

LOUISiana Digital Library Committee Meeting Agenda
Louisiana State Museum – Baton Rouge
October 13, 2008

LDL Committee members met at 10AM on Monday, October 13, 2008 at the Louisiana State Museum in Baton Rouge. Members present: Jeff Rubin (Chair), Angela Proctor, Carol Bartels, Pati Threatt, Riley Bordelon, Gina Costello, Maureen "Molly" Knapp, Trish Nugent, Keith M. Pickett. Also present: Sara Zimmerman, Ralph Boe, Zehra Zamin, John Guillory (LOUIS Staff)

Old Business

1. LDL Manual Progress
 - a. The progress on the LDL Manual revision is “languishing”. Jeff will get his people to look at the manual in its current state on Google Docs and identify the areas that need completion
2. Update on State-wide Finding Aids Database
 - a. No real changes were reported on this endeavor. LOUIS reiterated their willingness to open a dialogue with administrators of non-LOUIS institutions & groups to investigate solutions.
3. OCLC collections migration – any outstanding issues?
 - a. Several issues are still outstanding or recently addressed
 - i. “List items by subject” not working until recently
 - ii. LOUIS must manually update the subject listing as it is not yet automated
 - iii. Response time issues & lag has been observed
 1. The new version of ContentDM will address response time issues
4. ContentDM enhancement requests
 - a. A new version of ContentDM should address several of the enhancement requests submitted by LOUIS earlier this year
 - b. A preview of the ContentDM 5 is available through ContentDM’s user support center: **CONTENTdm Future Directions Discussion** (requires login)
<http://www.contentdm.com/USC/southeastusermtg.asp>

New Business

1. Keith Pickett, Digital Initiatives Librarian, UN – new committee member
2. LDL-OCLC maintenance during business hours
3. Problems with the LDL after the OCLC move (slow connectivity)

John contacted OCLC about this and they will check the following for possible solutions:

 - i. Server settings
 - ii. Network settings

OCLC said that with version 5.0, indexing will be more efficient, will consume less CPU. Will be able to schedule indexing e.g. at night.
4. “Browse Collections by: Geographic Focus” page – should we consider a map or another organization of this resource? List is getting unwieldy.
 - a. The list will be broken into the following categories: States, Parishes/Counties, Outside the US, Cities/Towns
 - b. John will provide a report once improvements have been made.

5. Collaborative grant ideas – update on any grant applications or progress
 - c. LSU is applying for an NEH grant for a newspaper projects that would create digital versions of Louisiana newspapers.
 - d. ULM is applying for a Board of Regents grant.
 - e. UNO is finishing up a grant for digitizing State Supreme Court documents. They have had some challenges with their outsourcing company. They now need a large scanner. State Museum offered their scanner to UNO.
6. LDL cost reduction/membership fee reduction based on OCLC outsourcing
 - f. Cost reduction was discussed. Ralph clarified that the current fees reflect the reduced rates. Fees for LOUIS members will increase from 30% to 33% next year.
7. Finishing the LDL guide for digitization and cataloging – set yet another deadline.
 - g. Another deadline will be set after Jeff’s people look at the manual (See old business - #2)
8. Submit proposals for presentations related to the LDL for the LA Library Association Conference (in BR March 2009), Society of Southwest Archivists Conference (in Shreveport May 2009), and other conference in the Spring?
 - h. John Guillory reported on the SE ContentDM Users group meeting which was held this past summer at which he presented on behalf of LOUIS. The next SE ContentDM meeting will be held at College of Charleston, South Carolina, October 2009
 - i. A “Show and tell” session for LLA 2009 was discussed. Judy and Diane will present at LLA
 - j. A demo or panel was discussed for SSA 2009. Deadline for proposals is December 1st 2008.
9. Create an LDL bookmark that can be distributed at conferences like LUC, LLA, SSA?
 - k. John Guillory distributed a prototype bookmark at the meeting. Some revisions will be made.
 - l. Other suggestions: “modern postcards” instead of bookmarks, offering 4 different bookmarks highlighting LDL collections for variety. Or use the prototype provided by John and change the 4 collections on it.
 - m. Gumbo grant has some money left over to print these materials for the LDL. Jeff will check with Judy at State Library and verify how much is available.
10. Any other new Members?
 - n. Gerald Patout is in LSU Eunice
 - o. There are currently 9 committee members. It was decided not to add any more new members.
 - p. Anyone is open to attend the LDL meetings – it was suggested that Gerald & others be informed so they can come to the next meeting.
11. Other business
 - q. It was suggested that a meeting notice be sent to the LOUIS-DL list so all members are aware of upcoming meetings
 - r. Meeting minutes should be submitted as a FootPrint to the LOUIS staff for documentation of decisions.
 - s. ZeeZee will send information on How To Use FootPrints. Will also post it on the LOUIS homepage.

The meeting concluded at 11am.

Submitted 27 October 2008 by:

Maureen “Molly” Knapp

Secretary, LOUISiana Digital Library Committee