



Art Museum Image Consortium

www.amico.org

**AMICO Annual Members Meeting
Report**

June 20-22, 2001

Canada Aviation Museum

11 Aviation Parkway

Ottawa, Ontario

(With thanks to our hosts the National Gallery of Canada.)



Art Museum Image Consortium

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Annual Members Meeting 2001 Report

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Annual Members Meeting 2001

Executive Summary

The Annual Members meeting is the working meeting of the Art Museum Image Consortium. AMICO staff and members address the issues raised over the past year, and plot an agenda for the coming year. The meeting began with a briefing by AMICO staff, summarizing progress since the last AMICO Members Meeting in June of 2000 highlighting accomplishments and reviewing issues would discussing further during the Members Meeting.

The bulk of the meeting was spend in break-out sessions of the four AMICO Working Committees:

- Editorial
- Rights
- Technical
- Users and Uses

On the final day, the members reconvened as a whole to receive the reports of the committees, confirm their decisions and review their actions agendas. Together we developed forward plans and schedules, and made decisions about future operations.

Highlights included:

- **The announcement of additional Distributors of The AMICO Library.**
In addition to RLG, The AMICO Library will be available from H.W. Wilson, SCRAN, VTLS and through a joint venture with i4i in an XML-based environment that supports the development of teaching and learning documents. RLG will also shortly announce that they will be using Luna Imaging's Insight software as the interface to their delivery of The AMICO Library. **All members who contribute to The AMICO Library have access to all Distributions**
- **A Special User Session**
A special AMICO Library Users session featured presentations from Colleen Skidmore, a university-level educator from the University of Calgary, and Scott Howe, a high-school educator from Isidore Newman School in New Orleans. Kelly Richmond gave an update on the K-12 Testbed, Peter Walsh introduced his model assignments project, and Michel Vulpe gave a demonstration of the K-12 toolset that is currently being developed by i4i. Representatives from local universities and museums were invited, and included the University of Ottawa, Carleton University, Queen's University, Concordia University, and the Canadian Heritage Information Network. Members agreed that direct content with Users of The AMICO Library was highly beneficial. **The full papers from these presentations are available for review.**
- **ARS Agreement**
AMICO now has reached an agreement with ARS to distribute The AMICO Library world-wide, and to allow US-based members to post works in the AMICO Library on their web sites. The Rights Committee discussed the details and limitations of this agreement. **All Members should bring this to the attention of their rights and reproductions coordinator.**
- **AMICO's Schedule 2001 -2001**
AMICO Members amended the contribution schedule to provide AMICO staff with additional time to do trouble-shooting and quality assurance on contributions:

Date	Activity
October 1, 2001	Preliminary lists of planned submissions, including core fields for these works, to AMICO
March 1, 2002	FINAL SUBMISSIONS DUE
July 1 2002	Release of the 2002 Edition

1. Background Documents Distributed

All attendees received a background briefing package containing the following documents:

1.1 General update

- AMICO Achievements July 2000-June 2001
- AMICO Public Site – <http://www.amico.org>
- AMICO Members Site – <http://www.members.amico.org>
- AMICO Member Contribution Management System – <http://update.amico.org>
- AMICO MCMS Administration: Show Stats -- <http://update.amico.org/amico/fulldb/admin/showStats.cgi>
- AMICO Public Catalog Statistics (PDF available)
- RLG/AMICO Library Statistics – (Linked Online)
- AMICO Library Trial Requests via Public Web Site (PDF available)
- Distributor Coverage Matrix
- IMLS Grant Proposal: Abstract -- <http://www.members.amico.org/docs/grants/IMLS2001.pdf> (first page)

1.2 Editorial Committee Tentative Agenda and supporting documents

- Editorial Committee Page -- <http://www.members.amico.org/comm/edit/edit.html> including current To Do list
- AMICO Data Specification -- <http://www.amico.org/AMICOLibrary/dataspec.html>
- AMICO Data Specification: Text Records -- <http://www.amico.org/AMICOLibrary/dataspec.text.html>
- AMICO Data Specification: Image & Multimedia Records -- <http://www.amico.org/AMICOLibrary/dataspec.image.html>
- AMICO Term Occurrences: RID – <http://update.amico.org/amico/fulldb/tagLog.cgi>
- <http://update.amico.org/amico/fulldb/tagLog.cgi?sel=&tag=RID&member=>

