Board of Directors Meeting: University of Kentucky, June 2, 2004

Present
1. Suzie Allard (University of Tennessee)
2. José Luis Borbinha (National Library of Portugal)
3. Vinod Chachra (VTLs)
4. Scott Eldredge (Treasurer, Brigham Young University)
5. Edward A. Fox (Executive Director, Virginia Tech)
6. John H. Hagen (West Virginia University)
7. Delphine Lewis (ProQuest)
8. Joan K. Lippincott (Coalition for Networked Information)
9. Gail McMillan (Secretary, Virginia Tech)
10. Joseph Moxley (University of South Florida)
11. Ana Pavani (PUC Rio, Brazil)
12. Sharon Reeves (Library and Archives Canada)
13. Peter Schirnbacher (Humboldt University)
14. Shalini R. Urs (University of Mysore, India)
15. Eric F. Van de Velde (Cal Tech)

Guests
16. Baby Johny (Cochin University of Science and Technology, Kerala, India)
17. Susane Copeland (Robert Gordon University/JISC)
18. Austin McLean (ProQuest)
19. George ________________ (Portugal)

Conference call participants: 10:30 am – 12 pm
20. Julia C. Blixrud (ARL, SPARC)
21. Thomas B. Hickey (OCLC)
22. Denise A. D. Bedford (World Bank)

Absent
1. Alex Byrne (Australian Theses Program)
2. Peter Diepold (Humboldt University)
3. Jean-Claude Guédon (University of Montréal)
4. Sarantos Kapidakis (Ionian University)
5. Claudio Menezes (UNESCO, Uruguay)
6. Axel Plathe (UNESCO, Paris)
7. Mohsen Tawfik (UNESCO, India)
8. Felix N Ubogu (University of Witwatersrand)

Welcome (Fox)
We all wish Julia the best.

Agenda (Fox)
Identified items to save for conference call.
Minutes Fall 2003 (McMillan)
Approved by acclamation

Reports from Standing Committees (Chairs)

Awards/Allard
Adobe wanted to broaden the award beyond acknowledging student works. They added a leadership award and “what does ETD mean to you” but there were no nominations for the latter. A small number of ETDs were nominated, but two excellent winners—one traditional PDF format and an open format, multimedia format. Award citation in conference packet. Append. Will be given out at Thurs dinner that is sponsored by Adobe. Supposed to be 2 leadership awards, but additional one this year. Ed Fox, Shalini Urs from India, and Ana Pavani from South American.

Next year want to find additional sponsorship and perhaps have some funds remaining to add to subsequent year’s awards left. Lesson learned: promotion needs to begin much earlier.

Discussion
SA: Student winners could not come to conference due to late notice. May get to see one on video during the conference.
Fox: Wants to get award winners more broadly recognized than the NDLTD.
VC: The Union Catalog can feature the winners and will.
JB: Inform through organizations such as NSDL.
DL: ProQuest may add to currently being developed, new platform.
TC: Will add to ADT sight. Still need to build the profile.
GMc: Get to the university administrators from the winning institutions to participate in the conference.
SA: We’ve begun to build the infrastructure.
SR: Are non-NDLTD members eligible?
SA: No, it is a benefit of membership.
EF: Contact winners’ employers. This would be good for their careers.
SA: One is a musicologist who got a position at USF in ethnomusicology.
JH: Have informed Chronicle of Higher Education.
EF: Thanks to the committee for their groundbreaking work

Bylaws/EV
EF asked EV to watch throughout the meeting that we adhere to the Bylaws.
EV: There are no changes.
EF: We need to look at membership of BoD and Committees’ memberships.
EV: there are 5 standing committees. Other committees can be established, as was the Awards Committee.

Conferences

Kentucky/Allard
Beth Kramer has been excellent to work with. Everyone should be so lucky.
Over 200 registrations; 19 countries (17 coming), 28 US states will be represented.
23 registered for preconference Rookies
17 memberships paid through conference registration. Let’s look at this for future conferences.
Fewer sponsors than she would have liked due to several factors including the US economic situation, not enough time for example through working with Adobe in their promotion of PDF. Suggested that we create a committee for NDLTD sponsorship.

