CUACRL Digital Initiatives Task Force  
FY2016 Work Plan Objectives  
Quarterly Progress Report

Report Date: Monday, September 26, 2016  
Task Group: CUARL Digital Initiatives Task Force  
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OBJECTIVE TITLE
Second quarterly report to CUARL’s directors from CUACRL-DITF

ACCOMPLISHMENTS THIS QUARTER
During the second quarter the committee:

• Worked on accomplishing activities 2 and 3.
  o Develop a common standards of metadata (2)
  o Developed a shared preservation plan for unique materials (3)

ACTIVITIES
• We hosted several meetings and met online to accomplish our goals
• The metadata standards are almost completed. The final steps include deciding on a formatting standard for all documents and adding a bibliography to the document.
• Although, a lot investment has been made to the preservation plan, the group would like more time to edit and to finalize the document.
• Once these two products are finalized, the next steps include selecting two more activities for the following quarter. At this particular point the activities for consideration are:
  o Implementing a scanning program, with materials to be scanned in support of faculty programs (7)
  o Identify the materials from each UA campus to be digitized (1)

SIGNIFICANT PROGRESS THIS QUARTER
• We have established priorities for tasks
• We have a proposed plan of action and will start implementing our charge next quarter

QUARTERLY PROGRESS REPORT VARIANCES
We do not have any variances to report at this time.