Meeting was called to order at 10:37 A.M.

Location: OhioLINK

Present: Janet Carleton, Cara Gilgenbach (cochair), Anne Gilliland (OhioLINK), Toni Jeske (cochair), Beth Kattelman, Rhonda Rhinehart

ALAO Session Proposal
- Session proposal was accepted for ALAO, October 25–26, 2007, in Columbus
  - Cara thanked Rhonda for her help
- Session is 45 minutes long, but with Q&A, only 30 min to speak, so must be an overview.
  - Intro (Rhonda), Demo (Cara), Discussion of search engine and repository (Amy), Wrap up with Q&A (Beth)
- Should include points
  - Search engine application won’t begin until Sept.
  - How we’ve done testing so far and how larger community testing might be done.
- Presenters will meet prior to ALAO at the regular TF meeting.

Upcoming TF Work
- August work may focus exclusively component level

Starter Packet
- Need to update the Starter Packet on the TF Web site to better reflect the OhioLINK EAD application’s progress and the work of the TF
- Personnel
  - Past TF members with dates of membership will be added to give credit where credit due.
  - Toni, Amy, and Cara will work on status of “advisors”
- Section 3
  - Beth will send her notes on section 3 to the List
  - Toni, Amy, and Cara will work on updating section 3
- Rhonda will make the changes in the document.

Content Guidelines Update
- Creation of the Content Guidelines was one of first things TF did
- TF was then in very different place with what was being offered
  - At that time the focus was on plug ins and templates to assist creators of EAD documents, and guidelines on how to encode for this consortial environment
  - Now don’t really need to know the tags/elements
  - Should strip out much of the technical elements
• Need new guidelines to explain what it is, why it exists and fills a need, and a couple of examples
• Cara, Toni, and Amy are rewriting it, breaking out 25 pages each.
• Cara showed examples of the new format/text
• Drafts should come to the TF List for review
• Also creating executive summary that can be printed separately from the main document

EAD Repository Update
• Branding forecast: may be a simple as institution’s logo on your finding aid
• Will it be part of the DRC? Probably not.

Ann bade the group farewell and the remaining members ate a brown bag lunch.

Application Review/Update
• Cara walked step-by-step through the current iteration of the on-line application taking suggestions and bug reports from TF members
  o Cara will send to Dave to fix
  o Help screens will be the newly revised Content Guidelines
  o Please continue to test and send bug reports and suggestions
• Cara showed component level development next
  o Cara will ask Dave to open to the rest of us to look at prior to next meeting.
  o Next meeting we’ll concentrate on that—it will have more entries as examples by then
  o Discussion of the interface for adding each piece of the container list. Perhaps the container list could reside on institution site with note and link under “other finding aid”
  o DAO hasn’t yet been dealt with in application. Can’t yet tell how will be put in.
• Will make interface as user friendly as possible, but training will also be key

Meeting adjourned at 2:37 P.M.

Respectfully submitted by Janet Carleton