DCAT Meeting December 2020

Date & Time

- December 8th **16:00** UTC/GMT - **11:00** EST

Zoom meeting:

We will be using the DSpace Zoom Meeting Room for our meeting.

Meeting location:

Join from PC, Mac, Linux, iOS or Android: https://lyrasis.zoom.us/my/dspace *(Meeting ID: 502 527 3040)* **Passcode:** *dspace*

- *Or via Telephone:* Dial (for higher quality, dial a number based on your current location), **Passcode: 995571**
    - USA: +1 669 900 6833 or +1 408 638 0968 or +1 646 876 9923
    - Australia: +61 (0) 2 8015 2088
    - Belgium: +32 (0) 2 588 4188
    - Brazil: +55 11 4680 6788 or +55 21 3958 7888
    - Canada: +1 647 558 0588
    - Czech Republic: +420 2 2888 2388
    - Finland: +358 (0) 9 4245 1488
    - France: +33 (0) 1 8288 0188
    - Germany: +49 (0) 30 3080 6188
    - Ireland: +353 (0) 1 691 7488
    - Italy: +39 069 480 6488
    - Netherlands: +31 (0) 20 241 0288
    - New Zealand: +64 (0) 4 831 8959 or +64 (0) 9 801 1188
    - Norway: +47 2396 0588
    - Portugal: +351 308 804 188
    - Spain: +34 91 198 0188
    - United Kingdom: +44 (0) 20 3695 0088
    - *Additional international numbers available at https://lyrasis.zoom.us/zoomconference?m=YzSC5pcRHDJ1so3QBrCCg3FS96Uskzw3*
- *Enter Meeting ID:* **502 527 3040** *,* **followed by #**

Zoom information: DSpace Meeting Room

Agenda:

Facilitator: Felicity Dykas

- Topics from attendees
- Sprint planning
    - DSpace 7 release notes: Release Notes#ReleaseNotes
    - Review documentation outline: Documentation outline
    - Ask the community if they have their own documentation for anything covered in our Documentation outline
    - Need a template for documentation formatPlanning for DSpace 7.0 Documentation Sprints
    Volunteer assignments for setting up Documentation sprints Documentation outline - DRAFT - DSpace 7 documentation task list
        - Volunteers
            - Draft a template for documentation format
            - Draft announcement to recruit volunteers to help with sprints - Iryna - DONE
            - Develop tracking spreadsheet - Gail - DONE
            - Set up Google drive - Kimberly - DONE

Preparing for the call

If you can join the call, or are willing to comment on the topics submitted via the meeting page, please add your name, institution, and repository URL to the Call Attendees section below.

Meeting notes

- Topics from attendees
    - Embargo - Pauline
        - Self-submission allows submitters to set embargo
            - They use a cron job to release the item
            - Pauline has seen that the embargo feature will be turned off at some point. What are others planning?
        - Note: embargo can be set at item level or for bitstreams
        - Anne - sets the embargo policies when adding items
            - embargo can be on the entire item or on bitstreams
            - Also use withdrawn status for some
        - Kimberly - use embargo dc.description.release to tell users about the embargo
            - bitstream controlled by embargo feature

- only use this in theses and dissertations
- Grad School does not allow hidden metadata record
  - Question: how does date available work? Seems to be the same as date.accessioned.
- Planning for DSpace 7.0 Documentation Sprints
  - DSpace 7 release notes: Release Notes#ReleaseNotes
  - Review documentation outline: Documentation outline
  - Ask the community if they have their own documentation for anything covered in our Documentation outline
  - Need a template for documentation format
    - Include role(s)
  - Volunteer assignments for setting up Documentation sprints Documentation outline - DRAFT - DSpace 7 documentation task list
    - Volunteers
      - Draft a template for documentation format
      - Draft announcement to recruit volunteers to help with sprints - Iryna - DONE
      - Develop tracking spreadsheet - Gail - DONE
      - Set up Google drive - Kimberly - DONE
  - Invitation: https://docs.google.com/document/d/1DK-IZD7qFLZO6UDK7Uruxe8Wwdu8MtebY8SiRtbvCgg/edit
  - Spreadsheet: https://docs.google.com/spreadsheets/d/1R3k-hQp81yIseIyxRqiY1i_WfPGY0uf5ZnwI-M8nr-0/edit#gid=0
    - DSpace roles
      - Administrator role needs clarification
        - system administrator << this is the intention
        - community or collection administrator
  - Process
    - Assign week
    - Planning group determine list of tasks
    - Planning meeting - can record it so those who cannot attend can watch
      - how the sprint will work
      - where to put information
      - collect links to available documentation
      - set up teams
      - set up co-working sessions; hosted by someone who can answer questions
    - Need to determine mechanics for reviewing, approving, making a document live
    - sample how to: https://wiki.lyrasis.org/x/jIHkCw

Call Attendees

Maureen Walsh The Ohio State University Libraries

Felicity Dykas University of Missouri

Anne Lawrence Virginia Tech

Kimberly Chapman University of Arizona Libraries

Iryna Kuchma EIFL

Apologies