EAD Task Force Meeting: Minutes (2006-10-18)

Attendees: Amy McCrory, Anne Gilliland, Cara Gilgenbach, Linda Cantara, Barbara Strauss
Absent: Toni Jeske, Dianna Ford

Announcement: Anne is now OhioLINK EAD Coordinator

Handout: OhioLINK service platforms milestones
• migration of Digital Resource Center (DRC)
• move Electronic Journal Center (EJC) off current platform
• retooling systems (including remote authentication)
• moving e-books to new platform to create Electronic Book Center (EBC)
• EAD has been sub-initiative of e-books
• EAD repository will be available for contributions in April 2007 (server and authentication in place)

Question from Sheila about search engine: do we want EAD finding aids and e-books together?
  • Unanimous reply: no!
  • Anne: Sheila wants to use XTF (not DLXS)

AGENDA

1. EAD TASK FORCE FINAL REPORT: Identify areas of report to be written, and assign a part to each TF member

  • Final Report will be presented to DMSC on Monday 4 December
  • Drafts will be due Friday 3 November
  • Final draft to be completed Friday 17 November
  • Send report to DMSC Monday 20 November

  • Cara: keep concise or folks won’t read it
  • Amy: target one page per section (5 pages total)

Sections of Report:

• PROGRESS TO DATE (including Content Guidelines, information web site at OhioLINK, template specifications, search engine development) – Toni to write

• WORK LEFT TO BE DONE (including completion of template, development of search engine, testing) – Amy will write
PROPOSALS FOR TRAINING (in addition to the training materials already provided in the Content Guidelines) – Linda to write

Cara: Definitely need web guidelines, regional onsite training
Anne: It's hard to know the scope of need for training
Cara: Did we talk with Rick and Dave about providing links to the Content Guidelines from the web interface?
Amy: Yes
Anne: We should start with one or two training sessions (Columbus and/or Cleveland)
Barb: What about state designated regional networks (NE Ohio, SW Ohio, etc.)?
Anne: The TF is going to have to do the training. If we do it in Columbus we can broadcast it. We could also tape the broadcast; supplementary stuff (powerpoints, etc).
Other options: Anne could monitor and redirect questions to the TF or, set up a listserv
Goal: Don't promise support we cannot provide
Barb: What about the blog?
Amy: We've only received one entry and it was spam; recommends deleting the blob from the OhioLINK server
Amy: We could combine testing and training by forming focus groups
Anne: I don't think we're going to be flooded at first
Linda: What about a survey? It's hard to tell if it would be worth the effort
Amy: KSL Library School is teaching EAD
Anne: May be able to hire a consultant for training and technical support
Linda: We need an archivist advisory group to reply to finding aid development questions; we also need a technical support group
Anne: May be able to reactivate the Special Collections listserv for EAD contributors
Barb: What would testing involve?
Cara: Users' suggestions for refinement, for one
Anne: We need to include test EADs to troubleshoot display and functionality of XTF
Cara: We also need to have volunteers test the software

MARKETING (in addition to the marketing already done at ALAO and SOA, and via the OhioLINK and SOA discussion lists) – Dianna will write
• Anne: Targets of marketing/encoders are probably the same people; others to target are library directors, collection development officers, others not directly involved in archives
• Cara: We should send out reminders to listservs to read the Starter Packet when the web interface is about ready

**NEED FOR AN EXTENSION OF THE TF's CHARGE, AND REQUEST FOR ADDITIONAL PERSONNEL** – Cara will write

• Anne: If anyone has a Task Force member in mind, let Anne know although ultimately it will be up to Emily Hicks
• Amy: How many new members do we need for the remaining work to be done?
  o Development of the template
    ▪ Cara: small group works well
  o Development of the search engine
  o Testing and training
  o Troubleshooting
• Cara: who will be continuing?
  o Amy, Cara, Toni, Linda (maybe)
• Amy: Wants to continue but thinks someone else should be Chair
• Cara: Willing to be Co-Chair (maybe with Toni?)
• Anne: How much of an extension will we need?
• Linda: Probably one year (unanimous agreement)
• Amy: We need to discuss the continuing role of advisors

2. EAD TEMPLATE SPECIFICATIONS: COMPONENT LEVEL

• titlePage: do we need it?
• Logos?
• testing: Make sure we have at least one representative from a government organization

**COMPONENTS:** hierarchy, levels, etc.
• Component Levels:
  o Recordgrp
    ▪ subgrp?
  • Series
    o Subseries
      ▪ Subsubseries
      • File
        o Item
          ▪ Subitem
• Need to review @level values in DTD: check with Dianna and Toni for suggestions on level types
• We may need a script to add <c0x> tags later

• Recommendations to programmers
  o dropdown box values
  o wording for prompt
  o hierarchies
  o infinitely repeateable component levels

• Lists to subseries level and no farther

• NOTE: Need to add @encodinganalog attributes to interface specifications (can use Dianna’s table)

• Need prompt for container and container number [e.g., Box, Folder, Item]
• Need to prepare complete template for each <c0x> level, with option to repeat

• Images: per Anne, goal is to store images at OhioLINK

• <extref>: out to external server

• prepare a list of tags programmers need to be aware of (linking elements)

• Homework: evaluate optional tags at each component level

• talk with programmers in regard to optional elements

• ASSIGNMENTS: evaluate subelements (optional elements) for each component level:
  o item and subitem -- Cara
  o series – Toni
  o subseries and subsubseries – Amy
  o file – Linda
  o recordgrp - Dianna

• Cara will talk with the programmers
• Need to identify component levels by mid-November
• Need to identify and analyze optional subelements for each level by early January
• Amy will write up and send out something to get us going; others can add to it
• Linda will type up tasks to be done

3. OTHER

• conference presentations?

• Barb: What about the Archivists' Toolkit?
• Amy: It's too complex for what we need now: it's a complete information management system for archives

• meeting w/KSL technology team: they complimented us on the completeness of our specifications

• Question: Was there ever any follow-up to the Metadata TF?
• Anne: none!

• Things we won't get to do before December (put these in our final report):
  o customized DTD for OhioLink EADs - Linda volunteered to do this
  o scripting to convert HTML to XML
    ▪ Amy: EAD Cookbook works somewhat but not with quirky HTML; we may need to scrap this idea!
  o people who put their container lists in databases: leave this up to local programmers

• We may need Sheila's help on programming issues

• Barb: search engine question
• Anne: The possibilities were DLXS, Pleade, and XTF; OhioLINK is moving to XTF for e-books so it makes sense to use XTF for EAD too

• Editing the Content Guidelines: where and who
• Send changes to the list; Amy will update XML/HTML/PDF; Linda will update HTML

• Next meeting: January 2007 (cancel December 20th room reservation at OhioLINK)

• Send recommended EAD training candidates' names to Anne and/or Emily