Joint IT and Library Committees Meeting Minutes  
February 13, 2013 - Noon – 1:30 PM  
Austin Conference Room, Tisch Library

**Present:** John Lurz; Genevieve Walsh; Sam Thomas; Malik Mufti; Chip Gidney; Mark Kachanov; Darien Headen (TCU Senate Student Representative); Shayan Rajani (GSC Student Representative); Austin Napier; Paul Lehrman; Sam Kounaves; Aaron Tietz; Michael Roberts, Chair, IT Committee; James Adler; **Ex Officio Members:** Kathryn Link; Laura C. Wood; Laura Walters; David Kahle; Tony Sulprizio

**Absent:** Michael Reed (Chair); David Garman; Kris Manjapra; Jim Ennis; Valencia Koomson; Ali Silverstein (TCU Senate Student Representative); Mitch McVey; Alessandra Campana; Erik Dopman

**Guests:** Laurie Sabol, Social Sciences Research Librarian and Instruction Coordinator, Tisch Library; Alex May, Metadata Services Librarian, Tisch Library

1. **Library Director’s Welcome and Member Introductions:** Laura C. Wood, Director  
   Laura welcomed the attendees and asked everyone to introduce themselves.

2. **Undergraduate Research Award Reminder:** Laurie Sabol, Social Sciences Research Librarian and Instruction Coordinator  
   Laurie briefly reviewed the requirements for the Undergraduate Research Award and asked committee members to encourage their colleagues and students to participate. The application deadline is March 8th.

3. **Digital Asset Management and Digital Infrastructure:** Laura C. Wood, Director, and Alex May, Metadata Services Librarian  
   Tisch Library has an increasing amount of digital content in its collection that needs to be stored locally. The range of formats include: images, pdf files, audio and video files, web pages, and xml files. Currently, digital content is stored in a variety of places - on local servers (R drive, ULTS, and TTS servers), thumb drives, CDs and DVDs, and in cabinets. Wherever possible, access is provided via a url link from the library catalog.

   The Tufts libraries together need to establish collection development policies that address how Tufts digital assets are collected, stored, and preserved. Until that time, there are requests from faculty that cannot be fulfilled because there currently isn’t the ability to manage and provide access to content. Examples include:
   - digitizing content that supports the active teaching needs of Tufts faculty;
   - digitizing and making available Tisch Special Collections materials for use in teaching, enabling broader access, and fostering new kinds of research;
   - storing, preserving, and providing access to purchased materials that are not hosted by the vendor;
   - storing, preserving, and providing access to Tufts created content

   An administrative interface is being developed into a shared fedora repository to:
   - manage Tufts-owned digital content (images, pdf files, audio and video files, web pages, and xml files);
   - provide access to tools and services in a shared environment that will enable staff to both administer and expose the content;
   - allow staff across the libraries to build metadata services for digital projects;
   - leverage the existing repository infrastructure that Tufts has invested in already;
begin to build a coordinated service model to support stewardship of University digital information resources that are managed locally

In the near future, a discovery layer tool will be purchased, which will consolidate information regarding content. This tool significantly will aid students, faculty, and other users in their searches.

4. Discussion of the Desire for a Makerspace in Medford and What It Would Mean to Locate This in Tisch Library: Paul Lehrman, IT Committee Member, and Director of Music Technology

Paul showed a video of students creating functional objects in makerspaces on campus. Makerspaces are increasingly used, especially in interdisciplinary courses, but options for locations for these spaces on campus are severely limited, are widely spread out, and have various restrictions regarding hours of operation. These limitations, in turn, diminish the opportunities for cross-disciplinary classes. The University has suggested to faculty that students use the makerspace at the Artisan's Asylum in Somerville. Paul and Chris Rogers, Director, Center for Engineering Education Outreach, however, are searching for an accessible, centrally-located place on campus in which to create a makerspace. Paul asked the Library Committee to consider establishing a 2,000-5,000 sq. ft. makerspace on Tisch's main floor, which they feel would be the perfect place to break down barriers between Engineering, Humanities, and the Sciences. The funding for the space would need to come from donors, and Paul and Chris are working with Advancement already. Due to time constraints, discussion about this request was postponed to the April 17th Library Committee meeting.

The meeting was adjourned at 1:30 PM. The next, and last of the year, Library Committee meeting will be on April 17, 2013 from noon – 1:15 PM in the Austin Conference Room.