**Digital Repositories Committee (DRC)**Quarterly report to COLD | December 2023

The following serves as the quarterly report of the Digital Repositories Committee and working groups for the 2023-2024 AY.

**Current committee membership**  
Andrew Weiss, Northridge (chair); David Walker, Chancellor’s Office (ex officio); Carmen Mitchell, San Marcos (IRWG chair); Steve Kutay, Northridge (DAWG co-chair); Nicole Shibata, Northridge (DAWG co-chair); Erik Beck, Sacramento (at large); Tim Fluhr, Chico (at large); Matt Martin, San Francisco (at large); Michael Meth, San Jose (COLD liaison).

**2023-2024 quarterly updates, projects, and goals**

1. **Institutional Repositories Working Group (IRWG) update**

IRWG has been working on several updates and customizations to ScholarWorks, including:

* Modifying how “permanent” embargos are handled.
* Improving our documentation and starting to plan for an online handbook (see 4 below), including a glossary.
* Updating the “About” section and making it more prominent on the home page. Adding the Terms of Use and the Access info to the About page so that they are more visible and findable for users.
* Planning for improved statistics, including eventually migrating historical statistical data in from other depreciated systems.

1. **Digital Archives Working Group (DAWG) update**

DAWG ongoing tasks and work include:

* Beginning in August, a new round of public interface beta testing of the CSU Archives DAMS was launched by DAWG members. This resulted in new reported bugs and design priorities to assist David Walker and the development team, Softserve, with improving database performance and creating customizations for CSU Archives. The data is currently being processed by DAWG members.
* In September DAWG met with the Linked Data Task Force (LDTF) to explore how linked data can be further developed and deployed for our systemwide database, CSU Archives. In November, a team led by LTDF and DAWG members Yoko Okunishi (CSUDH), Jill Strykowski (SJSU) and Michael Herrick (SFSU) created and circulated [a survey](https://urldefense.com/v3/__https:/docs.google.com/forms/d/e/1FAIpQLSe2REojGmUhd8aaBhia6Azmfn6ERLcezCLXDyIlJKZK5bAlrA/viewform?usp=sf_link__;!!MWueTNF2!Sbq98UhB4w8RhNBcKA4a5UTNZsJrV2fWMVIBAB3U37ckewkf3JxaoNnZz-Dcc2omyRAPyGIJdHve6G8qXinS2R4pGGt7VCFq2g$) via the CSU digital repository listserv regarding opinions of, and willingness to participate in the development linked data within archives in the CSU.
* In order to provide digital services support for campuses that are migrating their collections to CSU Archives, DAWG is forming teams in November to provide documentation in the form of best practices, workflows, and tutorials in the areas of policies, database management, metadata, digital reformatting, and digital preservation.

1. **DRC (all): Hosting and planning 2024 Digital Repositories Annual Meeting**

* UPDATES: the event will be held as a hybrid in-person/online event and hosted at CSU San Marcos; time and date are TBD (likely June or July 2024), but it will be limited to one full day rather than two half-days when held online. Host campus may require attendance fees to cover costs ($30/person est.), and a cap of in-person attendees at approximately 45 participants.
* OUTCOMES: event planning, hosting, and support both online and on  
  location are in progress and on [schedule](https://calstate.atlassian.net/wiki/spaces/DRC/pages/1225916438/Digital+Repositories+Annual+Meeting+Planning+Document);

1. **DRC (IRWG and DAWG liaisons): committee documentation and campus toolkits projects**

* UPDATES: IRWG/DAWG groups meeting periodically to gather documentation and create toolkits that combine knowledge of practitioners across the CSU;
* OUTCOMES: intended as formalized work-group specific documentation manuals, modeled after Publishing Interest Group’s Journal Publishing Guide [manual](https://journalguide.calstate.edu/)

1. **DRC (all): Audit of the ScholarWorks repository**

* UPDATES: DRC members are reviewing criteria from the Trusted Repository Audit Checklist (TRAC); several meetings have examined these criteria in depth to measure relevance to CSU ScholarWorks and to identify areas of need and repository development;
  + after initial evaluation several important principles have emerged:
    - Goal of the review is to identify gaps, not to become TRAC certified;
    - Review is intended to delineate best practices for future development of a ‘next generation’ repository for the CSU system;
    - Review is intended to provide a roadmap for subsequent Digital Repository development and best practices;
    - Review is intended to be multiyear for DRC in its evaluation and in action items
    - Review is intended to identify the most important priority areas that might be funded by the CSU system, CSU campus libraries (singularly or in groups), and appropriate grant funding agencies.
* OUTCOMES: report detailing state of the repository and outlining priorities for coming year; and how it aligns with overall goals; ongoing gap and needs analyses of repository services and technology