**Meeting with Special & Area Studies Collections on 8 Oct. 2014 for TRAC**

**Overall:** Meeting reviewing the list of aggregations/collections currently in the UF Digital Collections for the correct assignment of Curator(s) for each digital collection.

**List of aggregations/collections:** <http://ufdc.ufl.edu/AA00017119/00033>

**Reasons/framing:**

* Needed for TRAC (Trusted Repository Audit Checklist) process
* Necessary for consistent and coherent ongoing activities.
* This initial meeting is with the full group for SASC and Jana with connections with the oral history program.
* Future meetings and discussions will likely be set up with small groups or individuals to discuss different concerns (primary email address for questions regarding the digital collections, permissions statement updates, training on curator tools online and reporting, etc.).

**Prior to the meeting:**

* Curators review the list for any entries with your name next to them, as well as for any of your collections that do not have your name listed.
* Please send any corrections to Chelsea and me prior to the meeting, or please bring any corrections to the meeting to discuss.

**Draft Meeting Agenda:**

* Quick overview of the TRAC process and goals
* Review of the aggregation code list
  + Any updates sent prior
  + Discussion by each attendee of corrections/concerns on the aggregation list
* Next steps with this list
  + Contact email addresses updated
    - Will stop using AskA wherever possible
  + Rights Statements
    - Plans for bulk updates
    - Plans for next steps where bulk updates are not applicable
  + Collection support updates
    - If the collections should have OCLC records, getting the requests in for that
    - Ensuring all curators have rights to their collections for editing homepages
    - If the collection homepages need updating, scheduling any needed training or processes for this
    - If possible, establishing standard homepage text for archival-based collections and/or other collections.