1.3 Rights Committee Tentative Agenda and supporting documents

- Rights Committee Page -- <http://www.members.amico.org/comm/rights/rights.html> including current To Do list
- ARS Agreement -- <http://www.members.amico.org/comm/rights/ars.html>
 - ARS Agreement: Schedule A
- VAGA Information -- <http://www.amico.org/rights/vaga.html>
- Artists Permission Letter Model *Draft* -- <http://www.members.amico.org/comm/rights/ArtistsRightsLetterDraft.html>
- Common Reproduction Request Form -- <http://www.members.amico.org/comm/rights/RequestForm.html>

1.4 Technical Committee Tentative Agenda and supporting documents

- Technical Committee Page -- <http://www.members.amico.org/comm/tech/tech.html> including current To Do list
- AMICO Filename Guidelines Proposal

1.5 Users & Uses Committee Tentative Agenda and supporting documents

- Users & Uses Committee Page -- <http://www.members.amico.org/comm/users/users.html> including current To Do list
- AMICO Distributor Specification -- <http://www.amico.org/distribute/docs/Dist.Spec.pdf>
- AMICO Model Assignments -- <http://www.amico.org/univ/sampleAssignments/index.html>

2. Update on AMICO Activities

2.1 Introductions

The AMICO Annual Meeting began with introductions by member attendees and AMICO staff. New members and first-time attendees were welcomed by Jennifer Trant AMICO's Executive Director. A review of the meeting agenda followed, so everyone understood the flow of the next few days' activities.

2.2 Overview of Activities

AMICO staff presented a summary of AMICO's activities over the past year and highlighted some future efforts. The topics covered were:

- AMICO Achievements 2000-2001
- Member Update
- Subscriber Update
- Distributor Update and Planned Coverage
- Budget Overview
- Editorial Highlights
- Web Site Redesigns
- Committee Agendas

The accompanying PowerPoint presentation is available as a .PDF file.

2.3 AMICO Achievements - The Year in Review

July 2000 – June 2001 (In reverse-chronological order)

June 2001

- ◆ Research Libraries Group (RLG) and AMICO sign a three-year contract, for RLG to continue as non-exclusive AMICO Library distributor. Luna's Insight interface to be incorporated into RLG's distribution to allow zooming, drag and drop, and other user-requested functions.
- ◆ Artists Rights Society (ARS) and AMICO agree to worldwide rights clearance for works in The AMICO Library. This allows AMICO to open subscription to The AMICO Library to schools worldwide.

May 2001

- ◆ Model Assignments using The AMICO Library are available on the AMICO public site.
- ◆ SCRAN and AMICO plan to collaborate with SCRAN distributing The AMICO Library to elementary and secondary education in the U.K.

April 2001

- ◆ Approximately 135,000 college and university students in the United Kingdom now have access to The AMICO Library.

March 2001

- ◆ Conference attendance and presentations at College Art Association, Visual Resources Association, National Arts Education Association, and Art Libraries Society of North America.
- ◆ Alpha demonstration of i4i e-learning tool to State K-12 Arts Curriculum representatives at the Whitney Museum of American Art.

February 2001

- ◆ AMICO and i4i plan to develop an e-learning tool that will assist K-12 teachers in using The AMICO Library in their teaching.

January 2001

- ◆ Presentation to the U.K.'s National Museum Directors Conference IPAC committee meeting.
- ◆ New AMICO/AMICO Library Brochure is available.

December 2000

- ◆ The AMICO Library is the Featured Collection in the December issue of D-Lib Magazine, an online publication on issues relating to digital libraries, <http://www.dlib.org/dlib/december00/12contents.html>
- ◆ AMICO UK Trial underway.
- ◆ First subscriptions to The AMICO Library via the JISC are received.

November 2000

- ◆ AMICO is named as an Affiliate Society of the College Art Association.

October 2000

- ◆ Joint Information Systems Committee (JISC) of the UK Higher Education Authority agrees to license The AMICO Library for approximately 190 UK Universities and over 1.2 million undergraduate students. UK Higher Education.

September 2000

- ◆ The Florida State Library Consortium subscribes to The AMICO Library, providing access to all 10 state universities in Florida.
- ◆ The Pennsylvania Academy of the Fine Arts, Philadelphia, PA and the Walters Art Museum in Baltimore, MD become AMICO's newest Members.

August 2000

- ◆ AMICO announces a K-12 School Testbed Project to investigate of the AMICO Library at the elementary and secondary school levels.

July 2000

- ◆ The Clark Art Institute in Williamstown, MA joins AMICO.
- ◆ Antenna Audio, a leading provider of museum audio tours, agrees to provide AMICO with audio clips to augment Member works in The AMICO Library, enhancing the depth of information available.

2.4 Member Update

AMICO gains its strength from the number and diversity of its members. Members set AMICO's agenda, participate in Working Committees and make contributions to The AMICO Library. We currently have 31 members.