Have prepared conference bags for every registrant; includes conference, program, schedule at a glance. They are in good shape for smooth conference. Most of conference will be in the Student Center, rooms together along with dining. Reception in Young Library (where Board is meeting) Fri. Dinner at Horse Park, with shuttle to/from hotel. New this year: Rooky session prior to conference. Included lunch before first plenary session to help people get acquainted before the sessions begin. Social networking to help with conference. Poster session at the Young Library during the reception. Haven’t had a poster session since Florida.

Discussion
EF: How can we formally thank the university?
SA: This year there was multiuniversity support: University of Kentucky, University of Tennessee, and West Virginia University
SA: She’ll be asking Board members to moderate sessions and make sure that the sessions move along.
PS: Any sponsors other than Adobe?
SA: Not successful. Contacted Sun. Didn’t have enough time to cultivate. AP gave leads on scholarships, but it came too late. Need to start sooner. This is why we need a committee. Explanations were the US economy and the war in Iraq.
PS: This is important and he will serve on the new sponsorship committee
SA: Make this a committee of the NDLTD, not the conference. Sometimes there are also regional sources, particularly for sponsoring registration of people from their areas.
PS: Could be larger than the conference needs.
EF: Conference host should be member.
EV: Possibly the nominating committee could consider a development professional to serve on the BoD and the Development Committee or Sponsorship Committee
TC: Alex Byrne and Andrew Wells from ADT are working on sponsorship for the 2005 conference.
SA: Evaluation of the conference: similar to German one to share their experience because it covered everything very well. In the packet so all registrants will receive one to complete and turn in.
SA: Procedural experiences will be documented but it changes somewhat for different conference organizers. She and Beth will be documenting for future conferences.
TC: Is looking forward to it, like a knowledge base to see what works.
SA: All current and past conference chairs are very willing to share their experiences.

EF: Let’s talk about the size of the conference. 200 seems about right. Diversity is good even without UNESCO support.
SA: UNESCO was not forthcoming. She suggested that conference goers ask UNESCO directly.
EF: We want to do what we can to be inclusive.
SA: University of Kentucky priced according to previous conferences. If it was lower, more would come. Suggested around $200. University of Kentucky asked for a discount for their librarians and land grants.
GMc: The sponsoring institution should get a break on registration.
AP: The international travel costs are prohibitive.
EV: The only way to get air travel is to have our conference coincide with another conference.
SU: Yes that is what she and her Indian colleagues have done by coming also for JDCL.

* Handouts provided by NDLTD Secretary. Others should remember to give her copies for the official record. 
Australian Conference/Cargnelutti

Target 200-250 attendees. Trying to keep registration fee as low as possible, ~#300 AD. Trying to make the conference appeal to the region, China, southeast Asia, Pacific rim, etc. Significant regional focus. Materials included in this year’s conference packet. On 31 May conference web site came live. URL

Have venue and support services; UNSW will host whole conference. Finalizing the conference organizer. Have been promoting around the country. Sponsorship includes Council of Australian Libraries, Asia. Federal government and the Department of Education, Science, and Technology; National library of Australia; ProQuest; and ExLibris have made a commitment. New Zealand universities have joined ATP so it will become the Australasian Theses Program. The theme for conference will be about Australia as the most ancient continent of continuous knowledge for 50,000 years. Also looking at involving developing a prize or reward for outstanding indigenous students.

JH: How can I get involved?
EF: You just did
SU and SE raised their hands.
SA: Program committee was distributed. Conference committee was mostly local.
TC: ADT committee includes Andrews Wells, university librarian; Alex Byrne, Robin Benjamin, Helen Mandle, Sue _________, from Tony’s staff
TC: Would like to have papers refereed.
SA: This year and previous abstracts were refereed.
VC: Air fairs from LA/DC would be beneficial: Delta. Specify a starting location
TC: UNSW has connections with hotels. We’ll explore that with Qantas, etc.
EF: He is IEEE Tech committee on DL chair. They may be willing to co-sponsor
GMc: Say again when Joan is here. Perhaps CNI and ARL would also co-sponsor
EF: Other family members may want to travel too. What could the conference organizers do for them?
EF: What about Foundations that could support.
SU: Ford and Mellon may be willing to help.
EF: Digital library community is doing a lot, for example in Korea, Singapore, etc.
TC: Yes, Andrew Wells and TC are going to major Asian digital library conferences in part to promote ETDs2005. CAUL is involved.
GMc: Next month she is making a presentation in Great Britain that can include a plug for ETDs 2005 in Australia, and could distribute ETDs 2005 business cards with URL
SR: At Canadian presentations she will also promote ETDs 2005.
AP: She will promote ETDs 2005 in Venezuela in July at digital library conference.
TC: DOGS: deans and directors of graduate studies in Australian will be involved in the conference.

