Summary Report of Conference Call

August 10, 2001

1. STATUS

That with 18 completed records (15 more "prematurely completed") and 77 records still in holding (all of these untouched?) we need a plan to finalize the status on those records from whose contacts we have heard nothing. Lauryl will draft a "final note" to be delivered just after Labor day. If we then have no response by, say Sept 17?, we should drop from them from further consideration for the database.

2. RECORD RETRIEVAL

Matt confirmed that catalogers themselves can retrieve records from the "completed" directory for further revision.

3. WORK-FLOW

John raised our need for a clear work-flow chart and would sketch one out for our consideration. He proposed four directories (untouched by project director; in progress; in hands of catalogers; complete), that might be accessible via the web for the working group to see monitor easily.

4. HELP DOCUMENTATION

Lorna and Chuck will move forward with producing necessary help documentation for sites completing records.

5. RIGHTS STATUS

Rights - The rights status of projects had to be recorded; catalogers should directly contact project directors one additional time if rights information is not given. If not available, it would be reported as unknown

6. CDs

We will accept CDs; if records cannot be fully cataloged, cataloger should request a comp. copy of the CD for cataloging purposes.

7. OTHER PROJECTS

If project directors volunteer other projects, catalogers can send a "new submission form" explaining the basic need for a project to have been funded and having undergone some form of peer review.

8. INCLUSION OF OTHER FUNDER RECORDS

John reported a conversation with Joan Weinstein at the Getty grant program, in which she indicated interest in considering submitting records of Getty-funded projects. John will send an introductory note to David who will then invite the Getty to participate in a scaled-down version of the NEH's participation.

David reported considerable interest in the UK's Arts & Humanities Data Service to supply information on AHRB-funded projects. We will wait until we have a workable prototype before moving forward.

Also staff at the UK's HUMBUL, which is cataloging digital resources in the humanities, were keen to establish a relationship to this database that helped clarify the differences between the two projects.