

**NDLTD Board of Directors Meeting
World Bank, Washington, DC
April 6, 2005**

Minutes

Attending Directors: Suzie Allard, Julia Blixrud (scribe), Susan Copeland, Scott Eldridge, Edward Fox, John Hagen, Thomas Hickey, Christine Jewell, Joan Lippincott, Eva Müller, Sharon Reeves, Eric Van de Velde

Attending Directors (Telephone): Denise Bedford, Jude Edminister, Joseph Moxley, Ana Pavani, Hussein Suleman

Attending Guests: Austin McLean

Directors Not Participating: José Borbinha, Alex Byrne, Tony Cargnelutti, Vinod Chachra, Delphine Lewis, Mike Looney, Gail McMillan, Axel Plathe, Peter Schirmbacher, Shalini Urs

Ed Fox convened the meeting and discussed logistics. The agenda was reviewed and adjusted. Eric Van de Velde moved approval of the minutes, John Hagen seconded, and the minutes were approved.

Fox discussed the amount of work to be accomplished. Joe Moxley has set up a wiki that committees could use for their work. This led to a discussion about who is on which committees. Sharon Reeves volunteered to put together committee lists. Thom Hickey suggested that committees could use wikis and Fox recommended development of a simple template to help people get started.

Country Report – Scandinavia

Eva Müller summarized ETD and related activities in Scandinavia. A Swedish higher education project began in 2003 with funding for three years. Included in the project are long-term preservation and building of portals. She noted that undergraduates and other colleges are also moving into research, which result in production of theses. Denmark and Finland also have other digital library projects. Van de Velde asked whether ETD records were in the union catalog and Müller responded they were, however there are concerns about mixing undergraduate and graduate records as well as having good subject categories. She also noted that the Bologna agreement is resulting in harmonization for higher education in Europe. Discussion followed about the need for accurate terminology, persistent identification, and data quality. Müller offered to share links with the Board and Hickey said he will have someone look at the data regarding its ability for re-use.

Country Report – United Kingdom

Susan Copeland reported on activities in the United Kingdom. JISC, CURL, the British Library and partner institutions are providing significant funding for a project to develop a viable prototype for theses in the UK. A lot of work is going into consideration of a metadata core set, plug-in software, and hybrid arrangements. A main effort is to create a critical mass of records and to keep the issue in the public eye. Gail McMillan is speaking at a SCONUL conference and there have been other conference presentations and articles written. Van de Velde suggested that NDLTD take advantage of the active work being done

in the UK and Scandinavia and set them up as examples for other countries. Fox noted he is on the JISC Board.

Country Report – Canada

Sharon Reeves noted highlights from her report. Theses Canada metadata records have been converted and loaded into AMICUS. The Library and Archives Canada have been discussing the possibility of a nonexclusive license with Google to index materials in their information repositories, including electronic theses. Reeves also had information on ETD 2006. Guy Teasdale, Laval, is the conference point person and the first organizing meeting was held the same week as the NDLTD Board Meeting.

Organization Report – CNI

Joan Lippincott reported that NDLTD was featured in a project briefing at the CNI Task Force meeting. Although the attendance was small, there was good discussion. Since CNI is interested in institutional repositories, there is a possibility of putting a meeting together that addresses integrating ETDs into IRs and would welcome any suggestions. One hundred copies of the Adobe tutorial and flyers about the Sydney conference were also distributed at the CNI Task Force meeting. The next CNI meeting is December 5-6 in Phoenix, Arizona.

Committee Report – Nominating

Sharon Reeves reported that the Bylaws state that terms will end after the Sydney conference. The committee is preparing a slate of candidates. They recognize it is important to be able to have a quorum at each meeting and need to have individuals who represent a variety of positions, in particular through their involvement with other groups (e.g., graduate deans). Board members should send any suggestions of names to Sharon before the end of May.

Committee Report – Standards

Thom Hickey reported that OCLC has harvested 85,000 records including 45,000 from Theses Canada. VTLS and OCLC have agreed to load Greek records. OCLC will run the indexes of OAI on top of SRU/SRW to see if the OAI indexes are set up properly. As OCLC examines different country records, they are seeing several things that need to be addressed. Some items may need to go through the NDLTD implementation committee, while others may be more appropriate for Dublin Core. Hickey noted that some of the major issues include discipline, level, vocabulary, and subsets. The Board discussed whether there could be some sort of implementation plan regarding standards. Scandinavia is working with a standard list of terms. Germany has the DINI certification. Quality control for the union catalog is an important element of its success. An additional discussion focused on indexing and linking. Google is interested in indexing; Google Scholar would be the more appropriate tool. However, it is not clear if this is better than the use of CrossRef and DOIs. Do we want indexing, linking, or both? How will maintenance be handled? After a lengthy discussion, Hussein Suleman moved to table the discussion until the next meeting; Hickey seconded. Board members will reflect on the discussion, particularly noting that we need relatively persistent identifiers within any OAI context. Eva Müller reported that there is an open source resolution service for Nordic libraries that works with DOIs and Handles and she will send additional information.

