for 2002. Some ideas that were presented include:

- Have 5 digital initiatives online by midyear
- Design digital workshops for DALNET members. Be sure to include projected costs
- Identify equipment needs: development server, digital labs, etc. (we will consult with Martin when specifying these)
- Engage epixtech in a shared interest to help develop some of these projects
 - Include IHDC members on conference calls with epix
 - Identify possible middleware software
 - Next scheduled meeting with epix will include digital projects
- Investigate other providers of 'middleware'. IHDC members attending ALA mid winter will evaluate other products now on the market
- Work with epix to set up a demo of WebFeat.
- Utilize the expertise of the new webmaster to begin to display the projects that are already in production within DALNET including Uof D projects and the Health Calendar.
- Create an IHDC website for DALNET members to go for information on the process documents as well as forms for reporting digital project ideas. Our 4 documents can be mounted here.

All the pieces are now in place to bring the HUB to reality.

Metadata definitions are in process and close to completion

Process for identifying DALNET projects has been developed, approved and tested

Hardware needs have been identified and funding made available

Seed money from Ameritech has been allocated

Webmaster has been hired

Training/workshops are planned

Development of the Training Initiative

Training ideas were discussed (see attached grid)

Possible trainers for each section are being looked into:

- Doreen Bradley (Sandra)
- Marsha Witt (Dee)
- Graphic Sciences (George)
- Randy Dykuis (George)
- Fran and Annclare (Willy)
- Cornell (*hold*)
- N Carolina State (*hold*)
- C. Angelescu (?)

Next meeting: Dec 19th @ VA; Jan 2 - cancel; Jan 16th -@ DPL

IHDC WORKSHOPS

Working Draft

Overall Goal: Collectively, the workshops will provide a basic working knowledge of digitization project management
 Audience: Library staff interested in learning more about digitization. Preference will be given to those involved in current DALNET projects
 Assumptions: No prior experience with digitization

WORKSHOP TOPIC	DATE	TRAINER(S)	FORMAT	OUTCOMES	LOCATION	COST
Copyright/Licensing	3d week in Feb. 1/2 day Wed am Or Mon pm	Bradd Burningham-WSU Mari Cooper from Gale/Thompson	Problem solving and Lecture <ul style="list-style-type: none"> Required Reading: Pre-workshop training materials [A skill needed first: how to select materials and determine their use, and setting goals for the project. Could this be discussed in pre-workshop training materials? and/or in workshop discussions?]	1. Participants will be introduced to and develop a basic understanding of copyright laws specifically related to digital primary source materials. 2. Participants will learn to identify examples of copyright infringement 3. Participants will learn procedures for obtaining copyright clearance 4. Participants will	Community Rm, at Adamany Or Exploreres Rm at DPL Capacity 30 - 40 max	ITEMS TO CONSIDER : PARKING, REFRESH MENTS, PHOTOCO PYING, ROOM RENTAL, INSTRUCT OR FEES, MAILING COSTS. ESTIMATE 1 ST SESSION WILL BE \$10 FOR DALNET MEMBERS BUT

IHDC WORKSHOPS

WORKSHOP TOPIC	DATE	TRAINER(S)	FORMAT	OUTCOMES	LOCATION	COST
Project Building	Early Mar 1 day	Marsha Witt (MSU) possible	Panel of experienced digital project leaders. <ul style="list-style-type: none"> • Design a mini-project • Demo a Project using a management tool. (use freeware) 	1. Participants will learn to identify the basic components necessary to successful planning of digital projects. a. Selection of materials/setting goals b. Procedures and workflows to complete project c. Publicity d. Assessment/evaluation	Community Rm	Same as above plus cost of trainer for full day
				learn procedures to copyright digital projects.		DALNET WILL SUBSIDIZE NON DALNET ATTENDEES WILL BE CHARGED A FEE (\$25 - 45)

IHDC WORKSHOPS

WORKSHOP	DATE	TRAINER(S)	FORMAT	OUTCOMES	LOCATION	COST
<p>Intro to Digitization * Images and OCR * very brief discussion of considerations for files of other formats: audio, video</p>	<p>Mid Mar. 1 day</p>	<p>Carla Montori and Graphic Sciences</p>	<p>Required : Pre-workshop study packet including background info to prep for quick hands-on: [at discretion of presenters, but basically to include:]</p> <ol style="list-style-type: none"> 1. glossary 2. equipment options with sample vendor site links 3. software options with sample vendor links 4. format options 5. preservation issues 	<p>Through hands-on exercises participants will learn basics of:</p> <ol style="list-style-type: none"> 1. Equipment evaluation [tips on how to interpret vendor claims] 2. Image capture 3. File formats & compression 4. Image sizing 5. Management of color 6. OCR software 7. Benchmarking ? 8. Outsourcing 	<p>Lab at Graphic Sciences</p>	<p>G. Libbey is checking on the costs</p>

IHDC WORKSHOPS

WORKSHOP TOPIC	DATE	TRAINER(S)	FORMAT	OUTCOMES	LOCATION	COST
<p>Introduction to Metadata =====</p> <p>====</p> <p>Quality Control for Metadata</p>	<p>Mar 25? (same day) 1/2 day 1/2day</p>	<p>DALNET Metadata Committee And Judy Ahronheim</p>	<p><u>Required:</u> Pre-workshop packet Panel, exercises; demonstrations</p>	<p>Participants will learn:</p> <ol style="list-style-type: none"> 1. Descriptive, structural and administrative elements 2. Mandatory and optional elements <p>=====</p> <p>Participants will learn:</p> <ol style="list-style-type: none"> 1. The basics of administrative and technical infrastructure to support the project 2. How to create records in <u>Im@agine</u> and other local databases 3. How to maintain access and preservation 	<p>Community Rm</p>	<p>Same as first session plus cost of instructor for .5 day</p>