

**LOUISiana Digital Library Advisory Meeting**  
**Wednesday, June 13<sup>th</sup>, 2007**  
**Louisiana State Library, Baton Rouge, LA**

The LDL Advisory committee meeting began at 10:00am at the Louisiana State Library in Baton Rouge, June 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, Riley Bordelon, Gabe Harrell, Mike Rosebery (via phone)

### **Important Dates**

- Wednesday, July 11, 2007: have cataloging of Collection of Collections completed
- Monday, August 13, 2007: target launch date for new LDL site
- October 11-12<sup>th</sup>, 2007: LOUIS Users Conference (Baton Rouge)
- October 12, 2007: Louisiana Archives and Manuscripts Association Annual Meeting (Baton Rouge)

### **Old Business**

#### **1. Discussion of any revisions to the new LDL interface.**

The new site was discussed extensively & the following revisions suggested:

- Change 'geographic location' to 'geographic focus'
- Move 'browse collections by' to light colored box
- Add help text at the bottom of "Topic", "Geographic Focus", and "Time Period"
- Issues with locations not indexed in 'geographic locations' -- there are many places located in the 'coverage-spatial' field that do not show appear in 'geographic focus' (ie: Herbert Nuremburg files)
- 'Feedback' page: Change to 'Contact Us' and add the following:
  - Links to participating institutions
  - How to obtain rights to pictures/copyright info (Raisin' Canes recently inquired about this-cool!)
  - Site info
- In the Top Menu Bar:
  - Remove 'Viewers' and put that information in Help
  - Browse should display the list of collections
  - Text for Browse should be 'Select a Collection to Browse'
  - Change Feedback to Contact Us, and this should link to page with Institutions with Contact. Gina will send the final list of Institutions and their contact information to LOUIS
- Left panel:
  - Add text to the bottom of each page under 'Browse Collection By'. This text will be provided by Patti Threatt.
  - Resources for the LDL – remove the Collection Development Policy from the list

#### **Adding and/or updating your collections to the Collection of Collections (John Guillory)**

Everyone needs to catalog their "Collection of Collections," (CoC) especially for *published* works before the new site goes live. John Guillory briefly ran through the process at the meeting & will send out directions.

#### **Questions about site functionality, customizing, etc.?**

Further suggestions included:

- Future plans: adding interactive map to 'geographic focus' menu
- Using Getty thesaurus geographic names to address international locations – currently there is no standard (??)

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

**New URL for the LDL: [www.louisianadigitallibrary.org](http://www.louisianadigitallibrary.org)**

- The urls identified for purchase are now functional. The new urls are:  
Louisianadigitallibrary.org Louisianadigitallibrary.org

- Discussion about old URL – should it be left since it has been harvested by OAI, but on the other hand once the next sweep of harvesting takes place the new URL will be there (if the old one is removed).
- Can change the Relation Field (global edit) to enter the new URL.
- Use the new URL ending with .org from now on.

**Bookmark and or flyers to launch site? Send a few paragraphs to Society of Southwest Archivists and LAMA newsletters. LOUIS column about changes in Louisiana Libraries. Other ideas?**

- Site launch: the release date depends on when cataloguing the CoC is complete – we'd like to have this completed by Wednesday, July 11, 2007
  - Email John Guillory & ZeeZee Zamin when cataloguing the CoC is complete
  - Email ZeeZee for password if forgot
- Press releases
  - John G will add the new DL graphics on Google Docs for all to use
  - Riley Bordelon will get the press release to all gov agencies
  - Jeff Rubin suggested using the free radio air times
  - Gina Costello will send to some association newsletters
  - Molly Knapp will draft the press release text (about 2 paragraphs) and add to Google Docs for all to see and edit
  - After revision, LDL members can forward the press release and promote the site launch to local groups
  - Press Release draft to be completed by July 11, 2007
  - Final Press Release version by August 13, 2007

**Place icon on all participating institutions homepages?**

- John Guillory will send an LDL graphic to participating institutions

**4. State-wide finding aids database. Panel discussion about at the Louisiana Archives and Manuscripts (LAMA) conference in November.**

