DRAFT
ISRAC Minutes: Friday February 10, 2006   Telephone Conference Call

Present: Maureen Burns, Greg Careaga, Stephen Davison, Dan Goldstein, Margaret
Hogarth, Rosalie Lack, Emily Lin, Susan Moon, Maryly Snow, Brian Warling
Absent: Vickie O'Riordan
Agenda: personal collections / group folders; collection development; HOPS; SOPAG;
what's left for ISRAC

1. *Personal Collections*
Groups/folders creation
Maureen tested Laine's directions and found the instructions clear, using both textual
instructions along with visuals. There are three descriptive templates: simple, Dublin core,
and VRA core. Maureen tried to load 350 tiffs into Insight and got error messages with all
but two; she next tried twenty and got error messages on all. With the images that did go
in, Maureen was able to have multiple view of the same image, could zoom on the copy
images and they looked 'pretty good.' They were loaded into personal collections folder at
central location on a server at CDL.

Personal collections report (on website?) Testers – Maureen, Jackie Spafford (UCSB),
Kathleen Hardin (UCSC), Emily Lin (UCM), Brian Warling (UCSF). This group serves a
mixed range of users, some faculty, and some visual resource curators. Maryly suggested
sending out a message letting these individuals know that a conference call was in the
offing. Everyone was to proceed with a test of personal collections. Rosalie and Maureen
are going to plan an assessment for this test and want to determine how to have the testers
provide feedback to ISRAC. They agreed that something simple would be best.

Maureen alpha tested the PC testing using Lena's directions and said that individual testers
need to first change the Insight .dat file. Then when opening Insight, they will be prompted
to put in the test username and password. Then testers can see personal collections folder.
If ISRAC wants to see this it would probably just be a matter of everyone swapping out the
.dat file and using the username and password. Maryly thinks it might be useful for ISRAC
to look at the images and data in these files. Rosalie will ask Lena to send information if we
can look at the PC testing. Maureen explained that the PC files and folders will open like
other multiple files.

The Insight individual, Eric Hetzner, is researching specs on this document that was sent to
him two months ago. The timeline for changing this, if they can, is aimed at March 2006.

2. Collection Development
Ingest mechanism for other collections
Emily commented that Laine and Maureen wants to ingest LUCI but other CDL tasks are
higher in priority at this moment. The key has been handed over but the images are living
on the MIPP server. SPIRO and LUCI are both ready for ingest and both Maureen and
Maryly are concerned because these files are sitting on older software. Maureen thinks that

Robin Chandler (CDL) may be misunderstanding UC needs in terms of collection development. It was suggested that she be cc'd when this issue is laid out in greater detail.

Collection development guidelines;
Recommendations are not yet not in place. Vickie, Emily and Maryly did a recommendation process, noting that it must be a simple process. They sent this document out to the UC visual resource curators but to date have not yet received any comment. It was suggested that the sliders have a conference call to discuss free collections (Jackie Spafford) and licensed collections (Vickie O'Riordan). The question was asked if they want to be the group that recommends collections.

Collection development issues
There is still work to be on collection development issues, particularly collection development guidelines (part four of report).

3. HOPS
To date, two Quarterly reports turned have been submitted with no feedback on either. Though it is time for another report it was agreed that we should wait since there has been no feedback to date. Efforts at finding out what HOPS thinks about ISRAC have met with frustration, seems to have gotten bogged down and perhaps it was thought that ISRAC recommendations have been perceived as demands.

4. *Other ISRAC tasks*
Maryly asked what else we'd like to accomplish before being disbanded.
- Intellectual & copyright issues - It was suggested that this be tackled later in March, post VRA conference because there are to be sessions on these topics.
- Collection descriptions, both short and long - Maryly said she'd send out what she has so far for collections.
- Assessment of an advisory & rollout committee; how does this committee format work; how does it not work
    o Address the issue of lack of feedback from HOPS
    o Would it be more useful if convened by CDL? Discussion followed that because Insight is an instructional media tool it would not fit the content-based model that CDL is based upon.
    o The issue of release time from formal duties to devote concentrated time to pursue issues surrounding an instructional media tool. Maureen said that Rina Vecchiola (UCI) received release time and another individual took over some of her work. Maureen used her 10% Start time for the project that she and Rina worked on. Others have not pursued release time.
    o Dan remarked that he thought we were incredibly productive in identifying what the issues and problems might be whether or not we had answers, and we did that very well.
    o Maryly felt that we worked well together despite geographic distance. She noted the need for face to face meetings for a concentrated time to hammer out issues and problems. Both Maureen and Maryly suggested periods of a week to a month to work on this type of project.

- Funding to staff this activity is another aspect to be assessed
- Maryly's concern that the CDL deadline for deciding to continue Insight (Dec 27, 2006) is cloaked in the perception that this is a pilot project which Maryly believes it is not; it is a very valid tool for managing and using images in the instructional process.
- Artstor and Insight could compete with each other in the marketplace. ISRAC is in a holding pattern until HOPS makes a decision. It is not clear what will happen at end at the end of the contract period. We would would like to know what the decision is and how it was reached.

ACTIONS:
Maryly, Emily, and Rosalie wills chedule a conf call to talk about collection development.
- both free collections (some already on the Insight list) ready for ingest; how to work with CDL to 'turn on the key'
- who's the contact person at the free collection?
- who does CDL contact when the host server goes down for the free collection?
- what other information is needed; who gathers this information? Some of this information is readily available in Insight's collection sharing registry
- what are the three to five things to be submitted on one sheet; ie tech person, etc.
- what's the process for adding new collections – description of content and value to UC
  - How should these collections be overseen (free and licensed)?
  - Look at CDL document regarding free database content, including the cataloging/access to these image resources via Melvyl and local UC opacs.
  - Use the model on the resource liaison used by CDL for licensed content? Maureen and Maryly will ask the sliders for feedback; how to streamline the process?

Next call February 24th, 2006.

The March 10th meeting is cancelled–too many people at VRA conference.