OhioLINK EAD Task Force Working Teams: Charges to the Teams
December 3, 2008

Team 1: Finding Aid Creation Tool Team (Cara, Amy, Dave)

1. Continue to maintain the Finding Aid Creation Tool.
2. Respond to technical problems or requests for assistance in utilizing the tool. Refer users to training team as needed (for more in-depth training issues).
3. Continue to log, assess, and enact or reject enhancement requests to improve Tool functionality.
4. Continue to log, assess, and resolve bug reports to improve Tool functionality.
5. Upgrade the Tool and its associated server environment as needed, in consultation with other KSU Libraries Systems staff.
6. Inform the Task Force and users, as needed, of improvements, changes, or technical issues related to the Tool.

Team 2: Repository/Search Engine Team (Amy, Sheila)

1. Implement the upgrade to XTF version 2.1.1.
2. Address, as feasible, enhancement requests and functionality issues in the search engine.
3. Improve the formatting and loading of finding aids in the Repository, as feasible.
4. Inform the Task Force and users, as needed, of improvements, changes, or technical issues related to the Repository/Search Engine.

Team 3: Training Team (Rhonda, Cara, Toni)

1. Continue to provide in-person workshops in various regions of Ohio.
2. Identify institutions that can support in-person workshops for minimal to no cost to participants.
3. Develop online training modules.
4. Respond to requests for training assistance, as feasible.
5. Notify the Task Force and archives/library/historical society communities of the availability of training opportunities (in-person and online).

Team 4: PR/Outreach Team (Janet, Beth)

1. Develop a marketing/outreach plan for the coming year. Include groups to be targeted and vehicles through which outreach might be made. Submit the plan to the Task Force for feedback and comment.
2. Develop press releases or announcements about Task Force activities as needed, and in consultation with Task Force members.
3. Identify opportunities and venues for PR and outreach on both the state and national levels.
4. As needed, consult with OhioLINK staff (Candi Clevenger) for support in outreach and PR efforts.