SE: How will this fall conference effect the usual fall meeting of the BoD?
SA: We’ll have BoD meetings in the fall 2004 and spring 2005 in the US. [Late JL says this will be fine with ARL and CNI.]

EF: Let’s discuss the locale of future conferences.
SA: 3 were interested. Morocco withdrew for 2006 but interested for the future.
AP: The situation in Brazil is strange.
SU: The University of Mysore is interested in hosting the 2006 ETD conference. ETD movement in India is taking off now. She will see if other university will help also.
EF: Where are conference attendees coming from?
PS: Berlin had 340 participants. 100 Europe: 60 Germany, 20-30 Scandinavia, France, and Netherlands.
US: 50. UNESCO funding supports participation from Eastern Europe, Asia and Africa. 46 countries were represented. UNESCO funded about 60 participants.

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TC: Regional participation is good and NDLTD should support that.
PS: Yes, Eastern European participation was good.
EF: Strategic planning is important. Adobe’s support was a 2-year commitment.
SA: Adobe was very interested in Japan and Western Europe.
EF: Perhaps a US venue between international venues would be better.
JB: Portugal is a possibility.
AP: Brazil would be interested also.
JP: Portugal may be able to work with Moroccan interests in conference.
PS: Universities and partners who would support NDLTD, should be a consideration for conference location. Who are the potential partners for the conference in Brazil?
AP: Several partners in Latin America. The cost of traveling is high and university support is not enough. Language barrier, they do not speak English in general. Therefore a conference in Latin America would draw these people who would not participate otherwise. It is important to have the conference in Latin American, not a regional conference.
AP: Sao Paulo or Rio de Janeiro are the best places. Hubs. 400 kilos apart.
JB: The quality of the presentations was excellent at a recent conference in Brazil. Open source software has been in the news about the work in Brazil. Amazing.
AP: ISTEC sponsors a conference in May. ISTEC=Ibero American Science and Tech has a wonderful network of libraries, labs, and universities
GMc: ISTEC participants came to early NDLTD meetings in DC and are listed in the SC list of participants included in the packet.
EF: US State Department may be helpful.
JH: 2006 conference?
SR: Laval was interested but their situation has changed. Guy was very keen last year but now it is hard to get information. Timing is not good with recent merger of national library and nation archives--new initiatives without new funding.
EF: Short list: Brazil, Portugal, India, and Canada

Conference call with Julia Blixrud, Thom Hickey, and Denise Bedford: 10:30 am – 12 pm.

Standards/Hickey
Not much has happened an outside of DOI.
EF: Membership of committees. Chairs are responsible for the activities of their committees.
Standards Committee includes Suzane Dobratz, Ana Pavani, Sharon Reeves, Pat, and Brian Surrat. A possible addition is Hussein Suleman in South Africa.
JB: Recommends George ________________ [who is participating in this meeting].
G__: working in repository of theses and has been learning about ETDs. JB is his professor.
JB: G__ is also working on national digital library. He’s going to be mapping … METS is one area he is working in.
EF: Let’s have a standards discussion. What should the agenda be for this committee?
TH: In the past, involved in ETD MS, extended DC for TDs; it is getting a little old. OAI is more a compliance issue than an active part of the NDLTD.
VC: Compliance question: Is OCLC having a harvesting problem, VTLS is.
TH: Brazilian data and entities have been a problem at OCLC. Please send examples of French problems
VC: Character set mapping is not correct. Harvested from French sites, not OCLC.