2.4.1 New Members

AMICO membership grew by three members in the second half of 2000 with the Clark Art Institute in July and the Pennsylvania Academy of the Fine Arts and The Walters Art Museum in September. While all three of these institutions are rich additions to the AMICO membership, membership has remained rather flat in the past year. We had set a goal of three new Members a quarter, that we did not meet.

2.4.2 Withdrawn Members

AMICO lost two new members last year: the Museum of the Americas Foundation, a new organization which was still defining its goals, and the McMichael Canadian Art Collection, a museum with pressing legal concerns. Neither of these institutions had contributed works so this did not adversely affect The AMICO Library. The San Jose Museum of Art has also withdrawn from AMICO Membership. They are the first founding member to decide not to continue to participate.

2.4.3 Membership Recruitment

AMICO exhibits regularly, at the American Association of Museums Annual Meeting to maintain our profile in the museum community. We do this in part to reinforce our position as an independent 501 (c) 3 organization with an ongoing program and to counter the 'project mentality' of activities that come and go. AMICO will reinforce our ongoing successes over the past five years in mailings and other communications to potential members.

A new area of growth could be in the United Kingdom. We have heard recently from the National Museums of Scotland, the SCRAN relationship will raise our profile with UK museums, and the JISC subscribers continue to grow. A presentation was made to the IT committee of the UK National Museums Directors Council to inform them about AMICO's activities and invite their participation.

2.4.4 Membership Committee

At the January 2001 Executive Committee meeting, the Board-level Membership Committee was reconstituted. Max Anderson, the Whitney Museum of American Art's director, offered to take up direction of this committee and to make recruitment of new members a high priority. Resistance still seems to lie in the technical readiness of prospects (or their perceived lack of readiness). Those interested in serving on this committee should contact Jennifer Trant <jtrant@amico.org>

2.4.5 AMICO Library Growth

A table summarizing Members' contributions to the AMICO Library was distributed and is available on the Members Web Site. There are now **more than 77,000 works of art** documented in our growing digital resource!

2.5 Subscriber Update

The AMICO Library is made available for educational and research use to colleges, universities, libraries, schools, museums and galleries. The AMICO Library is currently available to over one-million undergraduates.

RLG	Ohiolink	JISC	K-12
52 schools	79 schools	13 schools	20 schools
671,311 students	322,119 students	139,463 students	

A full list of AMICO Subscribers can be found on the public Web site at <http://www.amico.org/subscribe.html>

2.5.1 College and University Users

Strong growth in AMICO Library subscribers continues. AMICO now has 144 subscribing institutions providing access to one million undergraduates in Canada, the United States and the United Kingdom.

RLG-served subscribers total over 100,000 new users thus far in 2001. Significant new additions include the Florida State Library Consortia, offering access to users in ten colleges and universities across the state.

2.5.2 Consortial Subscriptions

AMICO and RLG came to an agreement this year to offer discounts to Library Consortia who purchase access to The AMICO Library for their members. This is a great way for us to quickly develop a strong user base.

Negotiations are now underway with several state and regional library consortia to provide state-wide access to large education districts.

2.5.3 Worldwide distribution

Worldwide distribution of The AMICO Library will be available when the new ARS agreement goes into effect on July 1, 2001.

2.5.4 UK Subscribers through the JISC

AMICO came to an agreement this year with the Joint Information Systems Committee (JISC) of the UK departments of Higher Education, to make The AMICO Library available to universities. This brings a potential pool of 1.43 million undergraduates. However, each school must sign up individually. To date, through the JISC offering, over 139,463 students now have access at 13 colleges and universities in the United Kingdom. This is in the first six months of accessibility.

2.5.5 K-12 Access

AMICO as received XXX subscriptions from K-12 Schools. These schools are using the The K-12 Testbed is underway. Just as with the University Testbed, we are learning from a volunteer group of early adopters about what they need to make The AMICO Library useful to them. (See the further discussion later). New distributor options (discussed in the next section) will also jump-start use of The AMICO Library in primary and secondary schools.

2.5.6 Free Trial Access

All potential subscribers may sign up for a free one-month trial of The AMICO Library. We have placed a form on the public web site, that is regularly receiving requests from all kinds of potential users all over the world.

