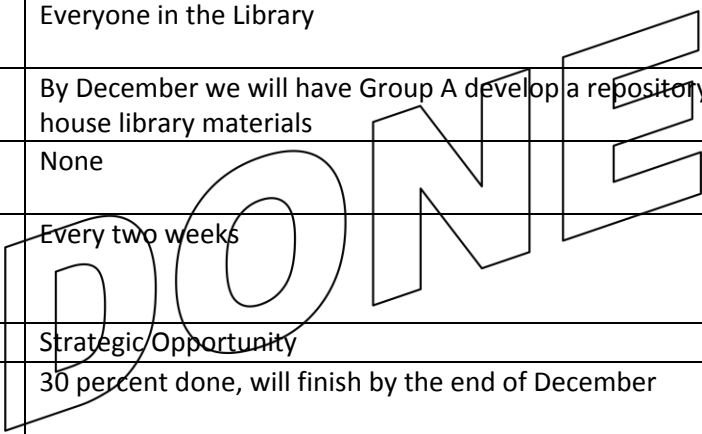


**DLIST Team Progress Report**  
**March 5, 2008**

<b>Report on DLIST Projects</b>	
Please see our website for more details of other projects DLIST is involved in	
<b>Project Name</b>	<b>Institutional Repository System Design</b>
Stakeholder teams	All teams
Outcome or output expected (from charge)	A stable, library supportable environment for all of the Library's current digital assets. In addition, there is increasing demand from a segment of the Library's primary customers, e.g. faculty members, for the Library to host and provide access to various forms of the University's intellectual content.
Related Quality Standards (macro Critical Process header)	
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	
Type of project <sup>1</sup>	Strategic Opportunity
Progress relative to expected timeline (%)	50%
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	
Next Steps	Install hardware infrastructure and continue system development
<b>Project Name</b>	<b>Institutional Repository - Development of Internal Digital Materials' Policies and rules for the implementation team- Design Group A</b>
Stakeholder teams	Everyone in the Library
Outcome or output expected (from charge)	By December we will have Group A develop a repository of in house library materials
Related Quality Standards (macro Critical Process header)	None
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	Every two weeks
Type of project <sup>1</sup>	Strategic Opportunity
Progress relative to expected timeline (%)	30 percent done, will finish by the end of December
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	Change in the charge and clarifications of some points.
Next Steps	Collected data about the digital projects in the library and create business rules



<b>Project Name</b>	<b>IR Process and Team Group B- charge creation for the next team</b>
Stakeholder Teams	Everyone in the Library
Outcome or output expected (from charge)	Group B will work on a charge for needs assessment and will propose a new charge to Cabinet in consultation with Group A to form a new team to do a needs assessment in the campus and community
Related Quality Standards (macro Critical Process header)	None
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	None
Type of project <sup>1</sup>	Strategic Opportunity
Progress relative to expected timeline (%)	25 percent
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	Clarification on the charge
Next Steps	Start creating a needs assessment charge for the next team
<b>Project Name</b>	<b>SET - ASDM Phase II</b>
Stakeholder Teams	Arizona-Sonora Desert Museum
Outcome or output expected (from charge)	Completed September 30, 2007
Related Quality Standards (macro Critical Process header)	
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	More than 5,000 images are currently in the ASDM Digital Library.
Type of project <sup>1</sup>	Grant
Progress relative to expected timeline (%)	Original end date was July 31, 2007. ASDM requested a 3 month no-cost extension from IMLS to allow ASDM to add additional images to the collection
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	<a href="http://desertmuseum.library.arizona.edu/search/index.php">http://desertmuseum.library.arizona.edu/search/index.php</a>
Next Steps	

