

Louisiana Digital Library Advisory Committee Meeting

New Orleans, LA

June 23, 2008

The Louisiana Digital Library Committee met at the Cabildo Building in New Orleans on June 23rd, 2008 at 10:30am. Members present: Gina Costello, Pati Threatt (via phone), Trish Nugent, Carol Bartels, Riley Bordelon (via phone), Maureen "Molly" Knapp, John Guillory, Zehra Zamin, Sara Zimmerman.

Old Business

I. Review LDL manual and discuss any changes.

Changes and updates to the LDL manual should be done by **THURSDAY, JULY 31, 2008**. The document is hosted on Google Docs, email Gina if you need the login information. Gina will proof and edit the final document. This new LDL manual replaces the old documentation on the LOUIS website. A couple notes: cataloging info (i.e. DC metadata from the LDL Style Manual v6) will go under *Step 4: Describing your items* in the new manual. Instructions for customizing collections will also change.

Assignments

Intro (Gina?)	What is content DM (Angela)	Step 1: Choose project (Gina)	Step 2: Equip/needs (Gina)
Step 3: Plan (Molly)	Step 4: Describe (Pati)	Step 5: standards (Trish)	Step 6: Collection customization (John)
Step 7: Publicize (Pati)	Step 8: Collaboration (Jeff)		

II. State-wide finding aids database

The State-wide finding aids database was discussed in great detail. The subject came up at the Society for Southwest Archivists 2008 annual meeting in May. The main question from the Louisiana Archives and Manuscripts Association (LAMA) members: can finding aids for non-LOUIS members be included in the LDL, without going through LOUIS? Existing issues with this project include: orphan data, training, membership, who has responsibility for the digital material, and whether CONTENTdm is the right software for this project. Possible solutions that were discussed include: a LAMA group membership to LOUIS, a representative on the LDL committee, creation of a Finding Aids Committee, and starting a dialogue with administrators and higher ups of non-LOUIS institutions & groups to investigate solutions. The Fall 2008 LAMA meeting will be held in New Orleans at Loyola/HNOC. Sara volunteered to speak with the LAMA Executive Board and investigate ideas and solutions to this project. Trish is LAMA Vice President/President-Elect this year.

New Business

I. OCLC migration update (John)

- Migration to hosted server -- John reported that migration of the LDL to OCLC servers has been pretty painless. OCLC customer support has been quite responsive to our needs.
 - Outstanding issues
 - “list by subject” is not refreshed - this is a long-running problem - subjects will not appear if you have cataloged items.
 - PDF Conversion – A feature of CONTENTdm 4.3 is automatic conversion of PDFs into Compound Objects. Institutions need to decide whether they want to do this to existing PDFs in CONTENTdm (the old stuff)
 - There are 2 possible solutions:
 - convert stand-alone PDF into a compound object OR
 - take the full text out of the PDF and put it in a search field, don't convert it to a compound object
 - John will send an email querying LOUIS-DL about what they want to do.
 - Bottom line - PDF conversion facilitates searching. Uniformity is key. Email John if you have any questions
 - LOUIS offers new service: we will customize collection home pages following basic specifications as demonstrated by examples. You can:
 - Create a banner
 - Create a color scheme for your institution
 - Sort items in a special way in Browse (CQR: custom query results page)
 - Examples:
 - McNeese: http://louisdl.louislibraries.org/cdm4/index_PSL.php?CISOROOT=/PSL
 - LSU: http://louisdl.louislibraries.org/cdm4/index_MSW.php?CISOROOT=/MSW
 - Form of collection alias (p120701col116, p120701col117, etc) is no longer meaningful. Which means when you request a new collection from LOUIS using TrackIt, you get a real long alias.
 - More news & new features in 4.3:
 - Review in a collection admin page.
 - Change settings on viewer
 - JPEG 2000 license is open to all – anyone can use this for free
 - Do NOT need to download Acquisition Station for 4.3
 - Can now contract with OCLC to get web developer stuff to customize your pages
 - OAI harvesters need not be notified of server change since address does not change
 - Load new acquisition station to hosted server under “Resources”

II. CONTENTdm Enhancements requests (John)

- LOUIS will have a meeting with CONTENTdm Representatives at ALA 2008. LOUIS will give them a list of improvements they would like to see. The following points will be included:

- We would like the default action of displaying video and audio files to start in the item_viewer.php file, not when the user clicks the “view image” link.
- We would like a setting under admin options per collection to turn on user comments and tagging similar to Terry Reese’s implementation.
- We would like to see an RSS feed option per collection in admin options.
- We would like to see the STY_alias_style.php file customizable by the collection admin under the admin options, along with the ability to upload a custom banner image, and the ability to group several collections together under one common STY file. Mind you, this kind of customization falls within the documentation on “Customizing Collections”. I’m not talking about the kind of custom work that calls for modifying the php files directly to achieve something beyond what the STY file allows. Then in future releases, the ability to select template layouts for the collection home page would be great addition.
- Our sites are currently responsible for managing their own archival tiff files. However, with the new preservation service OCLC is offering, it would be great to have an admin option that communicates with the storage server to notify the admin about a number of different file-collection stats, like time to migrate file formats, info about the latest file formats that fall under best practices, etc.

III. CONTENTdm Southeastern Users Conference in Starkville, MS

- ZeeZee, John, Molly and Gina plan to attend this first annual conference July 31-Aug 1st 2008. <http://www.solinet.net/CONTENTdm.aspx>

IV. Election of new Chair and Secretary

- Jeff Rubin was nominated and elected Chair for the 2008-2009 year
- Maureen “Molly” Knapp was recognized as Secretary for her service the previous year (2007-2008) and approved as Secretary for the next year (2008-2009)

V. Suggestions for additional committee members

- Gerald Patout (new Director at LSUE) wants to get more involved. Keith Pickett has been hired as of August 2008 as the new Digitization Librarian at UNO and was recommended to be considered for the committee by Molly.

VI. LUC digital library/CONTENTdm presentations

- Ideas for LUC presentations were discussed, including: exploring compound objects (different pathways to show/view content i.e. Nurenborg vs. LSU), grant writing for digital projects (possible contacts: Laura at UNO, LSU Shreveport), using the LDL to teach history (Charles Chamberlain), Finding aids

The meeting concluded at 12:30pm.

Submitted by:

Maureen “Molly” Knapp

July 8, 2008