RUcore Team – Meeting Minutes: March 22, 2006
Alexander Library - Pane Room

The meeting began at 1:30 with Grace introducing 3 new team members: Sherry Vellucci, Triveni Kuchi and Harry Glazer.

Review of RUcore web site – Grace Agnew
Grace provided a high level review of the web site and its current status. She began by noting the new address: http://rucore.libraries.rutgers.edu. She mentioned upcoming events which will be separately attended by her, Ron Jantz and Bob Sewell which will provide opportunities to promote the site. She also noted the Mission Statement has been approved by Cabinet.

She reviewed the business model for proposing a project. Regarding the financing of RUcore, she stressed the advantages of focusing on holistic view of how projects and RUcore working together will be beneficial. She mentioned that RUcore will be officially opened for business in September 2006, but we will consider proposals for very significant projects prior to September. She also spoke briefly about current projects and collaborations (ETD, NJDH).

In speaking about project policies Grace touched upon what the policy subjects could be, the need to develop a privacy policy and asked the team to provide their input and expertise in developing appropriate policies. She also asked the team to take the time to review all the information currently on the site and provide feedback and suggestions.

Developer's Page – Submission of Minutes and Documents – John Brennan
John reviewed the process for each group to follow when submitting minutes and other documents for posting to the site. It is the responsibility of the group Chair (or designee) to be the single conduit of information for materials to be posted and/or removed from the site. It is also the responsibility of each group to ensure the content of the material they post is timely and accurate. John will work with Chad to ensure all materials get posted in a timely manner.

Ron asked about the possibility of posting PowerPoint presentations and related materials created by the team or team members. Grace reiterated that each group could use their page in whatever manner they deem appropriate.

Anne Montanaro pointed out that all references to "RUL" should be removed from the site (as per Jeanne Boyle) and Grace asked Chad to do this.

Isaiah Beard also spoke about setting up a Digital Object Center on the site.

<u>Sun Center of Excellence Meeting – Ron Jantz</u>
Ron talked about the Sun Center of Excellence (COE) meeting he recently attended with Grace in New York. They represented Rutgers and were among 19 institutions invited. Among the other institutions which were represented and their areas of interest:
- Brigham Young University: digital signatures and security
- University of Alberta: e-learning
- Stanford University: scholarly data and publishing; digital preservation with a focus on GIS; Sakai
- Cornell University: digital libraries; digital preservation; publishing
- San Diego Super Computing Center: SRB (Storage Resource Broker)
- Monterrey (Mexico), university: e-learning
- St. Paul (with Business School): using open source products to start new businesses
- Oxford University: mass digitalization project. They are also one of five Google partners for digital preservation. They will use Fedora to preserve their Google digitalized products

Along with providing deep discounts on Sun equipment, the benefit to being a Sun COE extends to creating collaborative relationships with other Sun COE's. Initial conversations have begun with Oxford and the San Diego Super Computing Center exploring the potential of a three-way partnership regarding digital preservation using Fedora and SRB's.

<u>WMS Overview – (Grace Agnew, Mary Beth Weber, Rhonda Marker, Yang Yu, Kalaivani Ananthan, Shaun Ellis)</u>

Grace congratulated the WMS team on their Honorable Mention (2nd place standing) for the NJLA CUS/ARCL-NJ Chapter Technology Innovation Award. The WMS team gave a reprise of their presentation to the Award Committee and presented an abbreviated version at his meeting.

- Grace reviewed what WMS is, what it does and how it works.
- Mary Beth reviewed the event-based RUcore Data Model. She spoke about objects, agents and places coming together to create an event. She touched upon best practices for data models and METS preservation support.
- Rhonda reviewed innovations (standards, formats, metadata, event-based). She discussed templates and mapping. Additionally, she walked the group through an example using ETD's.
- Yang reviewed design issues, design decisions, WMS components, WMS database, WMS digital file management and WMS metadata processing.
- Kalaivani reviewed what the WMS can do and the digital object workflow. She also showed the input screens and ran through an example of how to create a digital object metadata record.

- Shaun reviewed usability concerns, including designing a logical Graphical User Interface (GUI). He reviewed a prototype of help screens and tutorials with the focus of making the user experience as seamless as possible.

Metadata Managers: Overview and Process – Mary Beth Weber
Mary Beth spoke about and reviewed forms which were developed for gathering metadata. Sharon pointed out that the intent is to help institutions to pull together their collection information in a standardized and consistent manner. Those forms include:
- Accession Form for Digital Collections
- Geographic Names
- Object Information
- Technical Metadata Information

Grace recommended the metadata team write brief overviews of each form's purpose and post this information on the web site. This will allow institutions to get a feel of what is required, giving them an opportunity to gather their questions before meeting face-to-face with the metadata manager.

The meeting ended at 3:20.

Minutes submitted by John Brennan