

Information Hub Development Committee
Meeting December 20, 2000
VA Medical Center

Minutes

Attending: Duryea Callaway, Willy Cromwell-Kessler, George Libbey, Sandra Martin, Scott Muir, David Murphy, Leo Papa, Karen Tubolino

Review Agenda and Minutes

11/29/00 Joint meeting: Committee recommended that minutes appear in bulleted format for the DALNET Board

1/3/01 meeting: cancelled.

Survey Instrument

Committee members discussed survey content, should Scott include more examples, and ideas for distribution.

The IHDC plans to have the DALNET project managers help distribute and/or assist with completing the form within each institution. Scott proposed the following time table: 01/08/01 -- survey distributed to project managers, 01/09/01 -- survey distributed electronically to DALNET Board, 02/08/01 -- forms returned.

Action: S. Muir will discuss distribution of the form with project managers. He will also review what managers can do to help.

Action: S. Muir will announce plans for survey distribution at the 01/03/01 DALNET Board meeting.

Criteria for using shared server

IHDC members discussed the proposed criteria institutions and agencies should meet when requesting space on the shared server. The List includes the following:

- Duration on the server; permanent versus temporary storage for the purpose of a demonstration
- Technology and support required for implementation
- Research value of data and / or uniqueness within southeast Michigan
- Benefit of data or of a project to DALNET; how resource enriches the database
- Requirements for support from DALNET system staff; the importance of project should justify demands on resources.
- Number of existing projects stored
- DALNET member status of requester
- Availability of "in-kind" contributions; availability of independent funding resources
- Copyright

Members also discussed pricing models, e.g., provide some space free, sell or rent space on server

Criteria for evaluating projects

Once preliminary criteria for the share server are more firmly established discussion and development of subject criteria should start. Some criteria may overlap.

Action: D. Murphy will draft contract language that can be used in an agreement. The draft will include basic discussion points.

Project Plan (DRAFT)

Members discussed the Project Plan for the Information Hub. The intent of this document is to capture the scope of the work that is ahead, everything that DALNET needs to do in its new role. Discussion covered creation of collection development policy, where do we stop or start collecting and development of an access policy. Members also discussed lines of responsibility. Who is responsible for writing a collection development plan, IHDC or a separate collection development committee as well as the creation of a more detailed approach for grant seeking are issues that will need to be addressed fairly soon.

Action: IHDC members are asked to send ideas for a DALNET collection development plan to Scott

Action: D. Murphy will flesh out the grants and financial resources portion of the project plan

Action: L. Papas will discuss standardizing basic equipment purchases among DALNET institutions with project managers.

Action: the Metadata task force will revise database management standards.

Task Forces

Health Sciences: Contract still pending.

Seems WSU purchasing department still wants to know why contract was not put up for bid. Scott has developed a project plan to speed things up once contract is signed.

Action: S. Muir will send web view of Health Sciences calendar project plan.

Cultural

Dee reported two meetings of the group. The Detroit Historical Museum sent their grants officer to one of the meetings to discuss further development of the costume database. Dee stressed how tight the deadline is if IHDC Ameritech funds are to be used in the project. There is an April 1, 2001 deadline. The Detroit Historical Museum, the Henry Ford Museum at Greenfield village and Wayne State already have data in electronic form that can be used for this project. The DIA has pulled back from the project although it has paintings that could be used to enhance the database.

Economic Development

This Task force is expected to gear up again after the first of the year. So much web-based material is already available that members are finding it hard to develop a focus and need to rethink an approach. IHDC proposed shifting the focus to be more of a service for nonprofit community organizations, e.g., Focus Hope.

Metadata Standards

Willy reported that task force members expect to finish with DALNET schema recommendations by the end of January. The recommended scheme should be organized around Dublin. The task force plans to develop content application guidelines to use in determining indexing data. In February

Metadata plans to test a prototype template that can be used for data entry. Although transparent on the server the template will allow for consistency in moving and mapping data.

Leo discussed UDM's selection of the software program "Info Mind" that will be used to structure an instruction database for the library system. Info Mind is an inexpensive program that allows flexibility and gets away from MARC format descriptions required by using Microsoft Access. He suggested task force members might also wish to take a look at this software.

Next Meeting: January 17, 2001 at UDM

Respectfully submitted

Sandra I. Martin, recorder