Information Hub Development Committee
November 21, 2001
Walsh College, Troy

Present: Dee Callaway, Chair; Scott Muir, David Murphy, Karen Tubolino, Ann Walaskay.

Minutes - The minutes of Oct. 17, 2001 were approved pending name corrections.

Annual Report - The draft of the IHDC's Annual Report for FY 2001 was reviewed. Suggestions on wording for the section on projects should be sent to S. Muir. The final version will be presented by K. Tubolino at the Dec. 3rd Board meeting.

Current Digitization Projects -
Status of Digitization Labs - The Digitization Lab Agreements have all been signed. The deadline for purchasing lab equipment is March 2002.
Court Records - D. Zykowski, G. Clark, and M. O'Leary have made plans to meet in January to discuss the project. They are considering several potential funding sources.
DIA - The DIA has not responded to requests for information. D. Callaway will write a letter indicating that the IHDC assumes they are not interested in DALNET funding.
Virtual Motor City - There has been no recent action. D. Callaway will ask L. Bugg to clarify the plans for the project and identify the project manager.
Health Calendar - The DALNET webmaster begins on Dec. 10th and will be putting the Health Calendar up on the DALNET web site. Oakland Community College would like to participate in the pilot for adding new information to the database.
Allocation Letters - B. Harris is developing the procedures for payment. Letters including the procedure will be sent out by M. Piper. Expectations for reports back to the IHDC will not begin until the letters have been distributed.

ATLAS Survey Response - The IHDC agrees that a survey should be submitted for DALNET projects as well as by each individual institution. Reference should be made in DALNET's survey to alert ATLAS about duplication with other surveys. IHDC will include descriptions of projects that are being planned in addition to already existing databases.

Digitization Training Plan - Work was begun on a grid for proposed workshops to be sponsored by IHDC. The topics will be: Copyright/Licensing, Project Building, Intro. to Digitization, Intro. to Metadata, Record Building, and possibly Quality Control for Scanning & Metadata. Together, the sequence will take a total of 3 1/2 days. The goal is to present all of them by mid April 2002. Emphasis will be on hands-on experience, problem-solving scenarios, and trouble-shooting. D. will continue fleshing out the grid and discussion will continue at the next meeting. This will not be presented to the Board until their January meeting.

Virtual Collection Development Class - K. Tubolino described an online class she is taking from the Univ. of Wisconsin Library School. She will email out a copy of their TOC.

LinkMichigan project - D. Murphy and A. Walaskay mentioned a project connected with Cyber-state.org intended to improve the basic infrastructure for telecommunications in Michigan. The IHDC recommends that DALNET reinstitute involvement in Cyber-state.org. See http://linkmichigan.michigan.org/

Next Meeting - To be December 5th at WSU. M. Piper will be invited to discuss timelines and options for middleware software for integrating digitization projects into the DALNET Website or IPac.

Submitted by A. Walaskay