Denise Bedford joined the conference call 10:45 am.
EF: Short list of topics for the Standards Committee:
- OAI
- ETD MS
- LOR
- Structure of ETDs themselves, e.g., XML
- Compliance and training mission of NDLTD
- Open systems: open source software. Many countries have support for open standards

EF to TH: What are the priorities of the Standards Committee?
TH: New people want to know about what the standards are. Need to do more at the conference.
Everybody is using some open source whether ETD MS or other software.
EV: What is the state of XML?
TH: VT software supports it. But there may be others
EF: Revisit ETD MS. Can the committee have a small subgroup to look at it? Add Hussein. ETD
structures themselves is another topic. Many different perspectives on this question. SC could
describe list of successful users.
TH: Not many successful XML implementations
SR: XHTML is in use at Laval
DL: There is a project at the University of Michigan
AP: Cyber theses at University of Chile, Lyon, Montreal, Michigan, German (SGML migration)
GMc: There should be a conference presentation every year on standards so that newbies can become
aware of them.
AP: They have a session on standards in their Latin American training materials. Venezuela is now
discussing and will choose between ETD MS and Brazilian solution. UNESCO in Montevideo has
hired AP to train managers for ETD project. One part addresses all DC, ETD MS, and regional
standard important to Brazilian government. ETD MS will be the standard. Training materials
available in Portuguese and Spanish. She is presenting the main poster session. UNESCO will
distribute from its site. 19 sections in the course.
TC: In Australia ADT and other government-funded projects are looking an institutional repository
solution, particularly metadata, DC and unqualified open archived, within 12 months they will have
metadata standards. Can link from NDLDT to their site. The international community can inform
itself.
TH: South American project—wants to know about extensions to ETD MS. These will be of interest to
everybody. These should be shared. There will be overlap.
AP: Has extended ETD MS to add to the demographics: funding agencies, CNPQ (like NSF in Brazil).
Link from biography of author to CNPQ. All information is qualified by language. Metadata in
French, Spanish, German, English. She’ll send it to Thom—the whole set.
TH: Thank you, this could be a model.
AP: Venezuela is deciding right now on ETD MS.
JB: Perspective of a national library (Portugal)—most university libraries were already members of
national union catalog and tradition of Unicode. Isn’t metadata schema making things too
complicated?
EF: From previous discussions mapping from ETD MS to MaRC based on existing library supports
SR: In Canada harvesting metadata from universities asking for it in DC and ETD MS, with crosswalk to
MaRC 21 to get uploaded into LAC union catalog.
TH: OCLC tried to pass through the versions of the records that they harvest. They don’t created ETD
MS if MaRC is harvested. Everything has DC. It isn’t practical to force everyone to create MaRC.
ETD MS is the best direction but needs some extensions.

* Handouts provided by NDLTD Secretary. Others should remember to give her copies for the official record.*
AP: In Brazil working on the conversion of MARC to NTDBR, problems with universities: not all assign the same MARC fields, missing information (e.g., abstracts). Some of the fields are hard to group together unless you use ETD MS.

TH: Harvesting metadata comes from different streams. For example, author’s names can be different.

EF: To summarize. Need ETD MS cleanup. Problems in the data more than the format. What groups could work on compliance or testing or improving?

VC: He will create validation routines for ETDs if there is a defined cross walk between ETD MS and MaRC.

JB: OCLC, National Library of Portugal (uniMARC), VTLS. Most of the problems with TDs in MARC are problems with MARC info.

AP: National library can have a standard. You cannot tell many universities what to do to sterilize their records.

TH: Need more guidelines at MARC level and codify SR and VC agree

VC: distributed cataloging for ISSN. Validation routines and forms.

GMc: Yes these routines will help libraries deal with problems, but do not expect them to catalog ETDs at a high professional level. It won’t happen at the universities but they might be able to deal with the problem reports.

JB: Yes, validation routines would help, it has been her experience.

TH: Will send request for names to participate in a few weeks.

Joan Lippincott arrived 11:10 am.

Union Catalog/Chachra

See report. 84,721 records in the union catalog. Many languages and 15 other languages than English. SU will provide Indian records. French records have character set mapping problems. Languages are often filled in incorrectly: e.g., Texas. Hesitant to do this. Where can cleaned up records be stored? Over-written records and cleaned up records.

TH: OCLC may be the place. They want these records to be in WorldCat where master records would reside. OpenWorldCat is available to Google.

VC: Who has access to World Cat?

TH: Metadata would be available via Google. Sequence: make what they have now available through harvesting for OpenWorldCat, which would be a staging area into WorldCat proper.

DB: What is the nature of the cleanup?

