

Cyber Infrastructure Steering Committee

June 25, 2008 – Minutes

Attendees

Grace Agnew

Ron Jantz

Jeffrey Triggs

Kalaivani Ananthan

Rhonda Marker

Mary Beth Weber

John Brennan

Chad Mills

Agenda

1) General Updates

Information

- Ron will give a presentation at the NJEdge annual luncheon discussing repositories and some of the work done at Rutgers. This will provide a good opportunity to get the K-12 population, who heavily attend this conference, energized about repositories.
- Discussions are currently underway with a senior political state official regarding donation of his personal papers to RUL. Many of these documents are already in electronic format.
- N.S.F. has asked for a final budget for the grant proposal to build an annotation tool and document intervention for teachers in a middle school environment. This project is heavily dependent on workflow engines and would require substantial training for staff. Chad and Ron will pull together a Workflow Engine team along with investigating training options.
- A grant proposal has been submitted to the N.E.A. If awarded, the grant will mostly require metadata work. A decision is expected by November.

2) Discussion of workflow for Videos on Demand (VOD) in NJVid

Information

- Grace reviewed both an interim and final workflow for VOD's. 30-50 videos will be ingested into NJVid Commons in the fall and the workflow to appropriately manage them must be in place.

Decisions

- ✓ The Interim workflow should be in place by August 1, 2008.
- ✓ The Final workflow should be in place by December 31, 2008.
- ✓ The first videos (30-50) will be ingested using the current releases of Fedora and WMS. RUCore's next release (5.0) is scheduled for September. However, there are too many dependencies (including Fedora's planned release of v3.0 in July) to comfortably ensure we can ingest the videos on time in the 5.0 environment. Existing video information will be edited as needed once 5.0 is in release.

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- ✓ An Alpha Implementer Collection Managers meeting will be held prior to the acceptance of any videos for ingest. Logistics need to be determined.
- ✓ Chad recommended a thumbnail be included when people do a video search in NJVid. Ron and Jeffrey said this would not be a problem.
- ✓ The Darwin server, which streams the videos, should be (and is in the process of being) configured and prior to receiving any videos.
- ✓ A descriptive worksheet must accompany every video.
- ✓ During the summer all cataloging done by the NJVid Metadata Working Group will be manual and included with the descriptive worksheet.
- ✓ Only Flash videos will allow annotation. Quicktime videos will not.

To Do

- Create web-based rights clearance decision tree to determine that rights for the video are in place prior to digitization. – Grace
- Develop descriptive worksheet for metadata. – NJVid Metadata Working Group, Locally Owned Video Workgroup, Isaiah
- Provide a WMS template for information needed in each METS document. – NJVid Metadata Working Group, Kalaivani
- Identify collection managers (along with collection staff backup). – Alpha Implementers
- Analyze and review Final Workflow proposal. – Software Architecture Group

3) Discussion of Preservation Workflow

Information

- Ron discussed preservation workflow. He touched upon several noteworthy considerations including:
 - Preservation policy
 - Scope of preservation responsibility
 - Need for preservation actions
 - Commitment to lifecycle management
 - Digital preservation guidelines
 - Management policies

To Do

- Ron will contact appropriate library faculty to begin discussion on a digital preservation strategy.

Respectfully submitted by John Brennan – July 1, 2008