

Institutional Repository Task Force  
25 May 2005

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

Reviewed and approved minutes.

Reviewed group assignments:

- David and Lisa discussed metadata requirements. They feel that minimal, but repeatable, metadata is better. Mandatory fields should be author, title, date, and keyword. Group discussion pointed out the need to have "unknown" or "approximately" for the date field. Also emphasized was the need to highlight mandatory fields and to make sure they appear first.

- Doug and Rich discussed help material. They felt that the online help already present was adequate, but that it should not appear on a separate page as it currently is. The examples given in the help screen should be present on the screen used to submit material. Group discussion pointed out the importance of getting non-librarian input on the submission process.

- Mircea and John discussed the introduction page. They pointed out that D-space needs to be changed to UICor in several places. The only reference to D-Space should be at the bottom of the page. They also recommended changing the screen from 3 columns to two.

Sara discussed the Rochester model that was presented at the ACRL meeting. This module allows for custom faculty pages. Daniel will download this, but he will be away for at least a week. Discussed the possibility of taking biographical information from "Community of Science", although restrictions may hinder this. Sara also mentioned that presenters strongly discouraged allowing the submission of html files, possibly due to the need to link multiple files. Mircea pointed out that it is possible to consolidated html files into a single file. Sara will experiment with this.

Sara said that the browsing problem was due to an incompatibility issue with the version of Apache the library has. That problem has been fixed.

Ann passed out a draft final report and solicited input.

Rich pointed out that the relationship of this project with larger projects such as PubMed Central will need to be resolved. Will faculty be expected to submit files to two separate online repositories?

Ann will present the final draft to Steering in July.

Next meeting will be June 7th in the Electronic Learning Lab.