TH: Mainly duplicate records in different formats.

DB: Do the records have full names, titles, subjects. OR additional work. Google has multiple sources for a hit, but we want a good fielded search in the union catalog.

VC: Vernacular records are not effectively dealt with in Google.

TH: Google does not do cross language searching.

Theses Identifier/Van de Velde

Email discussion began with CrossRef discussion. DOI for ETDs, globally unique, persistent identifier in a citation, click on web and get to full text or metadata in case of open URL. To get this to work, CrossRef requires that NDLTD become a member and be responsible for registration of DOIs. Many thousands of records mean that administrative overhead would be a problem. $250/annual membership fee. $1 per registered theses for 2002-2004. Older content would $.17/theses. NDLTD must bill members and pay CrossRef. CF is very particular about metadata. Ongoing maintenance would be more work (e.g., updating DOI record when links change). CR requires an effort to educate students to use DOI in their citations. Less flexible for journals.

EF: What tools are there?

EV: Asked but no answer yet.
EV: There are other ways to attach DOIs. We could do it ourselves with the direct agency involved [OIR?] In this way we would have control and it may cost less. Other identifiers, like ISBNs, are good but not as web references. ISBNs are becoming such because of open URL work. NISO has initiated a URN scheme, InfoURI, many identifiers can become referenceable (including the Library of Congress, OCLC WorldCat control numbers). ERRoLs also have a persistence problem, like ? He’s ready to recommend that NDLTD work with CrossRef to become a sponsoring member and start working on the administration involved in assigning DOIs. Could be paid with annual membership fee. VC suggested that we might want to charge more than we pay to CR to cover the administrative costs.

AP: The operation could be similar to ISBN, where you get a range of numbers.
EV: Quality assessment of metadata, maintenance of moved locations; CR billing systems. Regional or national
TH: Identifier schemes are not exclusive. Main question is cost. This is a barrier. WorldCat records would offer some of the benefits of DOI. [CR has its own search system.] Persistence and resolvability is important. OAI let people maintain metadata locally. Would want to update DOI from OAI.
EV: Other issues include open URL that is metadata based would mean you wouldn’t need a DOI.
EF: Wish within 5 years if ETDs in WorldCat, ProQuest, etc. accessible through persistent and resolvable locators.
SR: ETDs in Canada have unique and persistent URLs and LAC is committed to this.
EF: It’s time to make a decision or create a process for the decision.
TH’s thoughts: if the member see usefulness, then NDLTD is a good forum for a coordinated activity. We could get along without them.
EV’s thoughts. Start by becoming a member of CrossRef and get negotiations going. See if the members are interested before making a lot of investment in infrastructure.
JL: What would the consequences for Cal Tech, for example?
EV: He’d promote DOIs because they would provide increased visibility. The uptake in the journal literature, linking into that system would make theses more visible.
VC: Make it affordable. Costs will be passed on to the students. $17 is affordable.
EF: NDLTD should only do it if one or more partners agree to be our agents in carrying this out. We don’t want to have a central administration to do this.
AP: re what if members don’t buy in
SR: Can’t include Canada because they don’t have the staff.
JB: Costs, even a small one.
VC: Can participate because a system is in place for example for ISSN. It would be for a service fee, not free like union catalog.
EF: Usual markup would be reasonable.
DB: There are tools for example for generating metadata, work well and would work with others to test on their metadata.
EF: TH and DB will talk about this
EF: VTLS (and others?) will construct a business plan
JB: include in that plan the institutional resources that would be required.
EV: Will work on it more. Perhaps we need more official members.
EF: With business plans forthcoming, EV will continue negotiations with CrossRef.

Lunch break. Joe Moxley arrived at 11:50 am. Hung up at 11:55 am from Julia, Thom, and Denise.

VC: Moved that the Bylaws Committee be abolished.
JC seconded. Voice vote approved

*Handouts provided by NDLTD Secretary. Others should remember to give her copies for the official record.*
EF: No Executive Committee report.

Finance Report/Eldredge
Distributed handout
  Will send invoice to all current members? Who to send them to? Institutional contacts.
  Today’s earlier discussion included potential new budget categories.
  Haven’t yet received money from Adobe for the awards.

