

PASCAL Digital Collections Committee
 Task Forces General Meeting Report
 11 May 2007

PASCAL Digital Collections Committee and Task Forces met for an all day meeting on Friday, May 11th. Twenty-one people were present. The institutions represented include USC, Clemson, College of Charleston, Furman, State Archives, Citadel, MUSC, Coastal Carolina, Winthrop, and SC State. We spent the day going through each of the Task Forces' reports and hammering out issues and next steps.

The Task Force members did a lot of work from January to April. Following is where we are now and what the next steps will be:

Technical

NOW:

- We have Greenstone up and running with the Collection Level database: the South Carolina Digital Collections Guide.
- We have a web site for the committee and drafts for SC Memory and the SCDL.
- We currently have a server that can host the collection-level database, as well as the pilot projects we have scheduled to develop during Summer 2007.

NEXT STEPS:

- Need to clean up, organize and brand the home pages more for digital collections.
- Need to find out whether Greenstone can handle different viewing mechanisms for different formats - .pdf, page turning, and zooming.
- Determine Greenstone's full-text searching capabilities.
- Do we want to look into Federated Searching?
- Test run Greenstone for a year and then revisit whether it is the correct database for us.
- Create form for inputting collections at collection level and item level, allowing institutions to create their own metadata. This
- Add a few tests for the item level database and finish creating it.
- Measure PASCAL's capability to host images for institutions interested in creating digital collections.
- Establish a limit on the number of images hosted by PASCAL
- Develop a cost-recovery fee system for image hosting services.

Collection Development

NOW:

- Draft of collection development policy.
- Thoroughly reviewed collection development policies of New Jersey (<http://www.njdigitalhighway.org/documents/njdh-coll-dev-policy.pdf>) and Georgia (<http://dlg.galileo.usg.edu/AboutDLG/CollectionDevelopment.html>).

NEXT STEPS:

- Finish policy and add to SCDL web site. This policy should outline an institution's level of participation and the criteria for what they would put into their digital collection. For SC Memory, the policy should spell out the type of subject matter needed for an institution to have its collection hosted and digitized.
- Need particular decision made about size of collections that PASCAL could host and priorities for inputting collections into databases.
- Determine if SC Memory and SC Digital Collections Guide should have separate collection development policies.
- Develop a nomination form to decide the eligibility of institutions who want to have digital collections created/hosted.
- SC Memory will be written into the policy as a priority of PASCAL. In other words, collections involving South Carolina's history, geography, environment, and culture will take priority over collections not directly involving South Carolina.
- Outline sustainability from institutions.

Metadata**NOW:**

- Established and revised guidelines for collection-level metadata.

NEXT STEPS:

- Establish and revise guidelines for item-level metadata.

Scanning Task Force**NOW:**

- Adapted Imaging Guidelines from Western States and USC's Project Planning Guide.

NEXT STEPS:

- Create web page for SCDL with guidelines and links.
- Adapt USC's Project Planning Guide for PASCAL.
- Develop training and training methods for scanning.
- Create a list of options for scanners to serve as a guide for institutions. This will give institutions an idea of what can be purchased depending upon what they can spend.

Finding Aids**NOW:**

- EAD vs PDF – in what format should the finding aids be digitized? PASCAL will be looking at the options and database capabilities and decide on what it can conceivably offer.
- Decided that a finding aids database could draw in smaller institutions, such as the SC Historical Society.

- Decided that finding aids should be added to the database on a regular, but not continuous, basis.

NEXT STEPS:

- Create web page explaining options for finding aids and begin thinking about where fit into the database – add to Collection Level Guide?
- Create link from SC Digital Collection Guide or SC Memory to finding aids database.
- Develop minimum standards for creating digitized finding aids.
- Offer document of guidelines – “branding.”
- Combine all databases at some point?
- Decide on what type of advice PASCAL will offer institutions.

Training

NOW:

- Reported on different levels of training needs.

NEXT STEPS:

- Need to plan on hiring project coordinator to do some training
- Need to create web site that contains documentation and training modules.
- Contact people in the state for training.
- Volunteer trainers a possibility.

Education

NOW:

- Report on lots of possibilities and connections.
- The tools are mostly in place, but no program has yet been implemented to use them.

NEXT STEPS:

- Contact Huffman and Skinner to become a part of committee.
- Possibly get grant from SC Humanities Council for Teaching.
- Help create space on web site for Education modules.
- Have presentations at Educational Conferences this fall.
- Possibly hire an educator or education student to develop online lessons for *South Carolina in the American Revolution* documents.
- Develop a standard support document.
- Determine how K-12 education policy and programs developed by PASCAL relate to higher education.
- Involve Language Arts teachers and media specialists in the development of curriculum.
- Develop and conduct survey of educators’ needs.
- Attach PASCAL to PACT testing to open possibility for additional funding.

Finance and Governance**NOW:**

- Having a retreat on June 20th to discuss with Library Administrators.

NEXT STEPS:

- Decide on membership fee for nonacademic institutions so that public libraries, historical societies, museums, and other historical organizations can be involved in the planning process.
- Create steering committee and plan rotations on and off digital collections committee.
- Develop a scanning center or provide scanner training.