

**CAPT Meeting Minutes**  
**September 29, 2016**  
**1:30 p.m.**

Present: Tom Teper, Tom Habing, Michael Norman, Bill Mischo, Bill Ingram, Jim Dohle, Beth Namachchivaya, Lynn Wiley, Susan Avery

Absent: JoAnn Jacoby, Chris Prom, Kyle Rimkus

Guest: Jennifer Teper

Tom Teper opened the meeting requesting approval of the September agenda and August minutes. Susan Avery asked that Naming Conventions be added to the agenda. Agenda and minutes were unanimously approved.

Jennifer Teper reported for Kyle Rimkus on the Digital Production Working Group.  
(Report Attached)

Bill Ingram reported on the Repositories, Preservation, and Access Working Group.  
(Report Attached)

Bill Mischo reported on the Web Working Group for Chris Prom.

- During this transition period, Bill has become the project owner with Jim Dohle assisting. There are currently a lot more people involved in the Gateway project. Development templates are done. The intent is to be off of CMS in less than a year. CMS will not be supported on Windows 10. The group is in good shape with unit pages, analysis is complete. The new platform allows access to social media, is very flexible, and should be able to accommodate everyone's needs. The group will begin utilizing GA's to visit each Library unit. The group feels good about secondary pages, but content pages still need quite a bit of work.
- The Library is in the search process for a Web Services Coordinator. The search is closing within a week.

Susan Avery opened the discussion of Naming Conventions. She stated that the Reference Management Team is working on content consistency across the board. Susan asked "What name are we using for the Library webpage?" Tom Teper asked "Who approves what we adopt?" Tom stated that the content group should develop a template and bring it to CAPT for approval. Once approved, promote Library wide. Tom also stated that all will need a consistent set of guidelines. It was suggested that the Library website be called the "University Library Website". All unanimously agreed. Tom suggested that Susan Avery communicate this name to the group, and report back at the next meeting.

Tom Teper opened the discussion of planning for the one year CAPT review. He stated that he and Tom Habing should not head a committee for the review since they co-chair CAPT. Bill Mischo suggested that each working group chair submit a report of their effectiveness to the group. Tom Habing stated that he and Tom Teper would collate all of the information submitted by the chairs into one report. Beth stated that there are people within the Library that do not know what CAPT is, and suggested that a survey would be a good idea. Tom and Tom plan to attend the next Faculty Meeting to give a brief description of what CAPT has been working on this past year, and where the minutes are located.

#### New Business

- The AUL's will meet with EC to discuss the change in CAPT membership.

Meeting adjourned at 3:00 p.m.

**CAPT DIGITAL PRODUCTION WORKING GROUP  
SEPTEMBER 2016 REPORT  
SUBMITTED BY: JENNIFER HAIN TEPER**

Digital Library update. To date, staff have migrated 12 collections, which are now fully online and available publically. In the next few months, we will continue to migrate all 31 Content DM collections, though five have either content or rights management issues which may preclude them being launched via the public interface. Additionally, we are implementing <http://rightsstatements.org/en/> in the digital library, which provides 12 standardized rights statements for online cultural heritage, to replace our current bevvy of rights statements in use.

From their website:

RightsStatements.org provides a set of standardized rights statements that can be used to communicate the copyright and re-use status of digital objects to the public. Our rights statements are supported by major aggregation platforms such as the Digital Public Library of America and Europeana. The rights statements have been designed with both human users and machine users (such as search engines) in mind and make use of semantic web technology. Learn more about how you can use our rights statements [here](#).

Media Delivery Systems Evaluation update – Kaltura is still under investigation and testing as the most promising avenue for this, but there are no significant updates since the last report.

Reproduction Workflows and Fees update – Media pricing standards proving difficult and should be changed to “prices assessed upon request” even though this may not change actual fees charged. Cost recovery accounts being merged into one fund with multiple program codes. Need to start a more comprehensive discussion regarding patron requests for all formats (paper, AV, and digital media) – preservation services will be working to develop a standardize web form to process patron requests (both direct and through special collection units).

Copyright Met with Sarah Benson. Generally, the meeting was largely to introduce Sarah to the people to do digital reproduction within Preservation Services. However, future efforts towards better centralization of copyright status statements and help in assessing orphaned works or international works potentially under copyright were also discussed.

