

## LOUISiana Digital Library Advisory Meeting

Wednesday, March 14<sup>th</sup>, 2007

Presbytere, New Orleans, LA

The LDL Advisory committee meeting began at 9:30 at the Louisiana State Museum in the Presbytere, New Orleans, March 13, 2007.

Members present: Ralph Boe, Gina Costello, John Guillory, Molly Knapp, Trish Nugent, Chuck Patch, Jeff Rubin, Pati Threatt, ZeeZee Zamin, Sara Zimmerman, Angela Proctor (via phone), Mike Rosebery (via phone)

### Old Business

#### 1. Comments about the draft LDL interface sent out by John and suggestions for revision.

Many aspects of the draft LDL interface were discussed. Ultimately, the following revisions were decided:

Top menu bar (blue)

- “Collections” will be replaced with “Home” & return to the “LDL Home” screen
- “About” will replace “Viewers”. “Viewers” will be relocated to “Help” section

Side menu bar (gold)

- “Browse Collections By” will move to beige menu area for visibility
- “About LDL” will be renamed “LDL Home”
- “List by Subject” will be changed to “Browse Subject Terms”

Font size for ‘white space’ area will be increased.

“LDL Home” vs. “About” page

Some confusion surrounds these two pages. “LDL Home” is the first page users will see when they arrive at the LDL site. It will contain a brief description of the Louisiana Digital Library (‘state-wide resource’, etc) as well as information on ‘how to use this site’. The “About” page will contain detailed information [about LOUIS, the history of the LDL, and LDL participating institutions.](#)

Suggestions for the “About” page content & design include: institutional logos that link to their websites, contact information for each institution, description of institution. Gina will create content for “LDL Home” & “About”. Jeff will work on the ‘how to use this site’ portion. Both agreed to get this to LOUIS by the week of March 19<sup>th</sup>.

A live draft of the interface should be put on the training server by the end of April, after the Cdm upgrade. Further refinement will be necessary, and it is proposed to conduct a post-launch survey similar to Gina’s in order to figure out what users really need.

#### 2. Discussion of the launch and promotion of the new LDL interface.

A soft launch of the new interface is expected for Summer 2007. This is a significant update – the first change to the homepage in five years. Promotion is necessary.

Ideas for LDL promotion:

- Announcement on distribution lists: Cdm, school librarians, etc
- Promotion via genealogy resources: blogs, news outlets
- Press release for the *Times-Picayune*, *Baton Rouge Advocate* etc.
- Submit for feature piece on Dimema’s website
- Article for *Louisiana Libraries*, Investigate newsletter
- Bookmarks (Gina)
- Exhibit at conferences (2008 - 2009)
  - Louisiana Teachers’ Conference ??

- Louisiana Association of Educators <http://www.lae.org/index.html>
- LA Department of Education <http://www.doe.state.la.us/lde/index.html>
- Potential contact: Memory Seymour, Director of Education at the Capitol
- Louisiana Association of School Libraries (LASL) (via LLA)
- ALA (Diversity fair)

Target groups for promotion include: genealogists, educators, school librarians.

### **3. Further exploration of a new URL for the LDL. Any suggestions?**

In order to make the new interface more accessible to users, the following urls will be purchased and redirected to the LDL address:

Louisianadigitallibrary.org  
 Louisianadigitalibrary.org  
 Louisianadigitallibrary.com  
 Louisianadigitalibrary.com

[Sara will purchase the new URLs.](#)

### **4. State-wide finding aids database.**

Pati Threatt gave an update about this project after contacting the Louisiana Archives and Manuscripts (LAMA) officers. Basically, one-third of LAMA officers loved the idea, one-third did not, and one-third either did not respond or did not care. Opinions were solicited from the committee for recommendations on where to go from here. A discussion about EAD training concluded that it is not feasible to implement it at this time: it is time-consuming and mostly for arcane archivist materials. However, because of those factors, this project has great IMLS grant potential, which could be explored further. Non-LOUIS member issues were also discussed. What to do with parish libraries & small historical societies, who have finding aids but do not belong to LOUIS? Potential solutions include channeling these members through the state library or partnering with LOUIS member libraries, who would take responsibility for the finding aids.

Further recommendations:

- Create a new graphic specifically for finding aids, to replace the generic Cdm icons for pdf etc.
- Gather examples of various finding aids from multiple institutions to further explore options
- Use the OCLC code to identify/number finding aids
- Potential collection code: LFA

Pati will send more detailed information from the LAMA officers to committee members, and LAMA interest will be gauged at their meeting the week of March 19<sup>th</sup>.

### **New Business**

**1. Suggestions for additional members of the Committee. John Kelly has taken a job with the Times Picayune, so he will not be participating in the Committee. Janet Murphy Crane from UNO has asked to join.**

As the size of the committee is a concern, we will table the addition Janet Murphy Crane for a later date.

### **2. Report on Survey (Gina)**

Gina will email the comments & results from her survey to the committee. A similar survey should be distributed after the premier of the new LDL interface in order to gauge usability of the site.

### **3. Suggestions for involving new institutions in the LDL.**

There was definite interest in LDL from public libraries in Acadia at the LLA conference. Judy Smith at the state library could be a contact for public libraries, with the state library overseeing public library collections. Questions to address: who is going to pay for it? (LOUIS will charge institutions as a site if they want to add content) Who is going to maintain it? (Issues with maintaining site after project is initially completed.)

Gina shared a release/partnership form she created for departments at LSU interested in adding collections. This could be used as a template for other institutions around the state. She will email this to the committee.

#### **4. Creating a standards manual and/or guidelines for participating in the LDL.**

Gina is in the process of creating a booklet called “Your Digital Library Project” to distribute to novice participants at her institution. She proposed using this to expand upon the LDL Style Manual for Scanning and Cataloging, which is somewhat generic and dated (the last update being version 6 - March 2006). She has also created ‘Data Dictionaries’ for several collection types that could be adopted for state-wide use. Target date to complete this project is Fall 2007. The new booklet would be available from a link on the LDL website.

#### **5. Report on Cdm upgrade and changes to the software (John and Gina).**

The upgrade to Cdm 4.2 is coming up. The biggest change will be the availability of 2 customization environments. We will choose one. John Guillory reported that the upgrade was applied recently but had to be removed. He planned to meet with LOUIS staff on 3/15 to review the process. The training server will be updated the week of March 19<sup>th</sup>, and it will be at least a month before the production server upgrade. LOUIS will soon have a terabyte of space available. Due to an expired service license, a new production server is expected in the summer 2007. At that point, the current production server will become the test server.

#### **6. Discussion of available grants and/or collaborative partnerships for participating LDL institutions.**

Future collaborative partnerships:

- Civil War 150<sup>th</sup> anniversary (2011) – time to start planning!
  - Explore possible collaboration with state library
- LSU & Alexandria Museum of Art Downtown (AMOA) collaboration <http://www.themuseum.org/>
- Gina mentioned LSU-BR recently acquired a planetary scanner and remote microfilm [reader/scanner](#).

The meeting adjourned at 12:00pm.

Submitted by:

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Member, LOUISiana Digital Library Committee  
March 16, 2007