

**EAD Task Force Meeting  
June 18, 2009  
Ohio University**

**Present: Janet Carleton, Amy McCrory, Cara Gilgenbach, Beth Kattelman, Rhonda Rinehart**

**1) Repository Update**

Amy presented the Repository upgrade and noted the enhancements that were made in this version as well as noting the “known issues” to date such as sorting of institution name when browsing by institution. The look and functionality of the Repository was greatly improved in this upgrade, especially the ability to browse more effectively. The upgrade also includes directory information (if submitted) for contributing institutions.

Amy talked about the subject browse sorting and how we might need to manage the display as more and more of these headings are added.

In addition to the known issues discussed, Amy mentioned the desire to add a user choice to display the full finding aid or segmented view without using the “print view” function.

At the moment, Amy does not have ftp access to the OhioLINK XTF server so she cannot edit the Repository files.

The group also discussed the ongoing issue of what to do about encoding errors. Amy has noted several finding aids that contain encoding practice errors. This issue will likely only be resolved by having individual “interventions” with the contributors in question.

The TF would like to get periodic statistical information on what is added to the repository, so it can keep better track of the total number of finding aids added and by which contributors. Eventually it would also be helpful to have public usage data.

Janet said that Judith Cobb (OCLC) is interested in testing the loading of EAD FACTORY generated finding aids into ContentDM. TF members agreed to send Janet sample finding aid from their home institutions.

**2) Online Training Modules**

Rhonda demonstrated the first of the online training modules. Collection level is basically done. She and Cara are putting these into pdf format with links (bookmarks) to help users navigate the documents. Internal navigation links will be added once we know what the urls will be (Cara needs to ask Dave Gaj).

The first page of each module will look the same and include the sidebar with the project logos and brief description of what the EAD FACTORY is.

Rhonda’s goal is to finish the collection level modules, publish them to the Web, and then continue the work on component level instruction.

**3) Outreach and Promotion**

Janet reported staffing the information table and networking with people about the EAD project at the SOA conference. Attendance at SOA was very low, so not as many people were reached as anticipated, but Janet noted that many attendees were aware of the project.

At SOA Janet talked with Arjun Sabharwal (Toledo University) who is using the Tool. He wants to reach out to institutions in the NW part of the state. He coordinates the Toledo Attic project and is interested

in seeing if members of that project would also want to participate in the OhioLINK finding aid repository.

MAC 2010 program proposals are due August 15. The group discussed this, but determined that 2010 would not be feasible for coming up with a program.

OAHSM has a series of spring regional meetings attended primarily by very small organizations with few resources. However, there is a main meeting in the fall and tends to be attended by larger institutions. Janet will staff a table at that meeting.

OAM (Ohio Association of Museums) is another group that could be targeted, along with OGS (Ohio Genealogical Society). OLC (Ohio Library Conference) has regional meetings and then one large conference, perhaps every other year.

Rhonda suggested having a sort of “traveling kit” with a display board and specific literature that would be given out. There would be a cost involved in producing a tabletop, tri-panel display. The following standard pieces of literature/items could be given out.

- Bookmark (Janet—done)
- Tri-fold Brochure (Janet)
- Starter Packet
- Give-aways (Beth will investigate and let us know)
- OhioLINK Give-aways (Cara will look into this)

Janet also noted that there is an opportunity to produce a two-page article for the masses for the OAHSM newsletter. A similar article for the MAC newsletter was also discussed. Beth will investigate deadlines and will draft an article for review by the TF.

The group also discussed strategies and the need for connecting with SLIS students as well as students in public history programs as these are the new professionals who will be filling archives, historical society, and museum jobs. No conclusion was reached on how best to do this.

Outreach Goals: Get the traveling kit together and make a concrete connection with one other organization by year’s end.

#### **4) TF Membership**

Cara noted that it might be time to try to add one new member to the TF. It would be nice to add a person who understands archival description as well as having some strength in MARC. This is one area that is a struggle to support. Cara also mentioned it might be good to have someone with experience in linking digital objects noted in finding aids to the files in digital repositories. However, this idea is less well developed. The primary need is for someone with MARC knowledge and archives knowledge. Amy is going to pursue a potential contact at Ohio State.