2.6 Distributor Update

2.6.1 Existing Distributors

From our inception, AMICO has worked with distributors to provide access to The AMICO Library and to make sure that there was end-user support. Our first distributor was the Research Libraries Group (RLG) who provided access to the University Testbed, and launched public subscriptions in July of 1999. OhioLINK followed, offering access to Ohio-based colleges and Universities. The University of Michigan also mounted The AMICO Library locally, and is distributing it to its user community. Full details about distributors are available on the AMICO public Web Site at <http://www.amico.org/subscribe.html>

RLG (<http://www.rlg.org>)

AMICO has finalized a renewal of our distribution agreement with RLG; and RLG will be a world-wide distributor of The AMICO Library for another three years. RLG is close to announcing its agreement with Luna Imaging Inc. (<http://www.luna-img.com>) to use Luna's Insight® interface as their user environment. This will provide added functionality for browsing, comparing and zooming images. Watch for an announcement of this soon.

2.6.2 New Distributors

This past year, AMICO has been working with a number of other distributors to broaden the range of possible access routes to The AMICO Library. Our goal is to have our content accessible in as many ways as possible, so that users do not have to look far to find it.

There are several new distributorships in the planning stages now. AMICO Staff is developing contracts based on the Distributor Specification (<http://www.amico.org/distribute/docs/Dist.Spec.pdf>) and model Distribution Agreement <http://www.amico.org/distribute/docs/amico.dist.dev.pdf>

All distributors provide access to The AMICO Library under existing AMICO Library Agreements, and all receive the same financial terms.

AMICO Members who contribute to The AMICO Library will have access to it in all forms of distribution.

H. W. Wilson (<http://www.hwwilson.com>) is a publisher of reference resources, based in New York City. Wilson has expressed interest in incorporating The AMICO Library into their Wilson Web suite of online titles. This will give us immediate access to a broad range of public library and school subscribers who already have contracts with Wilson, and who can 'opt in' to The AMICO Library very easily. It also provides the possibility for cross-linkages between other Wilson titles (such as *The Art Index*, or *Current Biography*) and The AMICO Library.

i4i - Infrastructures for Information (<http://www.i4i.com>) is a software tools developer, based in Toronto. They specialize in the creation of XML¹ and SGML²-based applications that enable users to work with multiple networked data sources. In response to Users desires to integrate The AMICO Library with other content, and to facilitate the creation of documents like Lesson Plans and Assignments, AMICO is partnering with i4i in the development of an XML-based toolset that interacts with an XML version of The AMICO Library. Further detail about this application is provided in Michel Vulpe's presentation.

VTLS (<http://www.vtls.com>) is a library systems vendor with an enhanced capacity to deliver multimedia digital library resources. In addition to offering systems that support library workflow and collections management, VTLS hosts the International Theses and Dissertation Archive³. AMICO will work with VTLS to include The AMICO Library among the resources they make available to clients worldwide.

¹ XML stands for eXtended Markup Language. See <http://www.w3c.org> for the current specifications

² SGML stands for Standard Generalizable Markup Language. See <http://www.w3c.org/markup/SGML>

³ This project will make electronic versions of theses and dissertations from around the world accessible on the Web. See <http://www.ndltd.org>

SCRAN - Scottish Cultural Resources Access Network (<http://www.scran.ac.uk>) is an independent cultural heritage organization based in Edinburgh, with a mission to provide access to Scottish resources world-wide, and to the resources in Scottish Cultural Institutions. SCRAN is already distributing a significant online resource to colleges, universities and schools in the UK. AMICO will partner with SCRAN to make The AMICO Library accessible within this context, and to explore integration across our cultural resources.

2.6.3 Distributor Coverage

With The AMICO Library accessible in so many different ways concern was raised that we might be 'competing with ourselves' and making it difficult for any Distributor to be successful. However, when the market segments served by each Distributor are compared, it is clear that our distribution options are very complimentary.

MARKET SEGMENT	LOCATIONS		
	North America	United Kingdom	World
Major Research Universities	RLG	JISC (subscriber) SCRAN or RLG	RLG
Universities and Colleges	RLG, VTLS, Wilson	JISC (subscriber) SCRAN or RLG	VTLS
Community College/ Further Ed.	Wilson	JISC (subscriber) SCRAN	
Public Libraries	Wilson	SCRAN	
Schools	Wilson i4i/AMICO	SCRAN	i4i/AMICO
Local Colleges and/or Universities	OhioLINK University of Michigan		

2.7 Budget Overview

When AMICO was formed, we created a budgetary plan that divided our income between Members' dues and Subscriber fees.

In our first year, the bulk of our income was derived from Members' Dues, with some income from Subscriber fees for the University Testbed

In our second year, the Executive Committee challenged AMICO's staff to make the distribution of income sources 50% Dues, 50% Subscription. We exceeded this.

AMICO's fiscal year runs July to June. In the 2000/2001 fiscal year, we had a budget of about \$400,000. This was derived 2/3 from subscriptions and 1/3 from Membership.

