

Institutional Repository Task Force
Minutes, January 7, 2005

Present: Ann Weller (chair), Sara Blaszczyk, Lisa Zhao, David Austin (recorder), John Cullars, Rich McGowan, Mircea Stefancu.

Minutes were approved as corrected.

Discussion of the imminent presentation of two brown bags for library staff consumed most of the meeting. Ann will lead the discussion on the West side, and David will lead the discussion on the East side. Another member of the task force will act as recorder.

Structure of the discussion was discussed and members of the task force agreed that, after a relatively brief definition of an institutional repository and the D-Space software selected by the group, discussion leaders will stress five major points guide the discussion.

1. How can the library work to get campus buy-in? What process might work best?
2. What contributions to the institutional repository can librarians make?
3. What is the library's role in adding metadata and establishing standards? What are the faculty members responsibilities?
4. What type of material should be added?
5. Any suggestions for departments that might be good for a Campus Advisory Committee?

Some discussion arose about the future of the taskforce and where the oversight for the university's IR would lie. This will probably be decided elsewhere in the library or the university. John suggested that at some time in the future the issue might be raised in the University Senate. The library will probably continue to have some input in the content and structure of the IR, at least in the area of metadata and general organization.

The next meeting will be held at Daley on January 25, 2005 at 9:00 A.M.