OhioLINK DMSC EAD Task Force
Meeting
April 16, 2008

Location: OhioLINK, 3rd floor conference room

Time: 10:30

Present: Amy McCrory, Beth Kattelman, Toni Vanden Bos, Rhonda Rinehart, Cara Gilgenbach

1. Updates on Finding Aid Creation Tool and Repository

The Tool and Repository officially went live on April 15. The Repository site still requires some tweaking in terms of style and formatting and visual display. Cara also noted that the Repository site will need frequent updates. She is going to explore the possibility of making those updates more easily. The current version of xtf does not allow for linking to subseries. The upcoming release of xtf will address this problem.

There is an issue with people who want to be the Admin account holder for more than one repository in the Tool. Dave Gaj and Cara are working on a solution for that issue. It should be possible.

2. Outreach: Targeted outreach—who and how?

Cara noted that there are other audiences besides academic libraries that need to be considered in our outreach efforts (e.g. museums, historical societies, special libraries or institutes). There was some discussion of how best to reach these communities and the need for perhaps a different approach to training and outreach. Timing of this outreach was also discussed. Amy recommended that this type of outreach be delayed until the end of the year or even next year as we get the Tool and Repository established with our primary audience: the academic institutions. Task Force members agreed with this approach given all of the other work that the Task Force has in the next six months or so.

3. SOA workshop and session

An outline for the SOA workshop (focusing on the EAD Tool) was provided by Rhonda and Cara. The structure of the day looked okay to everyone present. Cara and Rhonda will be practicing the script and can determine if time periods for various portions are on target. Beth will serve as an assistant for the workshop, helping participants with hands-on and technical issues throughout the day.

The ALAO/OhioDIG outline can form the basis of the SOA demonstration session taking place on Friday. Sections were divided up as follows: Introduction/Overview (Rhonda); Tool demo (Cara); Repository demo (Amy); Training Programs and Other Future Activities (Janet). All presenters will participate in the question and answer portion. The PowerPoint handout prepared by Cara will be printed out in color by Rhonda and Amy. Cara might try to develop a “FAQ” type of handout as well that could be used for both the workshop and conference.
4. **Online training modules**

Beth and Rhonda led the discussion for online training developments. Beth has reviewed and tried out several programs. Beth showed some of the sample “movies” she had created. She found BBFlashback and Camtasia to be the best, although the very simple, intuitive Hypercam works very efficiently and is cheap. One drawback is that Hypercam does not have as advanced post-capture and output options that Camtasia and BB have. She was not able to try out Captivate (the demo version would not properly download), but she has read and heard that it is comparable to Camtasia and BB. Rhonda and Beth will talk with Janet to see which of these programs is available at Ohio University. Beth and Rhonda will see which, if any, could be installed at their home institutions without special cost (e.g. the university already has a license).

Rhonda shared the projected timeline for development of online training modules. Everyone felt that this was a reasonable timeline. Modules will be developed as discreet units—not one giant training program. So, for instance, there might be a module just about registration and setting up accounts in the system and another on required collection-level fields, etc. Cara will ask Dave whether or not these could be loaded onto the Tool site and just be a part of the application interface.

Toni suggested that the script and outline developed for the SOA workshop could form the basis (text-wise) for the online modules. Everyone thought that was a great idea.

5. **Miscellaneous:**

The group will discuss via email whether or not a face-to-face meeting in June is necessary. Most of what needs to happen is further development of training (both in person and online).