In the 2001/2002 fiscal year, the budget as adopted by the Executive Committee is approximately \$450,000, with 2/3 of our income from subscriptions and 1/3 from Members. This budget supports 5 staff, plus interns at the AMICO offices. The new distribution channels open up the possibility for much more income through increased subscriptions. Our "best case" budget presented to the Executive committee is approximately \$900,000 with 6/7 of the budget coming from subscriptions and 1/7 coming from Membership. This would support 8 full-time staff plus interns.

Future projections of AMICO's annual budget peak at approximately \$1,000,000 per year.

A discussion of what might be done in the light of a budget surplus followed. It was agreed that this would be a very pleasant position to be in. Once AMICO had met obligations to those who assisted in its start-up, the Board would make a decision regarding the allocation of new funds. Some Members expressed the desire to reduce or eliminate Membership dues. It was agreed that this would seem beneficial, but that it was necessary to have some show of organizational commitment to AMICO Membership. Perhaps dues could be waived if Members met particular contribution targets over several years.

2.8 Editorial Highlights

AMICO staff announced a number of accomplishments for the year 2000-2001 relating to the standardization of indexing in The AMICO Library and the activities of The Editorial Committee. These included the inclusion of many more Sample Records on the Public Web Site (see <http://www.amico.org/library.html>), and a revision of the Data Specification.

2.8.1 Data Specification

The AMICO Data Specification was revised to include new examples and clarified definitions (Copies were distributed at the meeting and are available at <http://www.amico.org/dataspec.html>). The revised Data Dictionary includes two new fields, both suggested at last year's meeting: the Creator Authority ID (CID), which will link to the Creator Reference File once completed, and the Creator Display Text (CTT), which presents a place for providing a meaningful display for works with complex creation history.

The Data Dictionary has also been mapped to the *VRA Core Categories* and to the *Categories for the Description of Works of Art*. These maps will be made available on the public Web Site shortly.

2.8.2 Indexing The AMICO Library

AMICO Staff and interns have been working to enhance access to The AMICO Library by providing indexing for the data values in key fields.

Object Type

Last year Members agreed to a short-list of Object Type terms to enable the sorting of works into AMICO Library into broad categories, such as Painting and Sculpture. Object Type (OTY) terms were standardized for the entire AMICO Library following the list agreed upon at last year's meeting (<http://www.members.amico.org/comm/edit/object.types.html>)

Dates

Searching by date is one of our key user requirements. AMICO has developed a program – that runs when records are validated – to index the free text dates found in **Object Creation Date Text** (OCT) when numeric equivalents are not provided in Object Creation Date Start (OCS) and Object Creation Date End (OCE). However, not all dates can be indexed automatically in this way.

The Date Indexing project applies the guidelines agreed upon at last year's meeting to those dates that cannot be indexed (see http://www.members.amico.org/comm/edit/date_parsing.html). We have already indexed dates in 11,700+ records. This project will tie in with the development of numeric equivalents to index Dynastic date ranges that the Editorial Committee has expressed an interest in undertaking.

A tool developed by AMICO staff for indexing dates will also be made available to members so that the provision of indexing dates can be done easily for those Members who do not export these from their local systems

Dates found in Metadata Media Date (XDA) have been standardized to eight, six, or four digits, in line with the guidelines in the Data Dictionary.

2.8.3 Creator Reference File

AMICO is creating a Creator Reference File to collocate data already being contributed by members, and provide a central resource for information about artists. A working draft of the proposed structure of this file, including fields, guidelines and examples, was distributed to all Members, and was reviewed in the Editorial Committee breakout session.

2.8.4 Supporting User Access

Members were encouraged to expand the range of data fields currently contributed in their AMICO Catalog Records, and to focus particularly on dates, geography, creator name and culture. Doing so

will facilitate user access. The group was also reminded to refer to the Term Occurrences tool in the Contribution Management System to view the values in their own, and other fields, to see how local practice compares with others.

2.9 Web Site Redesigns

Both the Members and the Public Web sites underwent a redesign this year, geared towards making information more accessible.

2.9.1 Public Web Site <http://www.amico.org>

Our public web site provides information about becoming an AMICO Member and subscribing to The AMICO Library. It also houses the Thumbnail Catalog – the public view of all works in The AMICO Library.

New sections were created on our public Web site to highlight content for different users:

- **Join** was created for museums interested in becoming AMICO Members, and also includes a list of current AMICO Members.
- **AMICO Library** describes the content of our digital resource, features a large number of sample records, and includes a place to request a free trial subscription.
- **Subscribe** highlights details for subscribers, including list of existing subscribers and an outline of the benefits of subscription
- **Use** features how people use The AMICO Library™, and provides a forum for sharing experiences in Schools, Universities and Museums. The Model Assignments are featured here.
- **Distribute** houses all documents specifically for our distributors
- **About** includes a list of all the AMICO Documents, contact details and a site search.

