

LMIS Meeting Minutes

October 13, 2015

Attendees: James Bernhard (Chair), Zaixin Hong,, Martin Jackson, Patrick O'Neil (note taker), Cindy Riche, Melanie Schaffer, Benjamin Tromly, Linda Williams Jane Carlin

Bernhard called the meeting to order at 3:34 pm.

LMIS notes were approved with a handful of typos corrected and resubmitted to the chair.

Chair noted that the charges had been reduced from the previous academic year, but noted his particular interest in Charge One dealing with institutional data. (*Charges have been attached to these notes for purposes of clarification*)

Jane Carlin discussed digital archiving and the use of the Digital Commons platform which supports the institutional repository known as Sound Ideas. As faculty can make use this repository, Carlin spoke of the efforts to raise awareness of this resource among faculty. Information has been distributed via Collins Library Links, through faculty coms, and with individual departments and faculty. Additional promotional materials are being generated to share with faculty. In addition, the university lacks a long-term plan for “born digital” documents and how they will be archived. How digital records will be preserved is an area that requires more attention in terms of developing a strategy. Carlin has investigated, through a white paper, of bringing in a consultant to develop a digital records management strategy. LMIS can discuss this but experts will be necessary to provide answers in this regard.

Cindy Richie and Carlin noted that LMIS and the campus community can and will need to be involved in dealing with born digital documents, as more and more university documents and publications are born digital. Carlin also noted that it will be important to consider this issue as it related to the President's retirement. .

Carlin noted the differences between procedures for managing archives from the business side of university and the academic/student life programs. It is important to capture the experiences of our university community and to preserve this information for future generations.

With regard to Charge Three (support initiatives to raise awareness and use of the Archives and Special Collections), Carlin noted that LMIS developed a report in 2013 (noted in a previous email to LMIS) about enhancing library space. Should that be acted upon, LMIS would play an important role. Carlin provided an overview of a proposed remodel of the Archives and Special Collections in the Collins Memorial Library. This is all contingent on funding.

Chair asked what role might LMIS play if approved; Carlin spoke of way in which the committee could provide input on this process.

Carlin also spoke about the status of collection in terms of circulation, and how material could be repositioned to reflect its use. This is not a LMIS charge but a concern for the library. The broader question is how the space is most efficiently used.

Tromly noted that this is an important area where LMIS lacks a charge and whether the committee should have one.

Carlin responded that the library has a ten year analysis of the collection in such areas as use, giving the library a better understanding of such things as physical versus digital formats.

Chair asked about timeframe; Carlin said this is not immediately pressing but will become a problem in the medium term future.

Chair asked Carlin for a charge that might go on to the Faculty Senate in this area.

Charge Four (collaborative activities on campus): Carlin elaborated on this charge, specifically the Northwest 5 initiative and the possibility of a workshop on digital humanities, contingent on funding.

Chair observed the role for the Digital Humanities Committee to be involved in the process. Chair mentioned that there is Mellon grant for the digital humanities that dovetails with this work. Tasks under this grant include creating modules that can be integrated into humanities courses. A central repository will hold these modules. One example would be documenting, through oral histories, and other information, information on the Tacoma Detention Center.

Riche provided some context for how these digital tools can be used depending on the needs of the faculty and differing learning goals. Chair discussed how the Digital Humanities Committee has considered ways in which faculty should think about data and what kinds of tools could be used with what kind of data.

Carlin noted ways in which this can relate to the experiential learning objectives on campus.

I recall being asked for a revised charge for collections but not for digital humanities. Tromly asked about faculty archiving. Carlin referenced the systematic gathering of university data; Tromly inquired about the kinds of ways in which faculty can or should use digital repository, and the role of open access. Carlin discussed how the library has worked to include citations in Sound Ideas. Tromly asks if this needs to be better communicated to the faculty. Carlin agreed and asked LMIS for advice on how to share this information.

Chair asked about splitting the Charge Two into faculty versus university research and the role that LMIS could play in that.

4. Adjourned at 4:22 pm

**Library, Media and Information Services (LMIS) Committee
2015-16 Charges**

1. Work with Institutional Research (IR) and Technology Services (TS) to develop policies concerning the appropriate use of institutional data on campus.

Rationale: LMIS asked to be issued this charge in its year-end report.

2. Develop a preservation strategy for digital archives of faculty research.

Rationale: LMIS addressed this issue only briefly concerning “university documents” generally. The committee had focused mainly on a separate charge regarding the “ways in which our research collections and space might evolve to meet student and faculty needs” (see year-end report). Focusing on faculty research exclusively might prove more feasible, and a preservation strategy in this area might provide a template for the archiving of other documentation.

3. Continue to support initiatives to raise awareness and use of the Archives and Special Collections.

Rationale: LMIS did not discuss this charge in 2014-2015.

4. Discuss ways in which LMIS can support collaborative activities on campus such as NW5C digital humanities projects.

Rationale: LMIS did not discuss this charge in 2014-2015.