

IMLS Grant Conference Call—September 8, 2004

1. Greg Crane alerted everyone to watch their emailboxes for his white paper on how digital newspapers are used.
2. Bob Kenzer is firming up the list of participants for the October 25 conference. Nobody from the Documenting the South project is able to come.
3. Rachel Frick reported that files recently received from Digital Divide meet our needs and our required level of quality, depth, and consistency in tagging. She is working with DD to develop a new statement of work that lays out expectations and delivery deadlines. Images will be shipped on DVD; tagged text files will be available via ftp every two weeks.

Greg Crane reported that he and Jeremy of DD recently had a discussion about what to do with the first files DD developed and which did not meet our needs and expectations. DD has sent Greg sample files. There is uncertainty about what needs to be done to these files and about who should do the work. This issue will be discussed at the metadata meeting at Tufts the week of September 13.

4. Andrew Rouner reported that two students have been hired to assist him in the project. We will post the student position description on the project Web site. Each student will work 10 hours a week. UR has arranged for a place for these students to work, to have access to equipment loaded with needed software, and to have access to the files. Initially they will work on spellchecking. This offers an opportunity to harvest personal, place, and corporate names; these could be useful in creating authority files.

Bob Kenzer recommended Mark M. Boatner's *Civil War Dictionary* (New York: McKay, 1959) as a source for establishing authorities.

5. Jim Rettig reported that the UR grants office has been busy with a large number of proposals that had a September 1 deadline. He will contact them to get the budget revision process back on track. Once the UR budget has been revised it will serve as a model for revision of the Tufts budget. After both are revised, we can proceed with the project extension request.
6. Greg Crane asked all to identify topics that need to be covered during the metadata meeting at Tufts. Ingestion of materials into FEDORA is one such issue.
Rachel Frick, Leigh McDonald, and Andrew Rouner will attend from UR.
7. Rachel Frick reported that the project's server has arrived. However it was temporarily diverted to a more urgent project when that project's server arrived damaged. It will be put into service for our project fairly soon (perhaps during the week of September 13). Personnel have been identified to serve as system administrator and database administrator. Jim Rettig will work with appropriate personnel to confirm and make official that they are detailed to the IMLS project for its duration.
8. Jim Rettig asked for recommendations for topics to be included in the year one report due at the end of this month. Pat Schoknecht recommended addressing the year one

objectives. These needs to be discerned in the proposal. [Recorder's post-meeting aside: I still welcome project staff's ideas on this!]

9. The group discussed items for the agenda of the year one review meeting scheduled at UR for Tuesday, October 26:
 - a. A review of our objectives for metadata tagging
 - b. Review of our processes and workflows
 - c. Review of measures of objectives
 - d. Review of budget
 - e. The project's educational program
 - f. The project's research program
 - g. Scope
 - i. How it has expanded or contracted, why these changes have occurred, what effect (positive or negative) they have on the project and its ability to meet its objectives
 - ii. What can we realistically digitize, with what depth of treatment?
 - iii. Role of authority file(s) to possible different depth of treatment of various documents

Summary drafted by James Rettig