2.9.2 Members' Web Site <http://members.amico.org>

This password-protected site (restricted to AMICO Members) houses documents related to the business of running AMICO and facilitates communication among AMICO Members. It's designed to be the Hub for Member activity.

From the homepage, you can see exactly what is going on with all aspects of AMICO - including upcoming deadlines.

Other sites are linked along the top of the page:

- **AMICO** takes you to the Public Web Site
- **Members** takes you to the Members' home page
- **Contribute** takes you to the Contribution Management System
- **University** takes you to the University Users page
- **School** takes you to the K-12 Testbed pages.

Two-tier menus, allow deeper one-click access to documents, including Discussion Archives and all the Committee pages. Committee Pages feature To Do lists, and supporting documents keyed to each task.

A new "How To" section has been added to answer common questions and to help steer Members AMICO processes.

A search function and a site map have also been added to the Members' Web site.

2.9.3 Contribution Management System <http://update.amico.org>

AMICO has one window each year to update the Contribution Management System. This comes immediately following the shipment of the new edition of the Library to our Distributors, and before we begin to receive contribution lists in the fall.

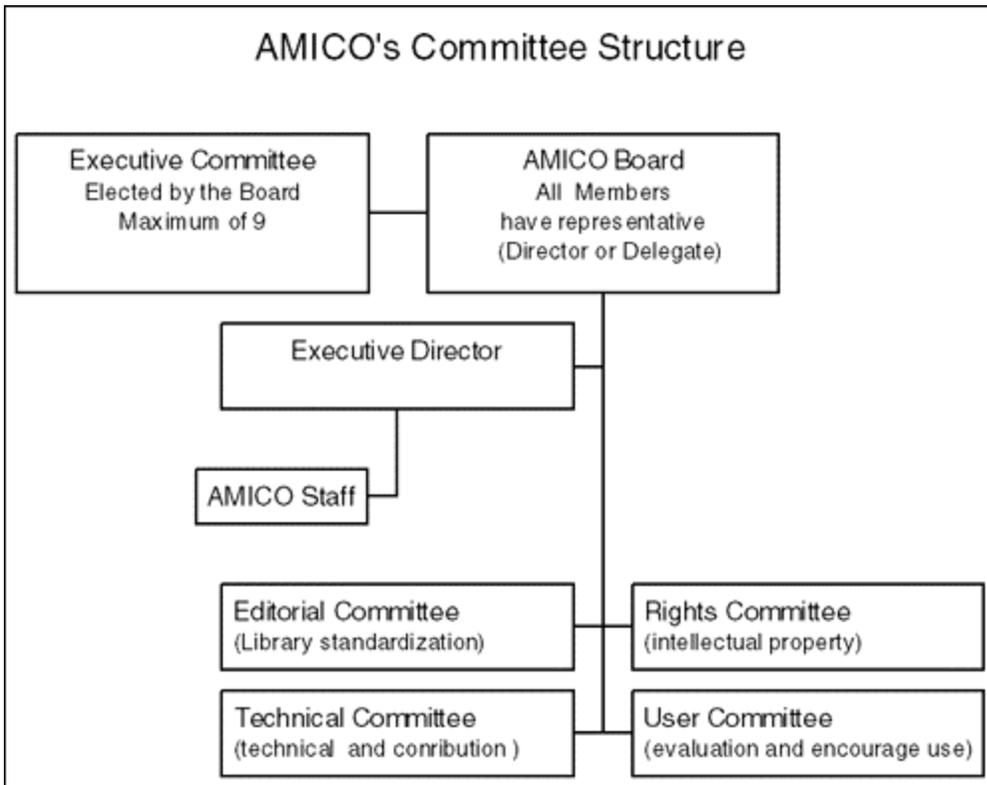
If you have any idea or suggestions of how to improve the CMS system please respond to the calls for input on the Editorial and Technical Committee Lists.

2.9.4 Suggestions from Members

During discussion it was suggested that a search that operated across all of the Web site would be helpful, as sometimes it's difficult to remember where particular documents are. AMICO's Webmaster will implement this search in the next few weeks.

2.10 Committee Agendas

AMICO has four working committees of the Membership who get together at each Annual Meeting (and occasionally throughout the year) to address issues related to their area of expertise. AMICO Committees provide guidance to AMICO staff, and make recommendations where necessary to the AMICO Board. AMICO's committee structure is as follows:



The group reviewed the preliminary agendas developed for each committee prior to the meeting, and suggested additional items for discussion.

