CAPT Meeting Minutes
January 28, 2016
1:30 p.m.


Absent: Chris Prom

Tom Teper opened the meeting requesting changes or questions pertaining to the charge or agenda. There were no questions or changes.

Tom Habing reconstituted the CAPT mailing list and asked if work groups wanted individual mailing lists. If so, they should log an OTRS with IT. Kyle Rinkus stated that he already created his own for his working group. Tom Habing said he is inclined to keep the mailing lists to working groups and CAPT separate.

Tom Teper stated that one goal of CAPT is to be more transparent to the library as a whole. He explained that changes are being made to the web page. He asked that work group chairs consider giving Wendy Wolter notes for their bi-monthly reports. Tom stated that monthly CAPT minutes will be posted in LON. The schedule for bi-monthly working group reports was established based on the first three submitted at this meeting.

Tom Habing asked that any changes with regards to members of working groups be done as soon as possible. He also stated that he is considering putting together a CAPT calendar.

Michael Norman commented on how many new employees there are in the library. He stated that many probably do not know about CAPT or the history of CAPT. He feels there needs to be a way to convey what has transpired in the past.

A conversation with all continued regarding how to ensure communication from CAPT to the library as a whole and also if the name CAPT should be changed. The subject of a name change is to be placed on the next meeting agenda. Beth suggested that the group research what other research institutions are doing.

Tom Habing suggested that perhaps the CAPT committee should hold office hours. CAPT could play a role in prioritizing special requests.

Bill Mischo stated the need for more information from Campus Technology Services. He also commented about the new Design Center and how this will affect the library.

Kyle Rinkus gave a report on the Digital Production work group. (Report attached)

JoAnn Jacoby suggested that Kyle contact Lisa about managing internal vs. external content on LibGuides. JoAnn stated that this would keep things separated so it would be easier to search and find things.

Bill Ingram gave a verbal report on the Repositories, Preservation, and Access work group. He stated that his group met to discuss what was in scope and what wasn’t regarding access systems. The scope is
limited to exclude things that are boutique and one-off projects. Focus is on infrastructure of building
collections and to prioritize and approve as a group.
Prior to the reorganization of CAPT, the Digital Repository Management Team was responsible for
making decisions related to repositories, preservation and access services. The Digital Repository
Management Team has now been absorbed into the CAPT Working Group for Repositories, Preservation
and Access, which will continue the Team's work, striving to simplify and clarify relationships between
Preservation, Scholarly Communication, and Repositories. They will use the Digital Repository
Management Team proposal as their guiding document.

He stated four goals for the Working Group going forward:

1. Issue of IT/Programmer support to maintain priorities, establishing policies for “how we will rob
Peter to pay Paul” or how to say “no” when new requests are made, new challenges emerge, etc.
2. That they would like to get a uniform look across repository services in keeping with the new
library webpages: color palette, typeface, header and footer. The Repository Development Team
has begun working with the Web Team toward this goal.
3. The importance of analytics/metrics across all of our supported resources. Tools include Google
Analytics, AWStats, and download counters built into the repository software. They discussed
which kinds of analytic measure are significant (citations, downloads, page views). Recent study
of IDEALS analytics revealed that most content downloaded from IDEALS came directly from
services like Google and Google Scholar, in which the downloader never saw an IDEALS page
and might have no knowledge that the item came from IDEALS or Illinois Library. These metrics
help direct decisions on where to spend staff time (e.g., making sure Google indexes are correct
rather than improving IDEALS’s own search interface, etc).
4. Using ORCID as a common author identifier across repository services, and the importance of
ORCID becoming a standard Shibboleth attribute. The group discussed requiring orchid
registration as part of the dissertation/thesis deposit process.

A group conversation continued discussing branding. Some feel branding isn’t really necessary because
users don’t pay attention to it, others commented on how branding is very important to some departmental
libraries and units such as RBML and University Archives. JoAnn Jacoby commented that the library
should ensure users have access to a simple PDF or a full collection.

Suzanne Chapman gave a verbal report on the Web work group in the absence of Chris
Prom. Suzanne showed the Trello board used to organize projects. She’s been working on new
global navigation and corresponding pages, while the application team has been developing a new
top level menu system to support the new design. She discussed a series of user-focused studies that
informed this work (search query analysis, gateway usage stats, patron questions, comparative
evaluations of other library websites, user testing, etc.). Design and development work is also
underway to develop new templates to be used throughout the site. Next step will be to create a plan
for wordpress sub-site implementation. This is complex due to the fact that here are over 16,000
web pages in OpenCMS (many of which are redundant, outdated, legacy, or focused on internal
committees and projects), and we will not be migrating pages directly into the new system. First
phase will focus on central content used by units across the library (e.g, info about renewing,
borrowing, returning, Ask a Librarian, etc.) and then will move on to individual libraries and units.
Content authors moving to WordPress will receive training and best practice guidelines. The link to
the Trello board is https://trello.com/b/ay2maGbt/illinois-library-website-projects-at-a-glance.

Meeting adjourned at 3:05 p.m.