

Institutional Repository Taskforce
Minutes, May 5, 2005

Present: Ann Weller (chair), John Cullars, Mircea Stefanu, Lisa Zhao, David Austin (recorder), Doug Bicknese, Rich McGowan Absent: Sara Blaszcak

Minutes corrected and approved.

Members discussed two electronic documents, noting that they both had relevance to the institutional repository situation at UIC. "Understanding Faculty to Improve Content Recruitment for Institutional Repositories" from *D-Lib Magazine*, Jan. 2005, in particular focused on what factors faculty find most desirable in an IR. The taskforce still needs to consider an ideal workflow template, what guidelines for deposit should exist, and whether the IR should be public or restricted (at least in part). Some consideration will be given for recommending which library faculty might be recommended for membership on a university committee or taskforce.

Rich commented that the DSpace help screens seem adequate. Little will need to be done here. Mircea thinks that rewording DSpace introductory screens may not be possible. No remodeling of the screens should be undertaken until the help screens are finalized.

Lisa and David recommend that mandatory metadata should be kept at a minimal level, possibly four elements only: Author; Title; Date; Keyword. The elements should be repeatable, particularly those for Author and Keyword. Other metadata elements may be desirable on the part of some faculty, but should not be required.

The tentative date for the next meeting will be May 25, 2005.