

## ISRAC Minutes for July 8, 2005 – draft1.

Conference Call:

Call in: 866 740-1260

Access Code: 9870414

Present: Dan Goldstein (UCD), Emily Lin (UCM), Susan Moon (UCSB), Maryly Snow (UCB), Margaret Hogarth (UCR), Rosalie Lack (CDL).

Minutes by Margaret Hogarth (UCR)

Absent: Greg Careaga (UCSC), Stephen Davidson (UCLA), Brian Warling (UCSF), Maureen Burns (UCI), Vickie O'Riordan (UCSD)

1. Bookers and Sliders meeting next week:
  - a. Attending: Ellen Corrigan (UCSB) (not in ISRAC), Susan Moon (UCSB), Emily Lin (UCM) for Friday, Maryly Snow (UCB), Dan Goldstein (UCD).
  - b. Agendas will go out soon.
  - c. About 30 people.
  - d. **Action item:** If possible, send copies of the bookmark to this meeting.
2. Logo for UC Image Service
  - a. Maryly Snow (UCB) has asked Ellen Meltzer (head of publications for CDL). Ellen Meltzer uses UCB Library graphics office for graphics development. They have their printing done by Berkeley's Minuteman Press is cheap, reliable, and good.
  - b. Emily Lin (UCM) will ask Donald Barclay about our budget and procedure.
  - c. Maryly will get quote for 250 and 100,000 bookmarks
3. Approval of Quarterly Report
  - a. Very nice report, good work!
  - b. Discussion focused on Sections III, IV, and V
  - c. Accomplishments:
    - i. Add how many conference calls we've had.
    - ii. Move this section to the top.
    - iii. Maryly and Emily Lin (UCM) did a great job on this.
  - d. Section III Goals for Quarter 2:
    - i. Change wording to Goals for Quarters 2 and 3.
    - ii. On the rollout calendar: We can stage tasks, but if they turn out to be more complicated, we can explain why.
    - iii. Schedule a task-oriented training session: This is a little unclear. Luna's training sessions have every bell and whistle, but we want our training to be more task-oriented.
    - iv. Strategy: Learn how to use the software on our own first, and generate a list of technical questions. Then we will approach Luna with our questions and ask for a focused training session.
    - v. Suggestion: Perhaps Luna can do an online training session.
    - vi. **Action item:** Send technical questions to Margaret for compilation.
    - vii. **Action item:** Have a working knowledge of UC Image Service. Go through a user's guide. Dan Goldstein (UCD) recommends going through the user guide with another person.
    - viii. Maryly Snow (UCB) has had more contact with IT people.
      1. Discussion item: who is going to train faculty to use this? IT may need resources.
      2. This is a possible discussion item for each campus.
      3. Instruction librarians are likely trainers.
      4. Insight is not merely a finding aid, it's also instructional technology. Lines of responsibility are blurred.

5. Susan Moon (UCSB): instructional media folks at UCSB said they would incorporate training. Timeline and commitment were unclear, but they were willing and positive.
  - ix. ISRAC members should continue self training in preparation for disseminating training to others on campus.
    1. Note: it is not easy to use.
  - x. We should add the text: Test installation and use of UC Image Service on each campus. Work with library and instructional technology people.
- e. Permissions
- i. Permissions are a huge issue for CDL.
  - ii. Issue:
    1. Is it possible to have one download with same level of permissions for exporting images? No, faculty need to be able to control their own folders. Different levels of permission limit access to folders.
    2. It would be helpful to write up these issues.
    3. For off-campus access, IP recognition is an issue with the java client. ee need to use VPNm not Proxy Service.
  - iii. Dan Goldstein (UCD) and Emily Lin (UCM) will work on writing up a statement on permissions, authentication and folder management.
    1. LDAP takes the place of proxy servers? LDAP would authenticate each individual user. With LDAP, it is possible to set permissions for each individual user.
    2. ISRAC's job is to recommend an approach with the permissions. CDL then responds.
- f. Master List of Campus Contacts
- i. Finalized master list of campus contacts should include Academic Senate and Chancellor/Vice Chancellor dissemination routes. For example: can send an email to all academics on campus.
- g. Bookmarks
- i. Bookmarks advertising UC Image Service are in the planning stage.
  - ii. UC Image Service needs a subtitle to add clarification of what the service is.
  - iii. The bookmark can be used to communicate the rollout of UC Image Service.
  - iv. Suggestion: Send bundles of bookmarks to campuses for distribution at faculty meetings.
  - v. Suggested content: URL, on back side, flesh out collections, download java client onto your own computer, make presentations for class, permit student access to your presentations
  - vi. For UCCSC:
    1. Berkeley will cover cost of poster board and printing of poster.
    2. Margaret Hogarth (UCR) will bring laptop with Insight. **Action item:** Ask Library Systems for a notebook with the download installed.
    3. Posters stay up for 2 days.
    4. 250 people will attend from all campuses. The majority are techies and some librarians.
    5. This could be a preliminary soft rollout.
    6. Maryly Snow (UCB) will ask eBerkeley if they will cover the cost of our bookmarks.
    7. Maryly will call Jon Conrain (eBerkeley) and will talk to the library graphics office.
    8. Suggestion: do a short run just for UCCSC.
    9. We recommend a URL at CDL.

10. Maryly Snow (UCB) and Margaret Hogarth (UCR) are the only ISRAC members attending.
- h. CDL section:
  - i. Wording: "Develop technology to manage image groups and presentations in insight files and folders."
    1. There are parts of insight that we don't yet have, including personal collections and XML. We are also missing something in groups and folders. Suggestion: Change wording: further explore capability to manage groups and folders.
    2. Provide access to other advanced features not yet turned on.
  - ii. XML gateway:
    1. The XML Gateway was tested at CDL with one application only. There was a problem with UCSC cataloging in Inscribe and exporting data into UC Cats. As a result, CDL didn't license the XML gateway.
    2. The XML Gateway allows one to search across all the collections. This is important until Insight allows a search all function.
    3. The XML Gateway will also enable MetaLib applications with Insight.
    4. The XML Gateway may require creation of an interface. Recommendation: explore this.
    5. Our final message is that there are features and capabilities that we want to have in the Image Service.
    6. **Action Item:** Maryly Snow (UCB) and Emily Lin (UCM) will change the language.
    7. **Action Item:** Rosalie will run changed language by CDL people to get feedback.
  - i. Quarterly Report is due June 30.
    - i. It's okay to get the report to HOPS in mid July.
  - j. Licensing issues will be hashed out next week at the bibliographers meeting.
4. Functional groups are not very active.
  - a. Groups should meet and talk on their own. Make a concerted effort to meet with our group people
  - b. Recommendation: Scope out responsibilities of group so that there isn't overlap.
  - c. **Action item:** Make a list of tasks for your group to share at July 22 meeting.
  - d. Groups may need revising.

Next conference call: July 22, 2005.

Dan will be on vacation for 3 weeks in August.