- Pati Threatt, Tara Laver & Trish Nugent will be on the LAMA panel
  - One of them will report back to committee on this event
- Discussion about whether each site should have their own Finding Aids or have a single one. Trish and Patti will see what others are doing at the LAMA conference
- Other discussion & ideas included:
  - Creating an interest survey for finding aids
  - Add new topic to LDL – Finding Aids
  - Requirements for participation: metadata/standards

**New Business**

**0. What do we do with the current URL to the site "louisdl.louislibraries.org" and "louisdl.training.louislibraries.org"?**

- The 'relation' field in the metadata should be 'louisdl.louislibraries.org'. It was discussed whether we need to remove the old url, which is useful because OAI harvesters have this info, which leads users to the LDL site.
- A global edit to the relation field to reflect the url is required to change this.
- Use the new URL ending with .org from now on.

**1. What to do about collections without contact information in the records? Participating institutions could "adopt" abandoned collections so they would not have to be removed from the LDL.**

- A copy of the catalog file for ContentDM listing the various orphan collections was distributed. Members selected which orphans they wanted to adopt.
- Adopters of orphan collections are asked to do the following:
  - Catalog in the CoC

- Global edits as needed
- Assignments for orphan collections
  - (see <http://louisdl.training.louislibraries.org/catalog.txt> for more info):
  - Jeff: AAW, ABW, APC, AHIL, BBA, LPC, TAHIL, TAH
  - Pati: AMA, HAS
  - Gina: BRS, CWD, CRD, RJR, LSAP, OMSA, RTP
  - Trish: HTU (Contact Bill Meneray; [meneray@tulane.edu](mailto:meneray@tulane.edu) at Tulane for status)

## **2. Committee communication? Will Google account and sharing documents via Google docs and spreadsheets work for everyone?**

- Google docs tracks changes quite well and we will continue to use it
- Committee members are encouraged to use different colors or initial any changes to community documents.
- There is also a “Revision” tab in Google docs that tracks changes of committee members

## **3. Need volunteers to update the LDL Style Manual.**

- The vision for the revised LDL Style Manual is to make it resemble the life of an entire project
- Suggested length of entries is a half page with links if necessary.
- Assignments for creating the new manual are as follows:
- **What is the LOUISiana Digital Library?** – use info from LDL website
- **What is CONTENTdm?** – Angela
  - A simple explanation & description along w/ Cdm links should suffice
  - Define Collection of Collections
- **Choosing a project.** – Gina (from her manual)
- **Planning your project.** – Molly
- **Describing the items in your collection.** – Pati
- **Digitization methods and standards.** – Trish
  - Much of this is in the current manual & won't change
  - LSU uses NARA standards
  - Offer different standards to choose from?
- **Customizing your collections' LDL home pages.** – John G
- **Publicizing your collection(s).** – Patti Threat, Mike Rosebery
- **Participating in collaborative projects.** - Jeff
  - Getting more people involved & pre-LOUIS site visits – Gina may write brief sub-section on this
- **Pull all these sections together into the Style Manual, and final edit** - Gina
- **OTHER SUGGESTIONS**
  - Define “Collection of Collections”
  - Responsibilities table (you vs LOUIS vs LDL)
  - Appendicize useful items from old manual

## **4. Chuck Patch will be leaving the HNOC in the fall and moving out of Louisiana. Suggestions for his replacement?**

- The committee will ask Carol Bartels at HNOC

## **5. What can be presented at LUC concerning LDL? Who?**

- LOUIS Users Conference: October 11-12<sup>th</sup>, 2007
- Digital Library track – lots of interest in this at LUC 2006.
- Ideas for LUC 2007 – email John Guillory with more ideas
  - What is LDL?
  - New interface
  - Roles of committees in a consortium
  - Technical side of scanning: workflow
  - Highlights of collections
  - Survey from last year

- Why do you need a digital library?
- Strategies for finding membership/money
- Cost minimization strategies for digitization
- Need volunteers to organize track (5-6 presentations)
  - Presentations 45 minutes – 1 hour
  - Molly Knapp volunteered to help but does not want to be in charge

The meeting concluded at 3pm.

Submitted by:

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Member, LOUISiana Digital Library Committee  
June 20, 2007