Location: Wright State University Library, Dayton, OH

Present: Amy McCrory (co-chair), Amanda Wilson (co-chair), Toni Jeske, Linda Cantara, Cara Gilgenbach, Peter Murray (OhioLINK; guest)

Absent: Dianna Ford, Barbara Strauss, Cynthia Ghering, Anne Gilliland

Agenda item 3a.

This item was covered first. DMSC would like to have a summary and overview of the contents of the ALAO presentation to be given in Nov. by Amanda, Dianna, and Cara. DMSC members are also feeling the need to have a better understanding of what the Task Force is working on. This presentation will be given at the Oct. 3 DMSC meeting at OhioLINK.

ACTION ITEM: Cara will send a message to Dianna and Amanda with an outline of the content of the proposal for the ALAO presentation. The three will discuss the division of labor for presentation preparation via email.

Agenda item 1a (review of content guideline edits from last meeting) was tabled. It was decided that it might be easier to review all edits once the group has gotten through this first round of reviews.

Agenda item 2 was also tabled and will be added to the agenda for the next meeting when more members are present.

Agenda item 1b:

This item took up the bulk of the remainder of the meeting time. The group reviewed draft content guidelines completed by Amanda, Amy, and Linda and Barbara. Below is a summary of ACTION ITEMS the need to be completed in relation to this review of the guidelines.

Amanda's ACTION ITEMS for content guidelines

-- Extent (expand the comment section based DACS guidelines concerning use of abbreviations)

-- Phys Facet (add some other controlled vocabularies to the list of suggested CVs)

-- Genre Form (add the title proper of the MARC genre list)

Amy’s ACTION ITEMS for content guidelines

-- Scope Content (clean up comment section about nested scope content tagging and generating MARC records; provide a nested example in the example section)
-- Arrangement (provide some simpler examples; provide a component-level example or tow; ALSO: the group needs to make a decision about whether or not we want to use "list/item" tagging for series or simply use paragraphs with line breaks)

Linda's and/or Barbara's ACTION ITEMS for content guidelines

-- Controlled Access (add a general statement about why it might be good to use this element; include a simpler example in the example section)

-- Personal Name (sub-element) (change Required to Recommended; add more potential controlled vocabularies that could be used; ALSO: group needs to have a discussion about EAC and its impact on use of this sub-element)

-- Corp Name (sub-element) (change Required to Recommended; add a statement to the Description section that indicates that this also is used to designate corporate entities which are a major topic/subject of a collection of materials)

-- Origination (add comment that this element should indicate what is known about origination; add examples unknown or anonymous originators)

-- Subordinate Area (provide an example that is not the repository in which the collection is housed--e.g. government example; provide an example that doesn't include a subordinate area at all)

The group then discussed at length the Biog/Hist element. There was much discussion of whether or not this should be required or recommended; more discussion is needed.

ACTION ITEM for Cara and Toni: bring some examples of finding aids without biog/hist notes for next meeting to help us in our continued discussion of this

Peter Murray then provided the group with information on the wiki that he has set up for our use. This tool will allow us to edit documents, track changes to those documents over time, and comment on one another's changes. To view the wiki and sign up as a member, do the following:

Go to:  http://drc-dev.ohiolink.edu:8080/xwiki/bin/view/EAD/WebHome

To login:

Click on "Log In" (far, upper-right corner of page)

For the login name use the email address by which you are known on the OhioLINK EAD mailing list.

The initial password is OhioDRC.

To change your password, go to http://drc-dev.ohiolink.edu/password; again your login name is the email address you use on the EAD TF mailing list.

ACTION ITEM: Peter will put all of our documents created thus far on the wiki; Amy and/or Amanda should provide those documents to Peter.

Finally, Peter showed the group some EAD documents that are now part of some existing Fedora Repositories (sites that are similar to the planned OhioLINK Digital Resource Commons--a site onto which a variety of digital resources can be searched and accessed through one interface) (Fedora is the software that is used in setting up and providing access to these digital commons projects.)
To see some links to these other Fedora repositories, go to [https://drc-dev.ohiolink.edu/wiki/TechnologyPlatform](https://drc-dev.ohiolink.edu/wiki/TechnologyPlatform) (scroll down)

We looked at some EAD finding aids that are part of the UVa and Tufts depositories. This group will want to think about the possibility of OhioLINK EAD finding aids being integrated into the DRC and how that could impact our decisions about content guidelines.

Below are some **ACTION ITEMS** that the Task Force needs to discuss and work on in the future:

1) One recommendation we might make to the DMSC in our final report is that there might be a "phase two" of the EAD Task Force that would include Systems people from various institutions. This group could think about implementation scenarios; generate ideas about conversion of "legacy finding aids" in various formats and work on other systems-related issues that are directly related to EAD.

2) In the preliminary/front matter to our content guidelines, we need to include a big statement about specificity.

3) When members begin to edit their assigned content guidelines on the wiki, we should maintain our practice of having each person edit her own set of elements at this point. In other words, for now, please do not edit anyone else's draft content guidelines (to avoid confusion).

4) The group thought that it might be a good idea to create a fake/artificial finding aid and then use examples from that finding aid throughout our content guidelines in the example sections. Idea: a collection about all of the mascots of the OhioLINK institutions. Anyone who has other ideas should let the chairs know.

Minutes submitted by Cara Gilgenbach.