

CSU Digital Repositories Committee Annual Report

AY 2021-2022

The 2021-2022 academic year was a busy and productive one for the Digital Repositories Committee. Both working groups carried out essential work for ScholarWorks and the new Digital Archives Repository. Their reports will follow this introduction.

Some highlights of the work completed by the steering committee include:

- Convening the Work Forms Task Force for focused refining of the submission forms and metadata schemas that are currently in use in ScholarWorks.
- Continuing to review and provide iterative changes and enhancements to current documentation, including committee charges and instructions.
- Assessment and report on using [Samvera for the Digital Archives repository](#).
- Planning and recruiting members for the [Digital Archives Pilot, which will, over the summer, develop and test a new Samvera instance to support a systemwide digital asset management system](#).
- Reviewing proposals from CSU constituents to assess potential systems and services, including:
 - Quartex (proposed digital asset management system)
 - [OpenAlex](#)
 - [Tesseract](#) OCR software
- Planned and hosted the [2022 CSU Digital Repositories Annual Meeting](#).

The committee would like to thank the following members who have completed their term: Carmen Mitchell, Patrick Newell, Mark Stover, Melissa Seelye, Nicole Shibata, Eric Milenkiewicz, and Alyssa Loera. Your hard work and facilitation is so appreciated!

We welcome the following new members to the steering committee: Andrew Weiss, Erik Beck, and Steve Kutay.

Metadata Working Group (MWG)

The Metadata Working Group continued guiding metadata remediation efforts for Scholarworks while introducing new co-working strategies for project managers. With increased planning for a CSU-wide digital asset management system, the group revised their co-chair arrangement so one chair focused on ScholarWorks (Melissa Seelye) and the other on collaborations with DAWG (Nicole Shibata). Melissa stepped down as co-chair in April 2022 and Robert Browder (SFSU) joined MWG early as a standing member.

MWG's major accomplishments for AY 2021-2022:

- Recommended a Work Forms Task Force. David Walker convened and led the task force, which has introduced two new forms focused on presentations and student projects, streamlined existing forms, added new fields and eliminated old, under-used ones, and developed new flexibility for campus-specific customizations within forms.
- Melissa proposed and led the [Field of the Month Initiative](#), which kicked off in October 2021. The purpose of the Initiative is to assist with implementing AY 2020-2021 recommendations to revise a variety of fields. Each month, the MWG highlighted one ScholarWorks field, rolling out revised help text on the work forms and guidance to campuses for required vs. optional metadata clean-up. This information was shared at the Digital Repositories Open Forum meeting (the first Friday of each month) as well as through email communications with project managers. Melissa also led a successful co-working session with ScholarWorks project managers to clean up Title field metadata on February 3, 2022.
- Melissa created an [analysis spreadsheet of ETD degree name data](#), carrying forward MWG's recommendations from last year:
 - a. Abbreviate degree name in Degree Name field and leave free-text
 - b. Create new, free-text field for Program name
- Nicole took the lead in coordinating conversations regarding the CSU-wide DAMS between the MWG and DAWG and led metadata analysis and cleanup for the Summer 2022 DAMS Pilot.

Future plans:

- For AY 2022-2023, the MWG will transition to become the new Institutional Repository Working Group, which will include metadata for ScholarWorks as part of its charge, leaving digital archives metadata issues to DAWG.
- Convene a collections task force to review the existing collections form and make recommendations on which metadata fields should be included.

Digital Archives Working Group (DAWG)

The Digital Archives Working Group (DAWG) has continued to support the development and implementation of a systemwide digital asset management system (DAMS) that will support the creation, discovery, and preservation of digital collections maintained across the CSU Libraries. The following tasks have been completed in the 2021-2022 AY:

- Created a charge for DAWG to help guide the group's work and better define its role in relation to not only the development and implementation of the Digital Archives repository, but also the ongoing management of it once it's operational and in-use across the system.
- Completed the DAMS Self Evaluation Toolkit Report:

- The goal of this initiative was to measure campus interest and readiness for a transition to a shared digital asset management system for digital archives.
- Some key takeaways from the report are as follows:
 - 9 campuses completed the self-evaluation
 - 100% of respondents indicated they would use a unified DAMS in some capacity
 - 56% for digital asset management and discovery
 - 44% for harvested objects and/or metadata from their current system
 - 89% of respondents cited a lack of staffing for digital archives-based work which may impact the adoption of a DAMS.
 - Common themes emerged around the lack of available digital content policies and workflows, as well as with discoverability issues surrounding digital archives.
- Completed the Hyrax Testing/Assessment Final Report:
 - Tested and assessed Hyrax (using a San Marcos-hosted instance) using the “CSU DAMS Performance Evaluation Tool for Digital Collections” to determine whether this platform meets the backend/frontend functional requirements set forth for CSU Digital Archives
 - Some key takeaways from the report are as follows:
 - The DAMS backend assessment confirmed that Samvera/Hyrax meets or exceeds 90% of the required functions, and meets or exceeds 86% of the preferred functions.
 - The DAMS frontend assessment confirmed that Samvera/Hyrax meets, exceeds, or is developing 90% of the required functions, and meets or exceeds 67% of the preferred functions.
- Facilitated the start of the Digital Archives Pilot Project in collaboration with the Chancellor’s Office.
- Updated the Campus Personnel Registry.
- Started the “CSU Digital Archives Development Plan” to help guide the ongoing work of DAWG.