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1. Pre-populate LibWizard Special Collection Form in GIL-Find

The team discussed adding code to the Specolle LibWizard form that will automatically prepopulate the form with record information. C&RS will implement an IZ MMSID param to populate the Record ID field, batch update existing records, and update related workflows. The team further discussed whether campus-specific language was needed if/when the form is added to Lane records, and whether the form should retain a comments field. Autumn and Caroline will revise the form as they deem fit.

2. Ongoing Projects Updates
   a. Ingest Form Status

   The team discussed the current draft of the ingest form. The team agreed that the next draft of the form should be split into two parts, the first to be completed by or in consultation with the sponsor to provide a high-level overview of the proposed collection, and the second to be completed by Special Collections or Institutional Repository personnel in consultation with the sponsor to determine support/project-related needs if the collection is developed. The form then can be used by library personnel to review, accept/reject, and develop a support plan for the collection. Autumn requests additional feedback on the current draft pursuant to developing a second draft.

   b. POAG Status

   All known oral history files have been recovered except one. (This one needed to be refilmed anyway due to lack of audio). They have been placed on the specolle shared drive. Autumn and the POAG GA have created a metadata spreadsheet that will inform the Digital Commons fields. The POAG community / collection will be set up this Friday with training the following week. GA will be assigned to input data from the spreadsheet into the platform. The goal is to finish it this semester so GA can work on the exhibition of materials

   c. Fort Pulaski / Streaming Video Trial Status

   bepress has agreed to include Georgia Southern in the streaming video trial, with the expectation that we will develop this collection as part of the trial. Jeff requested that the library delay development of the collection in Digital Commons for six months or until the trial begins. Caroline will request this delay from the sponsor, as well as pursue any additional documentation the sponsor is able to provide. The sponsor is interested in providing copies of the files on physical media for preservation. Jeff recommends that the Deed of Gift include provision to use these files as source copies for the Repository collection, eliminating the need for a separate MOU. Caroline and Jeff will prepare the DoG accordingly.

   d. ContentDM Status

   Backup of all ContentDM files is complete. Pending final review of the backup files, removal of links from the library web presence, and notification of all library personnel, ContentDM will be decommissioned.

3. New Collections in Alma
4. Cataloging Lane Archival Collections

5. Training Needs
   Apart from POAG, no immediate training needs identified.

6. Questions/Concerns
   No additional questions or concerns.