1. Minutes from the 8/29/06 meeting approved

2. MacDonald Imagery Project
   Snow Winters and Jan Dixon discussed the revised site for this project shared by CAST, the Libraries, Geosciences, and the Arkansas Center for Space and Planetary Sciences. The test site is here:
   
   http://www.cast.uark.edu/cast/library_collection/MacDonald/

   The group found the design to be exceptionally clear and pleasing. Jan pointed out some areas needing new content, such as a profile of Dr. Waite. It was suggested that the names of the participating partners be linked, either at the bottom as a menu line, within the current text, or on the left nav bar. Snow asked when the new site should be live and it was suggested that the end of September would be a useful target. She will move the site to its new designation: http://www.cast.uark.edu/libraries/mc1598.html and notify us so that it can be linked from the Special Collections “what’s new” are, as well as in the alphabetical and subject lists of manuscript collections.

3. Planning to Plan
   Beth distributed a "grid" of the ideas suggested at our brainstorming meeting of 8/29, with the broad category assignments made. The group discussed what should happen next with this document. It was decided that two columns should be added: one for overall priority (1-3) and one for time frame (short term vs 3-5 years out). A troublesome category is "technology" since every item falls under that rubric. It was suggested that hardware and software be added to the resources needed area.

   Beth will make these changes and then send out the document for all in the committee to:
   a. add any additional ideas or issues
   b. amplify or give examples of those issues
   c. assign priority and time line
   d. assign resources needed

   This will be a discussion item at our next meeting. The group thought that a good goal would be to work up 5-6 overarching issues in narrative form for the planning committee. However, more direction is needed concerning the products that committee will want to work with.

4. Reports on Current Projects
   a. University Calendar: http://calendars.uark.edu/
      This is now live and Molly is the administrator for the Libraries. The group discussed what sort of library events should be listed here as well as how to pull this content into our own site. Though it would be beneficial to give notice of student meetings in our rooms and of some open instructional programs, we were not sure who should be responsible for making those entries.
      
      Molly and Beth will talk to Lora about Performing Arts' thoughts on this issue. They will compose a library-wide email announcing the new calendar and inviting library staff to input events (such as open training sessions) that Molly can then "promote" to the live calendar. A link will be added from the library booking calendar to suggest events for the University Calendar. Beth will talk to Chris Nixon about dropping calendar content into our site on the "What's New" page.

   b. Supplies Ordering System http://libinfo.uark.edu/supplies/supplieslogin.asp
      This has been live for about 2 weeks with no reported issues. A "just browsing" feature has been added to allow staff to view inventory without logging in. Cheri suggested several
enhancements that would assist in keeping track of items previously ordered on special order (these are not in the inventory database and are not stored). Web Services will talk with Shipping and Receiving to see if this is a possible future enhancement; in the meantime, the kludge solution is to print the request out.

c. AgNIC [http://libinfo.uark.edu/agnic/](http://libinfo.uark.edu/agnic/)
Beth reported that Luti has obtained from AgNic an Excel spreadsheet of 1140 publication records; Luti also has an Access database of 500+ publication records created locally. Beth is working with Luti and AgNic to determine the correct file structure so that we can host and edit these records locally, with periodic outputs to AgNic.

In the meantime, Arthur is working on an advanced searching feature for the site, similar to the Ebsco and ProQuest dynamic search boxes. Cool.

d. Manuscripts Database aka “Sheppy”
Tim and Debra reported that they have begun work with Diane on a database of manuscript data, including collections that have been accessioned but not processed. This will eventually allow authenticated staff in Special Collections to view location, donor, and other information about a collection while provided the public with only selected fields for an A-Z or subject list.

e. Stay More Book
Tim and Beth will PDF this Donald Harington booklet and put it online.

f. Web Content Submission [http://libinfo.uark.edu/JOBSviewall.asp](http://libinfo.uark.edu/JOBSviewall.asp)
The Web Dev Jobs database is being revised to allow content providers to better submit and track submissions.

g. Universal Logins page
Arthur is working on a unified databases for logins for all our web management databases. This system will allow users to change their own passwords. It is running in test mode now on the AgNic, Personnel, and Web Jobs databases.

h. StaffWeb Reorganization
Now that the A-Z list of policies and forms is in production, Beth and Anne Marie have been discussing how to update the main StaffWeb page to make it less cluttered. Some users like having lots of convenient links on that page and some find it cluttered and hard to use. The group suggested keeping the same general organization but listing the links rather than wrapping them in paragraphs. Beth and Anne Marie will develop some options for the next meeting.

i. Fall Priorities
Beth then asked the group to list priority projects for the fall. These included:
   i. AskIt integration (BJ will contact Marie Riley again)
   ii. GIS Links migration
   iii. Manuscripts updates and database work
   iv. InfoLinks redesign process
   v. OpenURL install
   vi. Learning Collaborative page with tutorials
   vii. Leisure Reading page

Next Meeting: 9/26/06 at 10am.

Respectfully submitted,
B. Juhl
12 oz.