

# Cyber Infrastructure Steering Committee

## November 7, 2007- Minutes (Draft)

### Attendees

Grace Agnew	Valeda Dent	Ann Montanaro
Kalaivani Ananthan	Rhonda Marker	Charlotte Toke (guest)
Isaiah Beard	Chad Mills	Mary Beth Weber
John Brennan		

### Agenda

- 1) Discuss enhancements for WMS and ETDs and review transcript metadata

### Decisions

- ✓ Reconfirmed the decision that once an ETD is submitted no edits can be made to the original. In the future we will readdress this decision and work with the appropriate people outside of the Libraries to ensure the process, concerns and enhancements are fully understood by all affected parties.

### To Do

- Future WMS enhancements (Kalaivani and WMS Team)
  - Continue to broaden our understanding of the use of personal names and geographic information as subject headings so proper adjustments to the application can be incorporated.
  - Include a "Save and Continue" option in a future release. Currently the only option is "Save and Exit".
  - Automatically copy "author" information into "Rights Holder" fields.
  - Enhance the ability to copy quotation marks and other symbols from external applications into WMS.
  - Review provenance events to ensure product information for audit trails can be entered.
  - Version information of creation software (ie: MS Word) should be included in Technical Metadata.
  - Contact information for rights holder should, at a minimum, include an e-mail address. For Faculty Submissions, contact information should include Net ID.
  - Make a distinction between "human generated" and "machine generated" in the transcript metadata.

# Cyber Infrastructure Steering Committee

## November 7, 2007- Minutes (Draft)

- 2) Review JPEG2000 proposal submitted by Isaiah

### Decisions

- ✓ After discussion proposal in its current format was withdrawn. Decision was made to explore using a “staged approach” strategy for using JPEG2000 (J2) as our access format for still images. Initially we will test it on a subset of images through a front-end viewer that does not require a reconfiguration of the entire pipe stream.

### To Do

- Revise the J2 proposal as discussed during the meeting and review it with the Software Architecture Committee. Include examples of how J2 is being used as a preservation copy in other repositories. (Isaiah)

- 3) Review what will be presented at State of the Libraries

### Decisions

- ✓ The following will be presented at the State of the Libraries on November 14.
  - ETD
  - Faculty Deposit Services
  - Extension Services of RUCore (NJVid, NJDH, Open Source WMS, VA Tech Collaboration)
  - WAAND – Search functionality

### To Do

- No items

- 4) Update on Technology Working Group for NJVid

### Decisions

- ✓ Devote every other CISC Meeting strictly to NJVid.

### To Do

- Think about WMS introduction and overview of Fedora for next NJVid meeting. (All)
- Work with NJN for additional source materials (gifts) for NJVid. (Grace, Isaiah)

Submitted by John Brennan – November 16, 2007