

EAD Task Force Meeting: Minutes (2006-10-18)

Attendees: Amy McCrory, Anne Gilliland, Cara Gilgenbach, Linda Cantara, Barbara Strauss

Absent: Toni Jeske, Dianna Ford

Announcement: Anne is now OhioLINK EAD Coordinator

Handout: OhioLINK service platforms milestones

- migration of Digital Resource Center (DRC)
- move Electronic Journal Center (EJC) off current platform
- retooling systems (including remote authentication)
- moving e-books to new platform to create Electronic Book Center (EBC)
- EAD has been sub-initiative of e-books
- EAD repository will be available for contributions in April 2007 (server and authentication in place)

Question from Sheila about search engine: do we want EAD finding aids and e-books together?

- Unanimous reply: no!
- Anne: Sheila wants to use XTF (not DLXS)

AGENDA

1. EAD TASK FORCE FINAL REPORT: Identify areas of report to be written, and assign a part to each TF member

- Final Report will be presented to DMSC on Monday 4 December
- Drafts will be due Friday 3 November
- Final draft to be completed Friday 17 November
- Send report to DMSC Monday 20 November
- Cara: keep concise or folks won't read it
- Amy: target one page per section (5 pages total)

Sections of Report:

- **PROGRESS TO DATE** (including Content Guidelines, information web site at OhioLINK, template specifications, search engine development) – Toni to write
- **WORK LEFT TO BE DONE** (including completion of template, development of search engine, testing) – Amy will write

- **PROPOSALS FOR TRAINING** (in addition to the training materials already provided in the Content Guidelines) – Linda to write
- Cara: Definitely need web guidelines, regional onsite training
- Anne: It's hard to know the scope of need for training
- Cara: Did we talk with Rick and Dave about providing links to the Content Guidelines from the web interface?
- Amy: Yes
- Anne: We should start with one or two training sessions (Columbus and/or Cleveland)
- Barb: What about state designated regional networks (NE Ohio, SW Ohio, etc.)?
- Anne: The TF is going to have to do the training. If we do it in Columbus we can broadcast it. We could also tape the broadcast; supplementary stuff (powerpoints, etc).
- Other options: Anne could monitor and redirect questions to the TF or, set up a listserv
- Goal: Don't promise support we cannot provide
- Barb: What about the blog?
- Amy: We've only received one entry and it was spam; recommends deleting the blob from the OhioLINK server
- Amy: We could combine testing and training by forming focus groups
- Anne: I don't think we're going to be flooded at first
- Linda: What about a survey? It's hard to tell if it would be worth the effort
- Amy: KSL Library School is teaching EAD
- Anne: May be able to hire a consultant for training and technical support
- Linda: We need an archivist advisory group to reply to finding aid development questions; we also need a technical support group
- Anne: May be able to reactivate the Special Collections listserv for EAD contributors
- Barb: What would testing involve?
- Cara: Users' suggestions for refinement, for one
- Anne: We need to include test EADs to troubleshoot display and functionality of XTF
- Cara: We also need to have volunteers test the software
- **MARKETING** (in addition to the marketing already done at ALAO and SOA, and via the OhioLINK and SOA discussion lists) – Dianna will write

- Anne: Targets of marketing/encoders are probably the same people; others to target are library directors, collection development officers, others not directly involved in archives
- Cara: We should send out reminders to listservs to read the Starter Packet when the web interface is about ready
- **NEED FOR AN EXTENSION OF THE TF's CHARGE, AND REQUEST FOR ADDITIONAL PERSONNEL** – Cara will write
- Anne: If anyone has a Task Force member in mind, let Anne know although ultimately it will be up to Emily Hicks
- Amy: How many new members do we need for the remaining work to be done?
 - Development of the template
 - Cara: small group works well
 - Development of the search engine
 - Testing and training
 - Troubleshooting
- Cara: who will be continuing?
 - Amy, Cara, Toni, Linda (maybe)
- Amy: Wants to continue but thinks someone else should be Chair
- Cara: Willing to be Co-Chair (maybe with Toni?)
- Anne: How much of an extension will we need?
- Linda: Probably one year (unanimous agreement)
- Amy: We need to discuss the continuing role of advisors

2. EAD TEMPLATE SPECIFICATIONS: COMPONENT LEVEL

- titlePage: do we need it?
- Logos?
- testing: Make sure we have at least one representative from a government organization

COMPONENTS: hierarchy, levels, etc.

- Component Levels:
 - Recordgrp
 - subgrp?
 - Series
 - Subseries
 - Subsubseries
 - File
 - Item
 - Subitem

- Need to review @level values in DTD: check with Dianna and Toni for suggestions on level types
- We may need a script to add <c0x> tags later
- Recommendations to programmers
 - dropdown box values
 - wording for prompt
 - hierarchies
 - infinitely repeatable component levels
- Lists to subseries level and no farther
- NOTE: Need to add @encodinganalog attributes to interface specifications (can use Dianna's table)
- Need prompt for container and container number [e.g., Box, Folder, Item]
- Need to prepare complete template for each <c0x> level, with option to repeat
- Images: per Anne, goal is to store images at OhioLINK
- <extref>: out to external server
- prepare a list of tags programmers need to be aware of (linking elements)
- **Homework:** evaluate optional tags at each component level
- talk with programmers in regard to optional elements
- **ASSIGNMENTS:** evaluate subelements (optional elements) for each component level:
 - item and subitem -- Cara
 - series – Toni
 - subseries and subsubseries – Amy
 - file – Linda
 - recordgrp - Dianna
- Cara will talk with the programmers
- Need to identify component levels by mid-November
- Need to identify and analyze optional subelements for each level by early January

- Amy will write up and send out something to get us going; others can add to it
- Linda will type up tasks to be done

3. OTHER

- conference presentations?
- Barb: What about the Archivists' Toolkit?
- Amy: It's too complex for what we need now: it's a complete information management system for archives
- meeting w/KSL technology team: they complimented us on the completeness of our specifications
- Question: Was there ever any follow-up to the Metadata TF?
- Anne: none!
- Things we won't get to do before December (put these in our final report):
 - customized DTD for OhioLink EADs - Linda volunteered to do this
 - scripting to convert HTML to XML
 - Amy: EAD Cookbook works somewhat but not with quirky HTML; we may need to scrap this idea!
 - people who put their container lists in databases: leave this up to local programmers
- We may need Sheila's help on programming issues
- Barb: search engine question
- Anne: The possibilities were DLXS, Pleade, and XTF; OhioLINK is moving to XTF for e-books so it makes sense to use XTF for EAD too
- Editing the Content Guidelines: where and who
- Send changes to the list; Amy will update XML/HTML/PDF; Linda will update HTML
- Next meeting: January 2007 (cancel December 20th room reservation at OhioLINK)
- Send recommended EAD training candidates' names to Anne and/or Emily