Digitization Common Knowledge Group Charter

1. Summary and Background

The Digitization CKG is a standing group of experts in the area of format migration and digitization of materials. The Digitization CKG communicates with and provides support to the UCL Advisory Structure, but it is not a decision--making body.

2. Scope of Work

The Digitization CKG will share information about technologies, equipment, workflows, and digitization standards for materials in all formats held by the University of California Libraries. Topics will also include best practices for large file management and quality assurance of digital files. When topics cross into areas of expertise of other common knowledge groups such as born digital materials, preservation, and metadata, the Digitization CKG will communicate with them and gather their input.

3. Key Responsibilities

The Digitization CKG key responsibilities are to:

- Respond to queries and requests received from primarily SAG2 and SAG3, but also SAG1 and other UC advisory structure groups as appropriate
- Gather and share information about the environment, project opportunities, new technologies or practices, and local campus developments within the area of digitization.
- Receive and discuss ideas from various UC constituents, assessing potential for new Systemwide services and/or service improvements.
- Conceive and advance innovative ideas, services, and/or improvements relevant to the UC Libraries systemwide Plan and Priorities.

4. Membership and Terms of Appointment

Membership is open to all levels of staff interested in and responsible for digitization. This includes managers, project managers, and hands-on practitioners. To seek membership, interested parties should contact the chair. The group will include librarians and staff representing the 10 UC campuses as well as members from the California Digital Library. Committed members include:

Sue Chesley Perry (UCSC) chair

Adrian Turner and Paul Fogel (CDL)

Mary Elings, Julie Goldsmith, and Tim Pinault (UCB)

Emily Lin and Jerrold Shiroma (UCM)

Chrissy Rissmeyer (UCSB)

Cristela Garcia-Spitz and Roger Smith (UCSD)

Alyssa Loera and Dawn Aveline (UCLA)

Audra Eagle Yun, Christine Kim, Kim Gallon, Matthew McKinley (UCI)

Eric Milenkiewicz (UCR)

Term length for the chair will be two years, and next chair will be drawn from the membership.

5. Communication Responsibilities

The Digitization CKG communication responsibilities are to:

- Communicate and respond to queries and requests received from the SAGs.
- Maintain an email list for use by the CKG which is open to all interested UCL staff, regardless of their membership in the CKG.
- Post and maintain a historical record of meeting minutes and reports available to the UCL Advisory Structure.
- Send suggestions for developing new ideas, services, or for improving existing operations, services, or practices to the relevant UCL Advisory Structure Strategic Action Group(s) (SAG).
- Send an annual report to the Coordinating Committee detailing their activities during the past fiscal year.

6. Meetings

The CKG will meet quarterly and communicate via an email list.