

## UF ETD Spring 2009 Meeting

### MEETING MINUTES

February 2, 2009

2:00pm-3:30pm

Attendees: Lu Ai, Rimjhim Banerjee, Rich Bennett, Dina Benson, Ken Booth, Karen Bradley, Priscilla Caplan, Robena Cornwell, Gerald Langford, Cathy Martyniak, Bobby Parker, Laura Robertson, Carl Van Ness, Stacy Wallace

#### **I Introduction and approval of meeting minutes**

Fall 2008 minutes were approved.

#### **II Projects in lieu of discussion with Fine Arts representatives:**

College of Fine Arts wants to transition from paper to electronic projects. We are not able to use systems already set up. Official projects go through Stacy; and the unofficial ones go through Cathy's area. Cathy is going to schedule a meeting to talk about this further using doodle. They are going to look at Mo's structure which seems to work, however all steps are not in place yet.

#### **III PDF/A discussion with FCLA**

Taking files and putting them on the server, go to FCLA and the digital archives. FCLA makes them available on our website & in our digital archives. We want to make sure they are being saved in a format that is most likely going to be used down the road. Is PDF the right format especially since there are issues with PDF/A. We need a long term plan and should maybe wait for the transition until the newest version is available. It was decided that we'd keep this topic on the agenda for the Fall 09 meeting.

#### **IV UF rights and permissions form: workflow changes**

Between Fall 08 and Spring 09 meeting there was a discussion at the graduate school to switch over from paper to being submitted online by each individual unit. Currently data is checked by Stacy and sent electronically to FCLA. Physical signatures are kept. Cathy will give Carl Rimjim's email address so he can let her know if students are making any changes. The original documents filed in the department. Questions later are referred back to the department.

## **V Changes at Graduate Editorial Office – Stacy**

Stacy reports that Ann Taylor has retired, and Stacy has taken over as coordinator. A new part time employee Lisa who is stepping in as editor. Rimjim also has a position open if anyone knows anyone who's interested.

## **VI Circa training update-Ken Booth**

Large format printing is now available. We had 2,156 walk-in clients last year, which is a record and the numbers keep going up. Native Word 2007 template version out very soon, he'll be working with Stacy on this.

## **VII Secret for 2 years OPAC display update (ALMATAR)**

Gerald and Cathy came up with guidelines for Secret for 2 years and it's been implemented. Cathy showed everyone some ones thesis and then went over the different sections of the thesis, showing when the items were going to be released for viewing. It will show a record in the catalog, but it won't show everything.