CSU Digital Repository Steering Committee Annual Report for AY2019-2020

The Digital Repository Steering Committee had a very successful first six months. Creating communication channels and structure for decision-making is necessary and vital for the CSU IR to successfully move forward. The committee has discussed many different issues, including:

- Datacite membership for the CSU system.
- Handle/DOI integration with the IR.
- Expanding the "item types" that are allowed in the IR.
- Systematizing and documenting the workflow around planning and hosting the annual meeting for ScholarWorks.
- Prioritizing development projects with the CO and Notch8.

The committee is excited for the many changes we anticipate in the upcoming year, including the final campus migrations and the development of next steps for the Digital Archives Repository for the CSU. The committee would like to thank the following members who have completed their term: Elizabeth Altman, Patrick Newell, Stephen Kutay, and Elyse Fox. Thank you for the hard work you have done, and your contributions to the committee.

Metadata Working Group (MWG)

 The Metadata Working Group commenced it's charge in the winter of 2019 by reviewing and finalizing the documentation created by the former ScholarWorks Metadata Interest Group. This project focused on consolidating the various iterations of metadata modelling, evaluating the documentation against the live work forms in the production instance of Hyrax, as well as soliciting feedback from campuses regarding various metadata elements. For example, from Jan-Feb 2020, the group distributed a survey to campuses requesting recommendations on the proliferation of identifiers in existence across existing campus metadata, and the need for identifiers in the new system. While an evaluation of existing metadata had uncovered many patterns and similarities, the MWG has always tried to be inclusive in the process to ensure campuses can advocate for their needs. This process led to a recommendation for the implementation of identifiers in mid-Feb (more detailed project information can be found here). The culmination of the iterative process of finalizing the various metadata fields and usage across all work forms, including review of the work forms to facilitate accessibility and user experience, was to distribute an easily digestible and user-friendly metadata dictionary via ScholarWorks Confulence: https://calstate.atlassian.net/wiki/spaces/SCHOL/pages/890109957/Metadata+Dictionary (more detailed project information can be found here).

In addition to consistently fielding comments and recommendations from campuses, the MWG has begun working with the Digital Archives Working Group on a set of metadata recommendations for Digital Archives. The MWG and DAWG held their first quarterly meeting in April (postponed from March due to COVID-19), and will continue to hold a minimum of quarterly meetings to facilitate their process. The project outline and metadata considerations proposed by the MWG can be found here. These considerations were based on an review of the ScholarWorks migration process, especially the need for

metadata evaluation and remediation efforts in the beginning stages, as well as the unique need for interoperability between Content Management Systems and aggregators (e.g., CDL).

FY 2020-2021 Projects include:

- Working on bulk metadata updates to address residual issues with content display for Degree level, degree name, and any other lingering issues that are more apparent now that the majority of campuses have been migrated
- Implementing a CSU Discipline facet (see UC's bePress)
- Establish metadata fields for and split the ETD from the non-ETD (i.e., other student research) workforms.

Digital Archives Working Group (DAWG)

Task Summary for 2019/20

In order to support the objectives of implementing a Digital Asset Management System for CSU Digital Collections/Archives, the Digital Archives Working Group has undertaken the following projects:

- The Campus Repository Personnel Registry and CSU Repository Personnel Targeted Email List.docx was created to support both broad and targeted communication for ScholarWorks and Digital Collections personnel across the CSU. The contact information gathered in the registry was used to update the existing Listerv at digrepo@lists.calstate.edu.
- In consultation with Chancellor's Office personnel and the Metadata Working Group, DAWG is creating a digital archives development plan to outline and sequence areas of DAMS for the digital collections rollout.
- In order to facilitate campus readiness and collect data for using a shared DAMS for digital collections, DAWG is creating the Campus self-assessment tool. Upon completion, committee members will schedule one-on-one orientations of the tool with interested campus personnel later in the year.
- DAWG has solicited four campuses (CSUSM, CPP, CSICI, CSUN) to create DAMS testing installations of Samvera in order to begin to build system-wide workflows, recommendations, and configurations of Samvera/Hyrax. To compliment this task, DAWG is creating a DAMS performance evaluation tool that scores system performance against the CSU Libraries DAMS Report for Functional requirements.
- To support digital preservation activities, DAWG is investigating the DAMS features to make workflow recommendations to campuses interested in applying them to their local digital preservation regimens.
- DAWG will continue to maintain a consistent line of communication with both the Digital Repositories Committee as well as the Metadata Working Group in the form of committee check-ins, Confluence documentation, and project consultations.