MU Libraries' Content Management System Task Force

Minutes – 22 August, 2006   9:00-10:00

Task Force members present: Felicity Dykas, Janice Dysart, Anselm Huelsbergen, Michael Spears, Rhonda Whithaus

Task Force members absent: PT Martin, Ernest Shaw

Others present: none

- Update on IATS:

  o According to Kevin Bailey, all pilot participants will be receiving a Memo of Understanding, outlining the responsibilities of both parties. This has not yet been received.

- Update on SFTP access to Ellis and/or Health Sciences web servers

  o N/A

- Update on group work
  o Issues are still being worked on with Cascade, specifically how to upload large XML files (e.g., XML output from Ellis Library's Access database for database holdings)

- Interim Report
  o Attempt will be made to complete a report around the end of August
  o The report will be an evaluation of Cascade Server based on the current pilot
  o General criteria for a library Web CMS will be drawn up to help support the evaluation

- Next steps
  o Those task force members not directly working on the technical implementation of the pages in Cascade will being identifying other CMS products in use at libraries [Rhonda will begin identification]

  o The list of criteria noted above will also be used for evaluation of these products [Felicity will begin drawing up the list]

- It was decided to meet on a weekly basis again, keeping the day (Tuesday) and time (9-10AM) the same. [Anselm will send out a meeting request via Outlook]

- The next meeting will be the 29th of August in 159 Ellis Library (Reference Conference Room)

submitted: A. Huelsbergen 8-25-2006