Training and Web Site

Hussein Suleman reported that he has been involved in institutional repository work; training is being conducted on an institution-by-institution basis. He's been working on the NDLTD web site with no feedback to date about any problems. Suleman asked that any Board member send changes to him, especially for those items that are older or for links that are broken. He and John Hagen will explore getting the links to previous conference proceedings.

Speakers Bureau

John Hagen wondered about how outreach might be funded. Should NDLTD cover costs for Board members or others to make campus visits? Joan Lippincott suggested that if the institution has an interest, they should fund a visit from an expert and our approach should be to strengthen the conferences. There is a part of the web site on speakers and we should pay attention to it. Board members agreed that we should look to see who's active and can be contacted from within a geographic area and use the wiki to help people manage their time so people are not overloaded with requests.

Financial Report

Scott Eldridge reported that the fiscal year is the calendar year. He noted that Membership and Finance Committees need to work together to coordinate benefits of membership and the timing of invoices. Joan Lippincott moved that invoices for 2005 should be sent in April, invoices for 2006 should be mailed in October 2005 and annually in October after that. Eric Van de Velde seconded the motion and the Board approved it. The non-profit status is still pending and a narrative about NDLTD is still needed. Gail McMillan has volunteered to write it (it is needed by August). Taxes will be filed by May 15. The Board decided the web site should identify Members (remove the word Effective) and Associate Members. Ed Fox asked if there were legal or other expenses. Directors and officers insurance is one item. Julia Blixrud moved that Joan Lippincott and Scott Eldridge explore the process and costs for obtaining that insurance. Van de Velde seconded the motion and it carried.

Ed Fox asked whether funds could be made available for annual conference organizers to use to support travel awards. For example, an individual could combine their application process for exceptional financial needs if they are presenting or if they are an official representative from a country. This would help in promoting ETDs in developing countries. Sharon Reeves moved and John Hagen seconded a motion to approve \$5,000 for each annual conference to use in travel support, to be administered in accordance with the NDLTD policies partially specialized but under the control of the conference organizers who understand the special needs and circumstances of those who may apply for such support. Suzie Allard, Eric Van de Velde, and Scott Eldridge agreed to come up with some general guidelines.

Van de Velde asked about whether there was support for funding a trip for Shalini Urs. Joan Lippincott moved that the Executive Committee be given the discretion to spend up to \$5,000 in a given fiscal year to support programmatic activities. Suzie Allard seconded the motion and it carried. Christine Jewell volunteered to chair a task force to draft the policies.

Committee Report – Awards

The committee is finding it difficult to get nominations. They need to reach out more to the dues-paying members. The Board discussed issues of quality control and intellectual property and the need to tighten up the documentation.

Implementation

Ana Pavani summarized her report and a subgroup of Joan Lippincott, Sharon Reeves, Christine Jewell, Pavani, and Susan Copeland agreed to help lay out a course of action regarding institutional repositories. Some materials need to be added to the web site and one idea was to start with Reeve's 4-pager and its links. A list of who is doing what (e.g., clearinghouse function) is needed for many of the web pages.

Wiki

Joe Moxley reminded the Board members about the wiki and noted that the *Guide* should be rearranged for different groups. Contextual links are also necessary.

Country Reports

Board members reviewed the written reports for possible actions. Thom Hickey will contact Peter Schirmbacher regarding the union catalog and Joe Moxley will contact him about tutorials. Susan Copeland will contact Shalini regarding consortia and collection building in India. The Board especially noted and commended India on their national initiatives. It was clear from the report they have been working hard.

Scirus

Board members will look more closely at Scirus and its potential relationship to NDLTD.

CrossRef

Eric Van de Velde reminded the group to review the report sent to the Board in January regarding identifiers and the associated metadata questions.

Membership

It is important to get the correct address (i.e., the right contact) for the institutional members in order to send out invoices. Also, the NDLTD needs a much clearer statement about the benefits of membership in order to have a good letter to go with the invoices (especially when two invoices will be sent out in 2005).

Committee work

The Board discussed the work of committees. Committee chairs should be reviewed and appointed or reappointed annually. NDLTD needs to ensure that committee work is done. An introduction to NDLTD for new Board members now that we are a more official organization should be conducted, perhaps at the annual meeting. Committees should be encouraged to have at least two other meetings or discussions and action items should have dates associated with them. If the Committee chair is not attending a meeting or conference, the committee should determine who will serve as chair and communicate the results of the meeting to the Board (in particular, all committees should know who will be in Australia in September).

Conferences

Looking at the 2005 conference information, the Board was encouraged by the progress of the activities. 2006 dates were being examined (JCDL is June 17-21 and the ETD conference should not be scheduled in conflict with that). Susan Copeland raised the possibility that the 2007 conference could be in the UK.

The meeting was adjourned by Edward Fox.