

**South Central Regional Library Council  
Digitizing Advisory Committee**  
[www.toolsofhistory.org](http://www.toolsofhistory.org)

March 12, 2008  
10:00 AM – Noon

SCRLC 3<sup>rd</sup> Floor  
Clinton Hall  
108 N. Cayuga Street  
Ithaca

**AGENDA**

1. Emergency contact list
2. Documentation
  - Forms for participating: Lynn Anstey, Laurie McFadden, Betty Maute
  - Collection Criteria: Jean Green, Matt Hogan, Jean Currie
  - Imaging Guidelines: Bridget Bower, Megan Potts, Kathleen Jackson
  - Metadata Minimum Standards: John Hickey, Matt Hogan, Betty Maute
  - Copyright Statement: Nan Hyland, Jean Green, Mark Woodhouse
3. Miscellaneous
  - Naming collections
  - Criteria for institutional page
  - File structure
  - Additional topics
4. Next Meeting