

Standards (non-technical): We discussed the Nebraska Memories standards and the Rossville **Policy** document that Adrienne shared with us. We decided that the Nebraska standards were too strict for our needs and that each library should determine what would be appropriate for their collection. We may revisit this if issues arise or if libraries who join later want more guidance.

Standards (technical): We decided that most of the uses of the service will be for display so the 72-100 dpi for images is the minimum requirement, though the guidelines for higher quality images will be suggested at 150, 300 and 600 (for really archival-level quality images). The .jpg or .png formats are suggested for this project to help conserve server space. Right now, there are no limitations to what can be uploaded per library or per collection, though that will be revisited at a later date once people get a better idea of the full size of the collections they wish to upload. Audio and video are recommended to be as compressed as possible, with no minimum standards in place. Again, we may decide on maximum lengths and sizes for those types of items as they become more of an issue on the system. Dublin Core will be used for the metadata of the items uploaded, and I distributed an Excel template that lists the core elements of the standard that we will use. We decided that, at a minimum, all items uploaded to the project should have:

- 1) Title
- 2) Subject (keywords following a taxonomy decided upon by each individual library)
- 3) Description
- 4) Type (image, audio, video)
- 5) Format (.jpg, .png, .mp3, etc.)
- 6) Rights statement

We strongly encourage those who can and who have the information to also include the Date, Contributor and Identifier (a unique identifier - it was suggested to use the file name of the item - that is determined by each library).

User Management

Different levels of users in Omeka have different levels of access in the administrative panel:

- Super users can access all available pages in the admin. (Regional Systems)
- Administrator users can access all pages in the admin except those under the "Setting" tab. (Libraries)
- Contributor users can add items and edit items they have created. They may create exhibits using any item in the archive, and have permission to see any public exhibit from the administrative side. (Volunteers, individual librarian accounts)
- Researcher users can see all of the Items, Collections, and Item Types pages--public or private, but cannot edit anything including Items, Collections, Item Types, or Exhibits.

Quotas and Server Space

30G per system