TC: ADT is a consortium of 38 members and New Zealand universities will be joining.
SE: There is a consortia membership.
SE: 501c3 status--NDLTD has until Aug. 1 to register as a non-profit organization. Needs paragraph
describing activities.
GMc: will describe this from the minutes.
EF: Great job to the finance committee.

Membership Committee/Urs
EF: Charge is to promote the NDLTD. Meet with Adobe representatives and SA since increasing NDLTD
  membership is a goal of Adobe’s.
SU: Benefits need to be fine tuned.
EF: These are the listed benefits:
  Awards: 3 categories
  Conference attendance
  Mentoring
  Need to identify people to mentor
  Tutorial
  Web space
  EF: contact Hussein about the web site
JL: What you promote for membership does not need to be limited to the members.
JH: Then include Guide as a benefit of membership.
EF: Lecture series. Training materials. Member address information

Board Membership/Lippincott
Members of this committee are: Jean Claude Guédon, Suzanne Dobratz, Sharon Reeves, and Joan
  Lippincott.
JL: JCG became unavailable as chair and this took a while to realize. Therefore, they developed the
election slate entirely by email but they have not confirmed that all the named individuals are willing
to serve. There has been some contact with those that have never been board members. There has
been correspondence between JL, EF, and NDLTD attorney. THE SECRETARY DOESN’T HAVE
  THIS.
JL: 12 seats to fill, including resignation of Sarantos Kapidakis. Recommended new people for 3 year
terms:
  Mike Looney, Adobe
  Susan Copeland, JISC (JISC has funds for her travel Joan thinks)
  Eva Muller, Uppsala University (Susan Dobratz and Peter Schirimbacher recommended)
  Jude Edminster (Bowling Green University)
  Tony Cargnelutti, ADT. Raised the issue of more than one representative from the same
country/institution when the same individual isn’t always available for meetings.
  Christine Jewel, University of Waterloo

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Hussein Suleman, University of South Africa
Still lack someone representing Graduate School. It would be good to have an academic administrator. Next committee should look at filling these kinds of gaps.
EF: Shouldn’t we have an odd number?
EV: Quorums are difficult to get. Without secure travel funding, this will continue to be the situation.
SA: mediated conferencing can be a less than the face-to-face experience.
GMc: World Bank offered to fund teleconferencing at the last Board meeting.
JL: We don’t have any one from the rest of Asia outside India and Australia.
TC: Next year’s conference will attract these constituencies.
JH: This year we have our first Chinese participant.
SA: Russia would have been represented but had visa problems.
JM: We need more diversity on the Board.
GMc: Agreed. This is a real shortcoming of the Board.
EF: 13 for a quorum
JL: Moved that Claudio and Tawfik be removed from the Board
SR: Seconded
Voice vote: unanimous
EF: Will thank them for their service.
JL: Please also thank those who were not renominated.
EV: How many slots do we have now: 12 + 3 for a full board of 27 members.
SR: Jude hasn’t agreed.
GMc: We could elect her and she could resign
EV: We should have a slot on the board for some businesses with financial resources.
JB: Bill and Melinda Gates Program supports Latin American technology.
JM: Roberto Bamberger/Microsoft participated in the Florida conference.
EV: Perhaps we need to only elect 25.
EF: Bylaws re vacancies--may be filled including an increase in the number of Directors.

JL: Moved for the Nominating Committee to change the slate to include all named individuals
GMc: Seconded
Voice vote: unanimous

JL: thanked all the committee members for their good work, including Suzanne Dobratz who is not here.

**Award Committee/Allard**

Needs regional representation. CGS representative. Add Delphine Lewis.

See membership list for current committees and their members

Change Standards Committee to ?

**Software Distribution Committee**: JL if it’s valuable, it needs to exist.

PS: What’s really needed is an implementation committee.
EF: Focus on getting things done that need to be done to accomplish NDLTD’s objectives. Standards help with that.
SR: What Canadian universities want is a step-by-step guide that tells them how to do ETDs.
ETD guide is complete but not very user friendly. There needs to be a shortened version.
AP: Agreed to chair this committee
JM: WIKI

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New committee created: **Implementation Committee**, chaired by Ana Pavani
- Sharon Reeves
- Peter Schirmbacher
- Eva Muller
- Hussein Suleman
- Joe Moxley

Further discussion re Standards Committee
AMc: Clarification of the Standards Committee charge
EF: Should engage in discussion and activities as standards relate to NDLTD: applications, adapting, disseminating.
AMc: Identification would be a good first step—identify standards
EF: Would work with Implementation Committee.
GMc: Standards Committee would contact the Implementation Committee about what should be included about standards.
EF and GMc will reconcile committee memberships.
EV: Recommends Ed Sponsler and Betsy Coles: Will talk to them before announcing their participation.