<b>Project Name</b>	<b>SET - ASDM Phase III</b>
Stakeholder Teams	Arizona-Sonora Desert Museum
Outcome or output expected (from charge)	Arizona-Sonora Desert Museum (ASDM) has decided to not to continue the partnership with the Library for Phase III of the ASDM Digital Library grant. Justin will be working to transfer the site files to ASDM. ASDM expects to have their site operational by October 23. Once we've received confirmation that their site is active we'll redirect to their new site.
Related Quality Standards (macro Critical Process header)	<b>CANCELLED</b>
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	
Type of project <sup>1</sup>	
Progress relative to expected timeline (%)	
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	
Next Steps	
<b>Project Name</b>	<b>SET - Gateway Tablet PC Grant - Tier 1</b>
Stakeholder Teams	SET owns - we are providing the hardware
Outcome or output expected (from charge)	Laptops for Grant research project
Related Quality Standards (macro Critical Process header)	<b>DONE</b>
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	
Type of project <sup>1</sup>	
Progress relative to expected timeline (%)	
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	
Next Steps	Change in ordering system by Gateway and communication issues with UA purchasing has delayed the arrival of the Tablets. Create special ghost image, image and give to SET

<b>Project Name</b>	<b>Parents Assoc. - Portable Projection Pilot</b>
Stakeholder Teams	Carla
Outcome or output expected (from charge)	Purchase laptops and projectors for student loan use
Related Quality Standards (macro Critical Process header)	
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	
Type of project <sup>1</sup>	Parents Assoc./Tubbs Foundation
Progress relative to expected timeline (%)	80%
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	Not having a group or person to discuss the needs of this project has made it difficult
Next Steps	Ghost, test with projectors and write up user documentation for students
<b>Project Name</b>	<b>III - AHSL - Phase 1</b>
Stakeholder Teams	TST owns, DDT, UST, AHSL
Outcome or output expected (from charge)	Ability to access and circulate AHSL records from the III catalog
Related Quality Standards (macro Critical Process header)	
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	Testing bib loads and how they display in the OPAC/millennium has been time consuming, but a valuable experience. It is going well and we are on target for November's full load.
Type of project <sup>1</sup>	Student Fee
Progress relative to expected timeline (%)	60%
Barriers/Questions/Issues ("We need help with..." "You need to know..." etc.)	Migrating another outside catalog into Innovative has never been done before, so the group is encountering many new issues with definitions and how our system is currently set up.
Next Steps	Scopes to be created in October. Full bib load 1st week of November.

<b>Project Name</b>	<b>RadioCarbon</b>
<b>Stakeholder teams</b>	<b>SET</b>
Outcome or output expected (from charge)	In addition to hosting the Radiocardon archives the Library will host the current issues. Since the current issues are available only to subscribers, we are developing an authentication module. We are also developing an administration module so the editors can maintain their subscriber lists.
Related Quality Standards (macro Critical Process header)	<b>DONE</b>
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	
Type of project <sup>1</sup>	
Progress relative to expected timeline (%)	
Barriers/Questions/Issues (“We need help with...” “You need to know...” etc.)	
Next Steps	November 15--Release the new “site” to the editors of RadioCarbon for testing
<b>Project Name</b>	<b>Cool IT Room</b>
Stakeholder Teams	Entire Library
Outcome or output expected (from charge)	Computer hardware and software for Library staff testing and learning
Related Quality Standards (macro Critical Process header)	<b>DONE</b>
Statistical Updates (beyond the normal monthly/etc. data that teams already collect)	
Type of project <sup>1</sup>	
Progress relative to expected timeline (%)	
Barriers/Questions/Issues (“We need help with...” “You need to know...” etc.)	Some equipment was held for possible Stream Team use due to Gateway equipment delay. Also, more urgent strategic projects have hindered the progress of this project
Next Steps	Finish hardware setup, testing and creating sign-out process and inventory control.
1 - Strategic Opportunity, Student Fee, Team Ongoing, Team Short Term, Grant	

<b>Report on DLIST Key Quality Standards</b>	
<u>Key Quality Standard</u>	For 85% of all Helpline calls users will receive a response within an hour
Meeting or not	Meeting
Why not meeting	
Next Steps to meet	
<u>Key Quality Standard</u>	85% of all Critical Helpline will be resolved by a team member within 4 hours of entry into the database
Meeting or not	Meeting
Why not meeting	
Next Steps to meet	
<u>Key Quality Standard</u>	85% of all Priority Helpline will be resolved by a team member within 24 hours of entry into the database
Meeting or not	Meeting
Why not meeting	
Next Steps to meet	
<u>Key Quality Standard</u>	85% of all ASAP Helpline will be resolved by a team member within 3 days of entry into the database
Meeting or not	Meeting
Why not meeting	
Next Steps to meet	