Meetings/Conferences: Josh Harris, Kyle Rimkus and Henry Borchers attended the Media Digitization and Preservation Initiative (MDPI) informational meeting at Indiana University meetings in July/September. Josh reports that there are many potentials for collaboration with IU and other Big 10 schools for the usage of Memnon and IU’s services, particularly for mass digitization of large video and audio collections. Josh is continuing these discussions with both IU and Memnon this week while at the IASA conference in Washington DC. Highlights of the MDPI conference include:

- Overview of the entire MDPI (Media Preservation Digitization Initiative) process. Including in-depth demonstrations of pre-digitization, digitization and post-digitization workflows.
- Tour and demos of the Sony Memnon mass digitization facility which is now housed within IU's Innovation Center, as well as tour and demos of IU's in-house audio and video preservation labs.
- Presentations about inventory/prioritization selection, preparing materials for digitization, data storage in IU's scholarly data archive, post-processing and quality control, copyright, and metadata and access.
- Discussion of IU/Memnon contract and potential services/costs for Big Ten Libraries.

Grants submitted/awarded -a CLIR Hidden Collections grant "Digitizing Cavagna: Italian Imprints from the Sixteenth through the Nineteenth Centuries" submitted to digitize 320,000 pages of content from pamphlets, books, and serials found in the recently catalogued Cavagna collection held by the RBML. Also, an NEH Humanities Collections and Reference Resources grant titled "Preservation and Access for Rare and Unique Spanish Plays at the University of Illinois" which would catalog and rehouse all 11,188 Spanish plays, as well as conserve and digitize all XX plays not already digitized and in the public domain.

Medusa Training - Jesus Espinoza, Digital Preservation Grad Assistant, and Tracy Popp, Digital Preservation Coordinator, will be contacting units with content held in or vested interest in Medusa to schedule brief overview and training sessions. Training will include an overview of the Medusa structure (physical storage and collection registry components) a guided walkthrough of the Medusa collection registry, explaining functions of the registry, how to input metadata and how to retrieve content stored in the repository. The sessions will be tailored to each unit depending upon their level of interaction with content intended for Medusa – e.g. end users, content producers, etc.

September 29, 2016

# CAPT: REPOSITORY ACCESS AND PRESERVATION GROUP REPORT

## 1. IDEALS

- A. 20,000+ research papers harvested from IDEALS available at CORE  
[https://core.ac.uk/search/repositories.id:\(198\)](https://core.ac.uk/search/repositories.id:(198))
- B. Open Access Policy waivers stored in IDEALS (dark)
- C. IDEALS-to-Medusa daily backup operational

## 2. VIREO

- A. Automated deposit from Vireo to IDEALS is coming soon.
- B. Grad College has hired a new thesis coordinator: Emily Wuchner. Helenmary, Seth, and others from our team have a meeting with her soon.

## 3. MEDUSA

- A. ADS
  - i. Library storage migration still underway
  - ii. ADS has an approved SLD—it should be going live soon
  - iii. At our request, ADS outages now reported to <https://status.illinois.edu/>
- B. File-formats page under construction:  
[https://medusa.library.illinois.edu/file\\_formats](https://medusa.library.illinois.edu/file_formats)
  - i. Preservation group overhauling file format policies
  - ii. Testing with Archives, with long-term goal of developing a normalization path for difficult file types
- C. Growth plan — 30 TB at a time
  - i. 30 TB requested August 15.
  - ii. We just requested another 30 TB

#### 4. DLS

- A. To date, thirteen collections have been migrated from CONTENTdm
- B. Alex created a batch zip downloader for Sarah Christensen's Hackathon

#### 5. DATABANK

- A. Databank launched — officially out of beta. There was an e-week and other press releases (working with news bureau)
- B. Slow pickup: eleven datasets to date
- C. Code4lib paper accepted
- D. Working on additional upload options (command line app, etc)
- E. Usability testing

#### 6. PUBLISHING

- A. New Digital Publishing Specialist, Janet Swatsheno, and Copyright Librarian, Sara Benson
- B. Interim Head of Scholarly Comm and Publishing search ended
- C. Sandboxed, production-grade services launched
- D. First journal: Media-N
  - i. Agreement made with board of editors to take on publishing
  - ii. Will launch soon
- E. We have a CrossRef membership. Work on process for assigning DOIs has started.
  - i. What merits minting a DOI?
  - ii. What's the process?
- F. Janet started process of vetting copy editors
- G. Communication with IT (IMS) is going very well — getting the support they need

#### 7. ILLINOIS RESEARCH CONNECTIONS

- A. Master List
  - i. Mike Nelson, Data Analysis (IMS) helping with Banner queries/data wrangling
  - ii. Met with several folks from DMI
- B. Beth, Rebecca, and Bill present VIAF/WorldCat harvesting project at Pure international conference in Berlin in October