OhioLINK DMSC EAD Task Force
Meeting Minutes
August 16, 2006

Wright State University

Present: Amy McCrory, Amanda Wilson, Toni Jeske, Linda Cantara, Cara Gilgenbach

1. Demo of Archivists’ Toolkit and Discussion

Amy and Amanda provided the group with a demonstration of the Archivists’ Toolkit application which is currently in beta testing. They showed the group the different modules it includes and how the interface works.

After exploring the application for some time, discussion followed. It was felt by Cara and Toni that the application was very complicated and would not be very accessible to many people who would want to create EAD finding aids. The application works somewhat like an integrated library system and it was felt that utilization of this tool, even with some tweaking of the interface, would require a great deal of training and support to the community we are hoping to serve.

At the end of this discussion, it was determined that the Task Force should return to its original concept of preparing its own Web application, using that of the California Digital Library as a model. Cara will talk to the KSU LMS Systems staff who were going to work on the application originally, and make sure that they are still able to work on this project.

2. Search Engine for Finding Aid Repository

A brief update was provided on the search engine that might be used in conjunction with the finding aid repository. Decisions are still being made at OhioLINK. Sheila at OhioLINK is continuing to work on this project. An update can be expected some time this fall.

3. Linking Finding Aids to Digital Objects

Amy and Amanda attended a presentation at SAA at which a group from the University of North Carolina demonstrated a tool for linking finding aids to digital objects. The links were “two-way” and would allow linkage from a finding aid to a digital object and from a digital object to its corresponding finding aid. The group feels that this tool should be considered in relation to the storage of digital objects on the OhioLINK DRC and the finding aid repository.

4. Discussion of Specifications for Web Application

The group followed up on the Archivists’ Toolkit application with a discussion of next steps in providing KSU LMS Systems staff with specification for the planned Web application. The group reviewed the specs for registration and top level portions of the finding aid. Amy took notes on these specs and will update the documents and share them with other members for comment and changes in the next couple of weeks.

The group then tried to determine how best to move forward with component level specifications. It was felt that it might be a realistic goal to focus on finishing the task force’s final report and focus on creation of a Web application that could generate collection level finding aids. If the work of the task force is continued beyond December, the group could then work on completion of the finding aid application (including the component level description).