**Union Catalog/Chachra**  See handout

**Software Distribution (Guédon?)**

**Reports**

**Adobe** [no report was sent prior to the meeting but see attached subsequent report]
SA: They are working on a variety of activities, including white paper, contacting universities: Called several hundred, pointed to NDLTD and conference website.
ETD companion is a set of learning objects that schools will be able to use to create a manual of how to create an ETD. Individual universities can brand separate objects. Pilot will be previewed at the poster sessions.
AP: Has concerns. Where will the objects be hosted, maintained, modified, etc?
EF: They scaled back to work with just with Ohio St to rethink. Implementation Committee should work with Adobe on these issues.
JM: Implementation group may advocate PDF; there will be issues about that.

**Logo (Pavani)**
Nothing to report. It was prepared and sent to EF.
EF: Thanked Ana and her group for their excellent design. It is already being used on the newly designed NDLTD web site and appeared on this meeting’s agenda.

**Web site**
JB: New website is available. Complimenting it with membership database. George will develop a back office for it. Members, projects at other universities, etc.
JH: Members will be able to update their own information
JB: Should be manual process and contact membership institutions one by one. Should define a process
AP: languages with accent marks needs to be considered.
JB: There some mailing lists? Listservs

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EF: Issues for the Membership Committee: member services, keeping track of members, ETD-L is the main listserv. Could have lists for the committees. VT doesn’t need to keep this information.

GMc: We need to clearly define membership. There are paid and affiliated but some Board members are not part of either category.

JL: Give an institution 6 months to pay. SE will send invoices. As a board we need to decide when membership is stabilized.

GMc: What about participants who have contributed $$ but not paid dues?

EV: Membership according to the bylaws is not defined. However, the fee is very low.

JL: Bylaws: complies with membership requirements.

SA: Let it go through to the next conference because advertising this benefit of membership was late in getting out.

AP: This is not a benefit to Latin America because they can’t afford to come to the conference. ISTEC charges $1500

EF: Affiliate members can continue for a while.

SA: She got the mailing list from Adobe, about 400. Also has a list of medical schools. Also created a list for Europe, Japan.

SR: Will send list of Canadian universities.

EF: Hussein is using a content management system that supports multiple languages in the redesigned NDLTD website that just became available. He needs translators.

JB: Portuguese will come from an agreement with Ana.

SR: Will organize French translation of the key words: buttons, etc.

TC: Will explore possibilities of finding a Chinese translator.

JB: Hussein needs to contact people to tell them what to translate so they’ll know how big a job it would be. Morocco contact may be able to do the French also.

PS: There doesn’t need to be a German translation; English is fine. There needs to be interactive sites that stay current. Membership may have the advantage of translations.

JB: This is a political issue that can be very important.

TC: Yes, and good for promotional uses.

SR: Language is important in Canada.

EF: Will work with Hussein and identify most important pages to translate.

GMc: Regarding the list of institutional members: we need to work from accurate data. It has gotten corrupted over time; for example, BioMed Central and North Carolina State University were dropped though they joined several years ago.

Country Reports

Africa

EF: called attention to Hussein Suleman’s report on South Africa and Fexli Ubogu’s report on UNESCO supported workshop.

SU: Was in Ghana on an ETD project. Has a business plan in place and did a workshop. Need funding and with UNESCO support will have a few ETD initiatives. Want to move from metadata to full text.

EF: Is there a report from that meeting?

SU: Yes, she will send it to the Board.

