

CYBER-INFRASTRUCTURE STEERING COMMITTEE (CISC)

Meeting Minutes – September 28, 2011

Present

Grace Agnew, Chair	Ron Jantz	Tibor Purger
Kalaivani Ananthan	Linda Langschied	Jane Otto
Isaiah Beard	Rhonda Marker	Caryn Radick
John Brennan	Chad Mills	Mary Beth Weber
Matt Gallagher (guest)	Aletia Morgan	Ryan Womack

AUL Update

Agnew welcomed Caryn Radick as the newest member of the committee. She was recently appointed Digital Archivist and will represent the needs of Special Collections/University Archives (SC/UA) on CISC. Among her responsibilities are working with EAD finding aids, assisting the Institute of Jazz Studies (IJS) with their finding aids and taking the lead on numerous digital initiatives with the Libraries.

Agnew updated the group on a presentation recently given to the VMC Advisory Board about the VMC analytic tool. The analytic allows researchers to be more innovative with their data. She reiterated that the analytic becomes part of the scholarly record for any resource which uses it within RUcore.

Agnew mentioned the possibility of the Libraries acquiring a major video archive, the Dodge Poetry Festival. Discussions are ongoing among Geraldine R. Dodge Foundation, RUL and Drew University (who currently hold the videos). If this happens Agnew said it would be a terrific addition to the Libraries growing video collection.

Streaming Media Proposal

Mills and Beard presented a document outlining a proposal for an improved streaming media platform. This would be accomplished by converting current materials to MP4. The proposal addresses audio preservation, RUcore and streaming media needs.

They discussed RUL's two primary missions for video and audio content: (1) Long-term preservation of digitized and born-digital content in RUcore and (2) Making these collections discoverable to the University community for coursework and research. Depending on specific variables some media may not require long-term preservation.

The proposal also discusses ways to deal with commercial videos. It recommends leveraging existing aspects of the repository software (content delivery, access control, the WMS, authentication) without making commercial videos part of the institutional collections. Two possible approaches were offered. It was decided the most effective approach would be partitioning content through separate collections within RUcore. This would eliminate the need for duplication of effort and running multiple instances of the tools and processes.

The conversion to MP4 would necessitate an investment in both hardware and software. Agnew asked if a detailed budget has been developed. Beard and Purger said they will create one send it to her.

As part of this discussion Agnew mentioned SC/UA is pursuing a grant to work on a significant collection of oral histories about activism at and the social and political climates of Rutgers-Newark in the 1960's and 1970's. She said it would be good if, as part of this effort, these audio tapes could be converted to a preservation format. Then both the audio files and transcriptions could be ingested and preserved in

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RUcore. She said a budget would be needed to accomplish this and she will discuss it further with Marianne.

Conferences in RUcore

Otto led a discussion about conference proceedings and how preserving these may be a future growth area for RUcore. She specifically referred to events which take place on campus and have intrinsic intellectual value and content. The group talked about how to handle individual objects (videos), the multiple workflows which exist and must be addressed for getting videos into the repository pipeline, and naming conventions. Otto talked about additional concerns such as dealing with related publications for the event, rights issues and streamlining the technical metadata. (Gallagher and Beard are working together on this.) A toolkit will be created to assist in creating metadata and managing the objects. There was also a discussion about cost recovery for library hosted conferences which needs to be further fleshed out.

Processing Administrative Documents in RUcore

This was a follow-up discussion from a previous meeting. Otto reviewed a revised draft document outlining this process. Each step in the process was discussed to ensure clarification. The committee made some minor adjustments. The next step is Otto will go to the Metadata Working Group which is charged with taking control of this process.

Media Team Discussion

The Media Team is working on an end-to-end workflow for cataloging videos. On October 20 Otto, along with Jane Sloan, will host a discussion forum with the teaching faculty. The intent is to gain a greater understanding about how commercial videos are used as a teaching tool. There will be guest speakers and a moderated discussion.

The primary work being done today by the Media Team revolves around technical requirements, rights issues and workflows for RUcore, NJVid and other streaming media sources. It was clarified that all initial contact for video collections targeted for RUcore should first be vetted through Rhonda Marker, the RUcore Collections Manager.

The Media Team consists of Jane Otto, Jane Sloan, Isaiah Beard, Tibor Purger, Mary Beth Weber, Matt Gallagher, Gracemary Smulewitz and Michelle Oswell.

Goal Setting

The committee reviewed 2011-2012 goals and assigned the primary point person for each goal.

- Creating an overview and recommendation for supporting DDI within RUcore – Womack
- Investigating the use of JPEG 2000 – Beard
- Involving more library liaisons in promoting the features and tools within RUcore – Marker
- Creating a data upload workflow which will ultimately integrate with a context object – Womack
- Improving routines for correcting metadata – Weber
- Implementing new digital storage system – Purger
- Implementing a new RUcore search engine – Marker
- Enhancing Identity Management – Jantz
- Developing specs and implementing the first generation context object – Mills
- Developing specs for EAD finding aids within RUcore – Jantz
- Implementing the ability to share authorship of the RUAnalytic – Mills

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- Implementing the Conference Toolkit – Otto
- Creating and releasing the *Railroads of New Jersey* digital exhibit – Radick
- Developing specs for the Maps portal – Langschieid
- Developing the Newark Archive Directory – Mills
- Further enhancing the VMC – Agnew

The next meeting is scheduled for Wednesday, October 12 at 10:00 in the Technical Services Conference Room.

Submitted by John Brennan

October 26, 2011