

## **Images Services Rollout & Advisory Committee (ISRAC) Meeting**

Thursday, April 21, 2005, CDL Offices

In Attendance: Maureen Burns (UCI), Rosalie Lack (CDL), Vickie O’Riordan (UCSD), Stephen Davison (UCLA), Susan Moon (UCSB), Brian Warling (UCSF), Margaret Hogarth (UCR), Maryly Snow (UCB)

### **MINUTES**

#### **I. COMMITTEE CHAIR(S)**

Maryly Snow and Emily Lin will co-chair the committee

#### **II. OPERATING PRINCIPLES**

- There are no dumb questions; members are encouraged to share information
- E-mail
  - o Keep “Do:” or “Action:” in subject line when actions or responses are required and set a due date
- Rosalie will coordinate and facilitate committee meetings; minute-taker will be rotated alphabetically by last name
- Emily will talk to Donald about setting up a website (under HOPS) for the committee
  - o Margaret will manage the site: all documents, content to be funneled to her
  - o Website is for administrative purposes
  - o Localized web content (end user image service websites) will be created during “rollout”
- Biweekly conference calls initially—Rosalie will schedule
- Early October, southern CA for next face-to-face meeting
- Quarterly reports: June 30; Sept 30; Dec 31
- Be aware of other campus groups and if there may be an overlap of responsibilities
  - o We need to approach media/IT groups to find out their structures
- Name will remain Image Services Rollout & Advisory Committee (ISRAC) because it is a model for other potential “RAC”s

#### **III. UPDATE ON UC IMAGE SERVICES (Laine Farley, CDL)**

Questions we had for Laine:

- Are we rolling out just Insight?
- Licensed content only?
- Committee name?
- IDE is UC image service?

At the start, there were 2 collections licensed for UC use (through CDC, JSC), Saskia and Harthill, and the platform for them was Insight. IDE was to assess the platform; how to put UC collections into the platform for use.

Insight has been operational service from the beginning. MOAC collection enabled testing of ingesting METS into Insight. LUCI portion was to map VR collections.

UCSC tested cataloging component, Inscribe, and exporting into local database—it didn't work as well because their local database is complicated and based on slide cataloging. Inscribe may work better the other way around.

Meanwhile, ARTSTOR got rolling; Almagest appeared. Lot of things up in the air; decided to continue with Insight and recognize that things continue to change. Dan Greenstein's message at the end of IDE: Demonstrator Project ended; UC has decided to keep it for 2 years and bring it in house, and see how it continues.

Currently running software (beginning in Mar 2005) at CDL. The internal team includes Lena Zentall, Rosalie Lack, and technical staff.

The development path:

- 1) Get Harthill up and running
- 2) Refine the data model: develop one that would meet the needs of various collections
- 3) Establish a smooth flow to process collections

Policy level questions that are part of this committee's charge:

- 1) What do we do with personal collections?
  - a. Data requirements
  - b. Content selection
  - c. Temporary or preservation status?
- 2) Rights: CDL Digital Rights Management Group is developing a rights framework for all content
- 3) How do we decide what collections go into Insight?
  - a. What is freely available, what is licensed, what is copystand/fair use for instructional purposes, what is personal/private?
- 4) Outreach
  - a. Not just images in Insight, but images in general
  - b. Campuses have different resources and ways of doing things; are there sources and services we can share as a group to help each other roll out services on individual campuses?
  - c. How to make known that material in Insight is fully available for your use
  - d. Conscientious collaboration with instructional technology, campus IT resources

[CDL Digital Library Services Advisory Group just met yesterday]

SOPAG established this group as a model for rollout, to develop

- strategies for communication
- strategies for putting service into context

Need to establish administrative procedures, permissions, groups

- may try out 1 campus having more detailed administrative privileges, e.g. User Manager
- password/login tie-in with other campus id management

CDL does get statistical reports on use, including logs of individual searches, exports, and the image resolution viewed

UC determined that it would be less costly to bring the Insight service in-house

Laine recommends ISRAC check in with HOPS and SOPAG to make sure we are giving them what we think they want

There is also the interoperability question with all of the databases/services, including the possibility of metasearch

- Vickie might report on UCAI union catalog of art images
- Vickie will send link/report on image metasearch
- Laine has prototype info on the metasearch tool which she may be able to share

#### IV. INTERPRETATION OF THE CHARGE

Maryly: 2 essential goals as 1) rollout 2) increase use/outreach

Or, the charge can be broken down into:

- Rollout/outreach: increase use of digital image services
- Collection development
  - o What should be included in Insight?
    - Types of content
      - Licensed
      - Free/public domain
      - Copystand
      - “UC-held,” or donation
      - Personal collections
- Assessment
- Communication among campuses
- Technology
  - o Standards
- How to form partnerships
- Advisory on policy issues, e.g. personal collections, rights management

#### V. TASKS

- The committee initially will divide into teams that will scope out the following areas of concern:
  - 1) Rights management – Vickie, Maryly
  - 2) Functionality requirements – Margaret
  - 3) Outreach – Margaret, Rosalie, Susan
  - 4) Personal collections and collection development – Brian, Emily, Susan, Greg (?)
  - 5) Interoperability – Stephen, Dan (?)
  - 6) Assessment – Maureen, Rosalie
  - 7) Communication, or sharing among campuses and staff– Maureen and Vickie
- Each member will survey his/her campus regarding Instructional Technology (IT)/Educational Technology/“media guys”: who, structure, roles
- Emily will follow up with Donald Barclay and Margaret about the website
- Rosalie will set up the next conference call (in 2 weeks’ time)

- Vickie will circulate report on image metasearch

## VI. INSIGHT DEMO

Noted:

- There are 2 links on the CDL page; one says “Higher privileges” and is not noticeable
- UCLA website only lists AMICO, doesn’t list other UC Insight collections
- UCLA site says “via Cartography Associates,” not “UC Image Services”
- Usability issue of too many windows; they are a barrier in terms of getting users to install the client