

Institutional Repository Task Force (IRTF) Meeting, March 29, 2005

Present: Blaszcak, Cullars, McGowan, Stefancu (recorder), Weller (chair), Zhao.

The task force members moved from the basement conference room (B-466) to the ELL, as Internet access was needed for the day's discussions.

1- Minutes of March 15 were approved.

2- Weller suggested that the discussion of the D-Lib article ([Understanding Faculty to Improve Content Recruitment for Institutional Repositories](#), *D-Lib Magazine*, Jan. 2005, Vol. 11) be postponed until the next meeting.

3- Blaszcak gave an overview of the current status of D-Space implementation at UIC Library:

- browsing is still to be activated (more research is needed; Daniel Enoch is looking into this);
- she and Daniel Enoch worked on understanding how customization of the D-Space might be done;
- she included the UIC Library's logo at the top of the D-Space pages;
- she added a link to the D-Space pilot project on the task force's page and also included the words "UIC Central Online Repository" in the title of the page;
- a new software for online archiving of faculty materials came to her attention; she will send a note about this to the task force members.

During Blaszcak's presentation the following points were raised:

- adjustments, such as inclusion of a revised UIC Library logo, and use of "UIC Central Online Repository" as the repository's name (replacing the current "D-Space" place-holder) on all pages, will be done by Blaszcak and Daniel Enoch;
- the link irtf@uic.edu present on the task force's page should point to task force members only (currently all people in systems are included among the receivers of the messages sent to this listserv);
- a new link, lib-dspace@uic.edu should be added, with the current functionality of the irtf@uic.edu link (see point above);

4- McGowan was asked to take the task force members through the process of posting a document to one of the collections he created. Some points, requiring further attention, were raised:

- title is currently the only field that needs to be filled in order for a submission to be valid in D-Space (in synch with Dublin Core provisions); Zhao will make recommendations as to what other fields should be made mandatory;
- more options should be made available for the type (of document) field, such as an entry for "newsletter," which was suggested by Cullars;
- more info is necessary to understand the issue of handling policies in D-Space; Blaszcak will try to locate the corresponding help pages;
- more research is also needed to fully understand how indexing is handled in D-Space;
- a text with procedures for posting materials should be either linked from or included in the right hand panel of the submission process screens; these procedures should use the most recent *Draft Report of the IRTF* as a guideline (for instance, the lists of materials that can/can not be posted on the UIC Central Online Repository);
- more info about Creative Commons licenses was deemed to be needed.

5- Next meeting: Tuesday, 12 April, 2004, 9:00 a.m. – 10:00 a.m., in the basement (B-466).