3. Users Session

A special user session was held on the morning of Thursday June 21, 2001, to allow AMICO Members to see what users are doing with The AMICO Library and to introduce AMICO to local colleges and universities, including the University of Ottawa, Carleton University, Queen's University, Concordia University, and the Canadian Heritage Information Network.

3.1 Colleen Skidmore, Assistant Professor, Art and Design, University of Alberta, Calgary

Ms. Skidmore was a pioneering participant during the AMICO University Testbed year (1998-99). She has taught an entire course in Canadian Art History in a newly configured laboratory space using digital images. She also worked closely with Canadian AMICO members to request works be contributed to The AMICO Library to reinforce her teaching needs. Ms. Skidmore offered benefits and recommendations for AMICO to consider.

Five benefits that we enjoy with AMICO:

1. Flexible Conditions of Use
 - Students may use:
 - an on-line notebook,
 - download the images to their home computers or to floppy discs in the lab,
 - print the images for study purposes, to interleave with lecture notes, or for submission in term papers.
 - Faculty can:
 - set up AMICO notebooks for course preparation,
 - upload image lists with links to AMICO,
 - use the presentation catalogue for other sections of Canadian art history courses taught in the usual lecture hall where students do not have computers,
 - assign work with AMICO in upper level seminar courses to develop library skills and to research a seminar discussion or term paper topic,
 - create study assignments, similar to the AMICO model assignments.
2. AMICO image quality is far better than slides.
3. Over time the instructor time investment to create an image database is less than that for pulling slides class after class, year after year. The database is easily updated as new images or topics are introduced into a course or AMICO provides new images. Most importantly, students have 24-hour access to the images and other course materials.
4. Large amount of Canadian art images.
5. AMICO makes it easier to respond to growing student demand online sources for materials.

Five wishes for AMICO to meet user needs

1. More works in The AMICO Library. 200,000 would be a good amount of images and member museums should ask educational users what they would like to have added to The AMICO Library.
2. Specifically, in to would be good to see more works by women and visible minorities, as well as design materials and photographs.
3. More contemporary search categories that reflect the expectations of the discipline are needed, especially by gender and ethnicity.
4. Friendlier side by side display interface for images.
5. Keep the subscription price in check; funding is not improving and library resources are watched closely.
 - Ms. Skidmore's presentation is available as a .PDF file
 - Ms. Skidmore's presentation notes are available as a .PDF file

3.2 Kelly Richmond, Communications Director, AMICO on the K-12 Testbed

Ms. Richmond is coordinator of the AMICO K-12 Testbed. This group of nine participating schools in the U.S. have had one semester of access to The AMICO Library, of the three semesters planned for the Testbed. Ms. Richmond reviewed the results of the survey administered to the group at the end of this initial segment of the project.

Highlights included:

- K-12 teachers and students have needs that differ from University level users
 - Notebooks and searching can be complicated
 - Grouping content around themes would be useful
 - The commentaries and additional materials are good resources
 - Side-by-side projection, zooming in for details, and 3-D views are wanted
- Ms. Richmond's presentation is available as a .PDF file

3.3 Scott Howe, Humanities Chair and A.P. Art History Teacher, Isidore Newman School, New Orleans, LA

Mr. Howe is a participant in the AMICO K-12 Testbed and has been working with AMICO in an advisory capacity on the intersection of AMICO Library content with K-12 school curriculum. Mr. Howe seeks to build his students' confidence with online technologies while enforcing the need to appropriately question materials' authorship and rigorously cite one's sources.

In working with the AMICO Library, Mr. Howe found that:

- The AMICO Library was a wonderful source of materials that allowed Mr. Howe to get beyond the textbook, especially non-Western works.
 - Students became actively engaged with the images, and began to explore the art and artists of the period both on the Internet and in the library.
 - Lectures acquired a "cool" factor, simply because Mr. Howe was using a computer to do something old in a new way, something important when teaching teenagers.
 - Projects devised using The AMICO Library allowed Mr. Howe to model for students the essence of academic life: bringing diverse sets of knowledge together into a new context in order to share it with a larger audience.
 - Mr. Howe instilled the importance of questioning authorship and then, properly citing online sources to his students using The AMICO Library. Students took this message to heart as 75% of his students credited Mr. Howe with "honesty and academic integrity" as one of his core values.
- Mr. Howe's presentation is available as a .PDF file
- Mr. Howe's presentation notes are available as a .PDF file

3.4 Peter Walsh, Consultant to AMICO

Mr. Walsh (an Art Historian and former AMICO project team member) has been working with AMICO on developing programs that support university users. Based on his analysis last year on the types of art history programs offered at AMICO Library subscribing schools, Mr. Walsh has been developing model assignments that could be integrated into subscribers' typical course offerings. Mr. Walsh discusses the objectives of these assignments and highlighted a few examples.