Australian Digital Theses/Cargnelutti

They’ve been very busy. Government funding due to it being an election year. Federal funding for institutional repositories. See ARROW project. 1/2 million AD to expand the repository. Working with National Library to rapidly expand scope of ADT by the end of the year. 150,000 metadata records in the new repository. Will dilute metadata that leads to the full text, however. Unrestricted,
open to the world. Fully compliant with open access. Will be going to software developer to meet their requirements. Working with ProQuest to find partnership options to provide add-on services to provide not-ETDs. ADT program is self-sustaining; all libraries pay an annual subscription. Now officially has first New Zealand member. Four sites require ETDs. UNSW library is leading the initiative. They are redrafting publishing requirements to help inform the community.

ARROW Australian Research Repositories Online to the World. A viable software platform for the nation’s institutional repositories. Common standards too, including metadata. Persistent identifiers, resolver services and servers. National library will do this around the ARROW and ADT projects.

TC: The government is proud of this ADT. A government funded project that has been so successful. The minister of Education and Science and Technology will be opening the ETDs 2005 conference. They are modifying the ADT site and it may be useful to the Implementation Committee.

Canada/Reeves
The best of years: portal launched. It’s a miracle that it happened in just over a year. ETDs becoming important to the national library. It provides full text access to >45,000 theses and dissertations. It was the worst of years: private information within the theses. Violation of the Canadian privacy act. Original signatures is the issue. These are scanned TDs
Working on harvesting theses metadata from the 3 institutions that have ETDs. OAI programming. Programming brings in metadata and the document itself. This collections goes back to 1965. Crosswalk from Dublin Core and ETDMS to MARC. Will make that available to other Canadian universities.
Adding OCR to all scanned theses and full text searching. Will make available to NDLTD union catalog.

India/Vidyandhi Report/Urs See handout.

Latin America/Pavani  See handout.

Portugal/Brobinha  See handout.

United Kingdom/Copeland
United Kingdom report. Focused on JISC funded project. Aug. 2002 – to date. U of Glasgow is looking at ETDs and ePrints. Robert Gordon University, with London, Cranfield, and British library, and are a consortium. Looking for a national scheme and trying to get agreement on broad issues, including software. University of Edinburgh is looking at ETDs and DSpace. Seminar in London had a waiting list after only 3-4 days of announcement. Had a speaker from the Graduate Council and this was a breakthrough. This lead to a speaker at a graduate school conference and an article. National library of Wales is having a seminar in September. They only keep selective theses so there won’t be a conflict with other collections like the British Library’s.

JL: CNI and JISC collaborate on a conference every other year in the UK. SC and GMc will be speaking on ETDs. JL will promote NDLTD, and we’ll present specific projects. PS and JL will be speaking at a conference in Slovakia as a result of Berlin ETD conference. JL will be talking about collaborations and institutional capital.

European Library Initiative/Borbinha
7 national libraries are working together and will include their theses. Testing lots of technologies. Reusing what they did in Portugal

* Handouts provided by NDLTD Secretary. Others should remember to give her copies for the official record.
Germany/Schirmbacher
As a result of the Berlin conference, they’ve gotten a lot more questions about ETDs. It was a successful conference based on such indicators. In Germany, Thomas ___________ from the German National Library will speak at this conference about it. ETDs may be an option at every university in Germany, more than 2000. TDs are at the national library. www.disonline.de has special advice for libraries, authors, departments, how to support such an initiative. Institutional repository work also.
EF: Standards Committee should also be addressing IRs so that ETDs can be a component.

New Business

Future Board meetings/Fox
JL: CNI conference doesn’t need to be a factor in scheduling NDTLD Board of Directors’ meetings in Washington, DC. World Bank may be able to host a meeting because they have video and audio conferencing capabilities.
EF: Internet view and telephone audio has worked.
PS: Has not had problems with this technology.
TC: This would be of interest to Alex Byrne and the BoD meeting in Australia.

Honorary status for non-voting Directors/McMillan
GMc: Creating a status of Honorary Board of Directors would assist some of our international partners in their promotion of the NDLTD without our having to elect them with the expectation of full meeting participation. It could also be used, if appropriate, for some of our current non-attending members.
EF: ETD Lecture series or speakers bureau could be a status also.
JL: Using Directors on committees would help them be involved. Part of leaving the Board may be an invitation to be included in the Speakers Bureau.
No resolution.

Logo
EV: Could we have a version of the logo that says: member of NDLTD.
AP: Yes.

Institutional repositories/Reeves
Not discussed.

Election of Officers
Current officers reelected by acclamation.

Meeting adjourned at 5 pm.