OhioLINK DMSC EAD Task Force
Meeting
October 15, 2008

Location: OhioLINK, 3rd floor conference room
Time: 10:30
Present: Janet Carleton, Cara Gilgenbach, Beth Kattelman, Amy McCrory, Rhonda Rinehart, Toni Vanden Bos

1. Search engine and repository
Amy provided an update on what is going on with implementing XTF v. 2.1.1 for the Finding Aid Repository. She and Sheila are working on this as time permits. They have been getting some help (in the form of shared files) from the Online Archive of California and Indiana University. There are some issues with XTF 2.1.1 out of the box and implementing this new version according to our needs will take some work. Amy reviewed the list of enhancements and known problems that we will try to address in the new XTF version.

2. In-person training update
Another training workshop will be held on November 7 at Wright State University. Cara will try to set up the second Columbus training (targeting Southeast Ohio people as well). The calendar timing of this is not great now as winter weather might interfere with plans. She is still trying to make connections with someone in Northwest Ohio to gauge interest there.

3. Future configuration of the Task Force (with Meg from OhioLINK)
Meg Spernoga joined the Task Force for this portion of the meeting. It is generally agreed among members of the TF that we do not need to continue meeting every other month. We have achieved our initial charge and essentially are just administering the work of the EAD Project. Much of this work can be done via email, with meetings or phone conference calls scheduled as needed. Cara proposed that the TF be comprised in the coming years as a group of teams that would address the following areas:

   a. Finding Aid Creation Tool: Cara, Amy, and Dave Gaj (KSU Systems)
   b. Finding Aid Repository: Amy working with Sheila at OhioLINK
   c. Training: Rhonda, Cara, and Toni (in-person and online)
   d. Outreach/PR: Janet and Beth

Each team would be responsible for letting other TF members know about projects and seek input as appropriate. Being responsive to emails would be very important so that work can move forward. OhioLINK staff can be consulted as needed. For example, the Outreach team should touch base with Candi Clevenger at OhioLINK for assistance with PR materials and press releases.

Beth suggested the TF still have at least one meeting, perhaps at mid-year. Everyone agreed that this was a good idea.

Cara will let the DMSC know about this proposal and seek its approval of this configuration when she presents the TF annual report in December. Meg at OhioLINK thought that this
configuration would be fine and suggested that the TF still be formally connected (structurally within OhioLINK) to the DMSC.

4. **Annual report to DMSC**
   Cara and Amy will present the TF’s annual report to the DMSC on December 1. Cara will draft the report and seek input some time in the near future.

5. **Online training update**
   The remainder of the meeting was spent discussing and reviewing the online training modules under development by Rhonda. She is creating “static” training documents that will form the structural basis of the modules. She’s also creating a corresponding script that includes the narrator’s text along with instructions for screen actions that will be recorded. She said that the University of Akron staff that are assisting on this project are flexible about when and how the modules are recorded. Rhonda will continue working on these and share them for comment as needed.

6. **EAD Project Web site**
   The group discussed the need for some changes to the EAD Finding Aid Repository homepage (ead.ohiolink.edu), including removal of the “latest five finding aids added” list (not functional and unchanged since April). It was also felt that the project needs some sort of Web site that would not just be part of the Repository site. The group needs to be able to easily update information on training and documentation, for example. At present there is no site that can accommodate these needs. Other ideas for a public site included placing prominent links to the Tool and the Repository; a news section; a training information section; links to the project’s documentation; information pages for Contributors; and information about the TF itself. Cara and Amy were meeting with Meg Spernoga and Zoe Stewart-Marshall from OhioLINK about these matters, following the regular TF meeting.