

# Repository Steering Committee Meeting Minutes

January 13, 2006

**Present:** Grace Agnew, Chair; Kalaivani Ananthan, Recorder; Ron Jantz; Linda Langschied; Rhonda Marker; Ann Montanaro; Mary Beth Weber

## Agenda Items:

- 1) Agenda setting for repository team meeting
- 2) Preservation format for ETDs – is PDF-A acceptable?
- 3) Update on Fedora Preservation Services WG
- 4) Web archiving service draft
- 5) Faculty Services report
- 6) Proposed metadata collaboration

## 1. Agenda setting for repository team meeting

The following members will be added to the repository team:

System administrator and programmer from SCC to Software Architecture WG

Li Sun and Sherry Vellucci\* to Metadata WG

Rebecca Gardner to Faculty Services and Applications WG

\* Sherry Vellucci has not yet been invited by Mary Beth Weber. She will be added once Mary Beth has been able to invite her.

## Agenda items for the repository team meeting on January 27, 2006

- a) Meet and Greet
- b) Highlights from Grace – repository website, repository name RUCORE, ETDs, Create 9000 objects for NJDH.
- c) Introduce Project Management Software
- d) Discussion of overall hardware
- e) Metadata Model – source MD for analog and TechMD for born digital and digital objects
- f) Object issues. What is a complex object; when is something a new but related object (we will link with MODS relatedItem); and when is it another manifestation of an object do we need a different terminology for complex object? The committee suggests intelligent Object.
- g) Discussion of EMM

The committee discussed the possibility of making WMS open source. Ron asked if we could make WMS open source in the 3<sup>rd</sup> quarter of 2006. Grace raised the issue concerning technical document for WMS. She announced that Judy Jeng would help us with WMS Usability Test. We also discussed the option of creating a new WG to oversee the release of WMS to other institutions.

We also discussed briefly about metadata editing in the repository. Two ways of editing suggested – XML editing in Fedora (for the managers) and XML import/edit in WMS.

EMM should be pointing to content from the NJDH, not storing it, or copying it, in the EMM module.

Actions:

- i) Repository Steering Committee should finalize the repository projects calendar before the meeting on January 27, 2006. Possible items include: Release schedule; When website will go live; When RUCORE will be operational and “open for business;” Plan for offering WMS code to other digital projects (we have received inquiries); Business model for WMS (branding, marketing, technical documentation, licensing, etc.)
- ii) Working Group chairs should send minutes to Grace.
- iii) Isaiah should generalize the digitization standard. Make the terminology generic for all repository projects. The digitization standard should be posted on the repository website.
- iv) Remove “Rutgers” from WMS and change “Repository” to “repository”.

2. Preservation format for ETDs – is PDF-A acceptable? Tabled.

3. Update on Fedora Preservation Services WG – Tabled.

4. Web archiving service draft

Ron emailed two documents prior to the meeting. Grace gave feed backs about the draft. She suggests access and retrieval of datasets is a separate functionality, for a “data center” tool. Ron will revise the document and email to the committee.

Ron solicited input to nominate the WMS/Metadata project for the New Jersey Library Association Technology Award. Rhonda, Mary Beth and Kalaivani will present the project to the Awards Committee on March 17, 2006.

The group identified WMS team members. The team consists of Rhonda Marker, Mary Beth Weber, Ruth Bogan, Grace Agnew, Yang Yu, Jeffery Triggs and Kalaivani Ananthan. Mary Mallory will submit the nomination.

EMM will also be nominated. EMM team consists of John Keisers, Susan Kaplan, Linda Langschied, and Tom Frusciano.

Grace announced that she will propose to Marianne Gaunt that the ETD team in the Libraries and the New Brunswick Graduate School be nominated for a Bridge Award, under President McCormick’s President’s Recognition Program.

Mary Beth suggests that we do a Poster session in Chapel Hill, NC in June at the Joint Conference on Digital Libraries.

## 5. Faculty Services report

Rhonda distributed the preliminary report. She needs input from Software Architecture WG for constraints, conditions, acceptable formats, uploads etc. The committee discussed whether we need policies on who can participate in the repository projects. Ron pointed out that the Faculty Services WG could benefit from the web archiving service documents. This needs further discussion.

## 6. Proposed metadata collaboration – Tabled.

Meeting adjourned at 4:15 pm.

Next meeting: Monday, February 13, 2006. 1:30 pm. TSB

Kalaivani Ananthan  
1/17/06