<b>Information the Library Needs to Know</b>	<b>Office 2007</b>
Trends, barriers, questions	
Work that will impact other teams: "We need help with...." "You need to know...." Etc.	XWING will begin rolling out Office 2007 to all staff in March. With the recent release of Service Pack 1 from Microsoft, we have found that it solved many of our testing issues. However for those with handheld pda's or specialized Outlook settings, XWING will still need to visit your computer for final touchups. Therefore, the rollout will be based by team and location. We will have a schedule as the time gets closer. In the meantime, XWING is working on a project to swap out the older staff computers with machines that will be able to handle Office 2007. Those of you who've had your computers swapped out (mainly MAT and UST) should already have Office 2007. For more information about using Office 2007, please visit the intranet page at <a href="http://intranet.library.arizona.edu/teams/dlist/">http://intranet.library.arizona.edu/teams/dlist/</a>
Highlights (peak work times, personnel changes, etc.)	
<b>Information the Library Needs to Know</b>	<b>IT Security</b>
Trends, barriers, questions	
Work that will impact other teams: "We need help with...." "You need to know...." Etc.	We continue to meet with team. Please see <a href="http://intranet.library.arizona.edu/teams/dlist/security.html">http://intranet.library.arizona.edu/teams/dlist/security.html</a>
Highlights (peak work times, personnel changes, etc.)	
<b>Information the Library Needs to Know</b>	<b>Ghost Images</b>
Trends, barriers, questions	
Work that will impact other teams: "We need help with...." "You need to know...." Etc.	Issue – DLIST re-images all the public computers twice a year. This is a very long process. We have been able to reduce the number of different images we have for the IC's by 3 because we can now use one image for all types of PC computer models. This has given us more time. Yet, during this same time, the Library has implemented new projects that have increased the number of images we have had to create. Last year, loaner laptops (47 total), projector room computers (3), and specialty software computers (2) have added 3 more types of images. This year two more projects, tablets and projector laptops, have added another 2 types of images. These special projects with special requirements have unique hardware that requires unique images. This has increased the amount of images XWING must re-do twice a year. In addition, laptops are more time consuming to re-image because the hardware must be brought up to DLIST, connected, imaged, and returned. XWING will not be able to continue to absorb new hardware projects that increase our imaging needs indefinitely. DLIST will ask for more student wages.
Highlights (peak work times, personnel changes, etc.)	

## UAL Digital Repository Project Team

Team Members:

Bess de Farber –Partners Team

Yan Han – TST

Doug Jones - SET

Sharon Knowlton – DLIST – Sponsor to Cabinet

Amara Koenings – SCFAH

Tom Marshall - TST

Atifa Rawan - SST

Joan Schlimgen- AHSL

Hayri Yildirim – DLIST – Team Leader

Facilitation by Shelley Phipps

The team looked at the following in order to create a Customer-driven, definition of services, preservation and content guidelines for 07/08 materials and materials current and known to be deposited in a library repository.

Recommendations were made as follows:

1. Looked at the existing digital materials to evaluate bringing them together in a centralized infrastructure in the Digital Repository;
2. Recommendation on the digital materials that should go into the Digital Repository;
3. Made proposals for
  - a. Deposit terms/Agreements
  - b. Digital preservation issues
  - c. Access use statements, and
  - d. Withdrawal policies.

The team has drafted a charge to a team that will conduct needs assessment, define requirements, draft goals and develop a business plan for a campus-wide digital repository.

The team was charged with preparing a cost analysis of providing a repository for 07/08 materials and cost analysis projections for future library repository materials (text, image, audio-visual, datasets, learning objects). The cost analysis will be done in detail as part of the Digital Commons Phase II Project Team for a Campus Wide Digital Repository. The cost analysis was not done at this stage because the charge of this team was limited to existing library materials.

A name for the institutional repository that is highly descriptive and memorable for those who will use it in the future was selected: Digital Commons.

The team completed their work December 31, 2007.

The team's final report: [Digital Commons Guidelines for the Digital Repository of the University of Arizona Libraries](#) is available at the [Institutional Repository Team Intranet Site](#) .