

Digital POWRR

Preserving digital Objects With Restricted Resources

MEETING MINUTES

Date: Monday, September 10, 2012

Time: 9am – 11am

Place of Meeting: Founders Memorial Library 409, Conference Call

Attendees: Jaime, Sarah, Lynne, Drew, Stacey, Katharine, Patrice, Meg, Aaisha, Jeff, Matthew

❖ Preparation for October Advisory Board Meeting

- Prepare for an hour with this team to meet after each day is complete to discuss, wrap up and debrief.
- Thursday & Friday wrap up so we are done by 4:30pm
- **Partner institution colleague attendance**
 - Jeff cannot come Friday, possibly Thursday
 - Meg – Coming alone
 - Patrice – Coming with Amanda (Data Librarian)
 - Aaisha – Coming with Martin (System's Librarian) and Gayle
- **Hotel arrangements & expenses**
 - Still submit miles and travel expenses like the face-to-face meeting
 - We will serve breakfast, lunch, snacks and drinks
 - Dinner, you will need to submit receipt
 - Homecoming weekend so we had limited space with rooms
- **Advisor packet preparation**
 - **Self-assessment tool**
 - Using the Tool Stacey gave us at the face-to-face
 - Aaisha found that CSU had pretty much all “no”
 - Stacey will handle this at NIU
 - This is due by the 28th
 - **Institution Bios**
 - This is due by the 28th

❖ Digital Object Interviews

- NIU's IRB process and resulting documents
 - You may want to check with your IRB, but also let them know that the NIU IRB is already going through the process
 - **Formal list of interview questions**
 - Will be on wiki after NIU IRB approval
 - **Informed consent**
 - Will be on wiki after NIU IRB approval
 - NIU is planning to do face-to-face interviews instead of surveys
 - NIU is planning to do 150 interviews, because we are a larger institution with a larger team, we want to create a good representative example
 - **Interview contact materials**
 - Hoping to get actual digital objects from these interviewees, so we plan on taking USBs with us

- Meg will post an article she recently found about collecting data from Faculty in Mendeley so give it a look
 - Might help to contact your subject librarians to find contacts in the colleges, or contacting the office of sponsored projects to find PIs that are running projects that need data management plans.
 - Lynne will be blogging about this process of IRB and selecting interviewees
 - **Tracking our research data and digital objects**
 - Using Access database for data management based on the interview questions we came up with and for metadata of the objects
 - **Digital POWRR Database demonstration**
 - Tracking individuals contacted, even if they don't interview
 - Interview information
 - Information about their "important" digital objects
 - Tracking digital object we are given, and tracking if we can contact them after the testing process to check the data
 - In the "restore me" tab, the steward refers to who would be responsible for restoring the lost data that the interviewee cares about
 - If interviewing an individual twice you should replace that data from the first interview
 - We will be sending this database out to everyone once it is complete for your use! (But it may be a couple of weeks)
 - **Partner institution updates**
 - Aaisha – contacted 8 faculty, selected them based on departments that may have interesting information, including the student resource center on campus, still looking for more individuals who would be interested. Reading up on the digital preservation information on the wiki and in Mendeley
 - Patrice – Been contacting by e-mail, but will be switching to phones. Working with Amanda to put together a survey.
 - Jeff – Feeling confident, surveying regional partners. Also working with some departments on campus.
 - Meg – Has a meeting on Thursday with a biologist, looking at Papers. Wanting to talk to a graphic design person on campus.
- ❖ **Conferences**
- **Jeff and Katharine paper proposal boilerplate**
 - For MAC conference in April 2013
 - Ask for a panel at MAC - Looking for an additional person to discuss from another institution
 - Submitting by the 20th of September
 - Lucy Wang asked, but waiting to hear back from
 - If you know of anyone else, send their names to Katharine
 - Katharine will put this up on the project wiki.

- **Other Conferences**
 - SAA conference with Meg? Lynne says yes. Oct 5th deadline.
 - Let's not be project bots! Carry the thread of the project, but do bring your individual experiences. Take into account your audience.
- ❖ **Administration**
 - Have been given the go-ahead for a custom website!! Woohoo. Still hosted on a NIU library server so it will be available long term.
 - Working with a graphic artist to create this
 - If you have feedback for website content please let us know so we can add that!
 - Project wiki – if you don't get an automated message try the log-in information that Joe sends you.
 - **MOU's & 3rd Quarter Cost Share Documentation**
 - Still awaiting signed copies of MOU!! Please get that in ASAP.
 - 3rd quarter cost share, get that in if you have not
 - **Next meeting for Advisory Board final preparation**
 - **October 1st – Please plan for 9:00-10:30am**
 - Aisha will have to “leave” before 10.
 - **Possibly another call-in for October 9th**