

# RESPOSITORY TEAM MEETING MINUTES

## January 27, 2006

### Attendees

Grace Agnew	Linda Langschied	Chad Mills
John Brennan	John Keisers	Jeffery Triggs
Yang Yu	Ron Jantz	Kalaivani Ananthan
Ann Montanaro	Dave Hoover	Rebecca Gardner
Karen Hartman	Rhonda Marker	Li Sun
Tracey Meyer	Sharon Favaro	Mary Beth Weber
Isaiah Beard	Gracemary Smulewitz	

### Minutes

Grace welcomed everyone and explained the purpose of this monthly meeting is to provide all Repository committees and their members the opportunity to ensure everyone is on the same page, learn about what each committee is working on and provide a centralized forum for sharing and exchanging ideas. She also reiterated that the new name for the repository is RUcore.

Grace asked everyone on the team to review and comment upon the web site which is due to go live in February. The web address is: <http://boolean.rutgers.edu:7000/rucore/>

Grace began an overview of the RUcore web site. She reviewed the information contained in each of the following web site areas:

- The Mission Statement
- The process for submitting and recommending a digital collection project
- “About RUcore”
- “Collections”
- “Research and Teaching Support”
- “Publishing and Administration Support”

Ann Montanaro suggested a link be provided from the Libraries main web page to both the RUcore site and the committee minutes.

The Chair of each working group gave a short presentation about their group.

- **RUcore** Technical Development Steering Committee – Grace
  - Grace reviewed the purpose of the Steering Committee.
  - Set policy
  - Secure updates from other committees
  - Establish new partnerships
  - Provide a key presence and leadership role in the Fedora community
- Software Architecture Working Group – Ron
  - Ron provided a handout and spoke about several of the major tasks being addressed by this group.
  - Upgrade to Fedora 2.1
  - Defining the Release 2.0 architecture with respect to the services architecture layer for users, preservation, security and collection management
  - Collection architecture and structure
  - Defining preservation services
  - Authorization and authentication
  - Portals and User Interface
  - Major release content and schedules

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- Faculty Services and Application Working Group – Linda & Rhonda
  - Linda reviewed the group's charge noting it is still in the exploratory stages of their development.
  - Rebecca Gardner and Linda Hartman were introduced. They will help mold our site as it relates to faculty interface, minimizing information overlap. They will also look at similar web sites outside of Rutgers to help ensure consistency with the greater community, determine how they interact with their faculty and how they present themselves.
  
- Metadata Working Group – Mary Beth
  - Mary Beth spoke about the charge of the group and some of the near term goals.
  - A discussion was held regarding controlled vocabulary within WMS and the development of a Metadata Guide for the current major initiatives (ETD, Jazz Oral History Project, Latin American Pamphlets, Motion Picture Catalogs, NJDH)
  
- Staffing Working Group – Ann
  - Ann reviewed the group's charge.
  - She discussed the role of technical staff.
  - This group will identify where staffing needs exist and develop a strategy to fill those needs.
  
- Training and Outreach Working Group – Grace
  - This group is responsible for the RUcore website (organization, layout), along with promoting it both within and outside the Rutgers community.
  - Grace commended Chad on the terrific work done to date.
  - This group will develop a 'hands-on' workshop for RU faculty liaisons.
  - We will explore the possibility of including more librarians on the committee.

Ann Montanaro gave a brief overview of Electronic Theses and Dissertations, one of the current major projects. John Keisers led the group through an online review of the work which has been done to date. John reviewed both the student interface and the Graduate School administrator interface.

Grace gave a presentation entitled "RU Core Data Model and Object Architecture – Overview and Issues". She spoke about the event based data model, the nature of information, the distinction between work, expression, manifestation and item. She also led the group through examples of complex and simple objects within a collection.

The next meeting is scheduled for Wednesday, February 22 at 1:30 p.m. in the Pane Room of Alexander Library.