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

Report Date: Monday, January 9, 2017
Task Group: CUARL Digital Initiatives Task Force
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OBJECTIVE TITLE
Third and Fourth quarterly reports to CUARL’s directors from CUACRL-DITF

ACCOMPLISHMENTS THIS QUARTER

During the third and fourth quarters the committee:

- Accomplished activities 2 and 3.
  - Developed a common standards of metadata (2)
  - Developed a shared preservation plan for unique materials (3)
- Published the metadata and the preservation standards under the newly created libguide titled *CUACRL’s Governance and Committees* nested under the Digital Initiatives Committee’s tab.
- Created and updated the web page for the *CUACRL’s Governance and Committee’s DITF* reports.
- Created and redesigned the *CUACRL’s Digital Projects* site by transforming it into another libguide.

ACTIVITIES

- Formatted and finalized the metadata standards.
- Edited, formatted, and finalized the preservation guidelines.
- Created a *CUACRL’s Governance and Committees* libguide.
  - Assigned a section to the *Digital Initiatives Task Force* to publish the progress reports, minutes, and initiatives.
- Created a *CUACRL’s Digital Projects* libguide in preparation of the work for our next activity. The Digital Projects libguide is arranged by subject, campus, and UA campuses history.
- Decided on our next activities to pursue
  - Identify the materials from each UA campus to be digitized (1)
  - We would like more information about activity number 7 from the board. This activity is “Implementing a scanning program, with materials to be scanned in support of faculty programs”.
    - One of the members posed the question: Is the intent for each institution to scan materials associated with faculty presentations going forward?
SIGNIFICANT PROGRESS THIS QUARTER

- Publishing the metadata and preservation guidelines.
- Creating/redesigning two libguides to better present and share the committee’s work.
- Decided on what activities to accomplish in the first quarter of 2017.

QUARTERLY PROGRESS REPORT VARIANCES

The next point is not necessarily a variance as much as a consideration for members’ participation. The task force has not been able to complete the schedule originally designed because of lack of participation within the group. Members will again be encouraged to participate so that the output of the task force reflects the work of all members rather than just a few.