CSU Digital Repository Steering Committee Annual Report for AY2020-2021

The Digital Repository Steering Committee continues to make significant headway with documenting processes and workflows within the CSU for all things repository related. While the global pandemic may have stopped in-person meetings, we have continued to work remotely. Some updates from the 2020-2021 academic year are:

- Doing data clean-up for the migrations: removing any duplicate records in ScholarWorks and in DSpace, redirecting Handles, hiding migrated records, and eventually removing files from records that have been migrated.

- Continuing to develop and test several customizations to the submission forms, including composite author fields, rich text-formatting for the abstract and title fields, pull-down menus for date fields, and a three-tiered discipline field / facet.

- Planning the all-virtual 2021 Annual Digital Repositories Meeting. (July 13-14th)

- Testing a handful of new integration capabilities for ScholarWorks, including Google Scholar, OAI-PMH, and SWORD.

- The project managers have outlined a number of new, prioritized development projects for 2021, which can be found in our new [development project page](#).

The committee would like to thank the following members who have completed their term: Lana Wood, Mark Bilby, and Lia Ryland. Your hard work and continued efforts are so appreciated. We welcome the following new members to the committee: Katie Lage, Dana Ospina, and Patrick Newell. Mark Stover will extend his term as the liaison to COLD.

Digital Archives Working Group (DAWG)

The Digital Archives Working Group has continued to work towards the CSU's shared goals related to digital, special, and archival collections. The following tasks have been fully executed or continue to be worked on by the group:

- **Distribution and education surrounding a [Campus self assessment tool](#)** which was created in an effort to better understand existing resources and collections throughout the CSU. This self-assessment is designed to help practitioners reflect on existing and potential digital collections infrastructure, as well as help the Digital Archives Working Group determine the systemwide capacity for moving into a shared digital asset management system (DAMS). (completed)
- **The analysis of data gathered from the Campus self-assessment tool** which has started and will continue through the summer of 2021. This task will investigate existing infrastructure and group members will provide feedback to the Digital Repositories

Committee regarding the feasibility of moving into a shared digital asset management system. (ongoing)

- **Test installations of Samvera/Hyrax at the local campus level**. This project led to a full installation of Hyrax at CSU San Marcos, in which the San Marcos team developed detailed instructions on the process, with Dave Walker's leadership and assistance. (completed)
- **[Development of recommendations for digital preservation best practices](link)**. A How-to document was created, outlining general approaches and resources to assist in digital preservation planning. (completed)
- **Continued enhancement of the DAMS [performance evaluation tool](link) and its application in assessing Alma Digital.** The performance evaluation tool was created as a mechanism for determining if a DAMS meets specific functional requirements. The team continued to tweak the tool over the course of the year and is testing it using Alma Digital as the DAMS of choice. (ongoing).

Metadata Working Group (MWG)

- Revised titles to allow for sentence case or capitalization
- Revised how degree fields are handled (change between degree level and degree name), and created instructional text to standardize degree input
- Held a joint meeting between MWG and DAWG, and cooperatively formed a subgroup to tackle overlapping metadata topics
- Type now uses DCMI type
- Genre list was created and is nearing completion, progress can be seen via the MWG meeting notes on confluence
- Simplified and improved copyright fields and language
- Revised Name and Alternative Name fields to address inclusivity issues
- Created suggested file naming format
- Revised Scholarworks submission workforms
- Revised fields on the metadata dictionary in confluence