The Goal of the Model Assignments is to:

- Provide an example of ways that rich resources like The AMICO Library, that have no corollary in the traditional world of the Art Historian, can be integrated into teaching
- Inspire teachers to adapt these pedagogical models to their own subject areas
- Show that this can be done in a relatively low-tech but creative way
- Mr. Walsh's presentation is available as a .PDF file
- Mr. Walsh's presentation notes are available as a .PDF file

3.5 Michel Vulpe, Founder and C.T.O., i4i, Inc.

Mr. Vulpe previewed the new XML-based tools for use with The AMICO Library that are under development by i4i. The objectives of this new tool set is to allow teachers to find content in The AMICO Library more easily, and to integrate it smoothly into different standard teaching formats, such as lesson plans, quizzes, assignments, and more. Mr. Vulpe presentation will demonstrate these new developments.

With the i4i toolset a teacher can:

- Browse The AMICO Library using Windows Explorer on their desktop
- See Folders of AMICO Library content that cluster works in categories
- Integrate AMICO Library content into their Microsoft Office documents
- Author standard document genres used in classroom teaching, such as lesson plans, assignments and quizzes, with the aid of Office Assistants

- Mr. Vulpe's presentation is available as a .PDF file

3.6 Member Response

All present agreed that it was very helpful to have Users of The AMICO Library communicate what they are doing with our digital resource. Requests were made for copies of all of the presentations (They are available in digital form on the Members Web site.)

4. Committee Reports

Each of AMICO's Working Committees met during the Annual Meeting to discuss issues that were raised over the course of the year. Committee Reports and action agendas follow.

4.1 Editorial Committee Meeting Report

4.1.1 Field Usage Guidelines

The Editorial Committee reviewed the revised the AMICO Data Specification and Data Dictionary (Version 1.3) and discussed questions of field usage. Issues raised included: the use, or lack thereof, of subject terms; where to include object notes that do not seem to fit into existing fields or that cannot easily be parsed; how to enter geographical information in a meaningful way (hierarchical or by repeating the fields Object Creation Place (OCP) and Creator Active Place (CAP); how to deal with places where names have changed; and how to enter more complex creation information for objects with multiple place-related items such as where minted, designed, manufactured or modeled, etc. Also mentioned were the question of the appropriate form for Asian names and how to deal with unidentified artists.

Members were encouraged to include dates and geographical access points to facilitate indexing. Members indicated interest in what fields are used by distributors in indexing.

Clarification was also sought on the question of non-displaying fields, and members were informed that while distributors could display all fields in a very full layout, those such as Creator Name (CRN), Object Creation Start (OCE), and Object Creation End (OCE) were intended primarily for indexing. These are unlikely to appear in the standard lists of The AMICO Library works.

ACTION:

- *AMICO staff to survey the members via the Editorial Committee Discussion List about parsing geographical terms, date ranges for dynastic periods, how unidentified artists and place name changes are dealt with, formatting for Asian names, and entering complex creation information, and solicit input*
- *Members should send questions about information they have that they are unsure of how to map to The AMICO Library data structure to the Editorial Committee email List.
<amico.editorial@update.amico.org>*
- *AMICO staff to follow up with individual Members regarding specific questions, such as where to include complex object notes and source information.*
- *Members are encouraged to expand the range of information contributed, and particularly to include fields that facilitate access to information requested by users such as geography, dates, creator name and culture.*
- *AMICO staff will solicit details from Distributors regarding which fields are indexed where in their applications.*

4.1.2 Data Dictionary Revisions

The two fields new to the Data Dictionary, Creator Authority ID (CID) and Creator Display Text (CTT), were introduced and their purposes outlined.

Other fields that have been revised, including Creator Culture (CRC), Owner Place (OOP), AMICO Library Year (ALY), Media Metadata Deletion (XDL), and Media Metadata Library Year XLY were reviewed.

ACTION:

- *New fields are available for use now.*
- *AMICO staff to send summary of Data Dictionary changes to Editorial Committee Discussion List.*

4.1.3 Creator Reference File

The Editorial Committee reviewed and discussed the purpose and function of a Creator Reference File and reviewed a working draft of the data dictionary for such a file.

Appropriate published resources for researching creators were mentioned. Members expressed a desire to incorporate data directly from their own internal reference files. (Some such as George Eastman House have offered specialized biographical files.)

Members sought clarification on their role in the creation of the Creator Reference File. Members will not be required to make a separate contribution to the Creator Reference File. It will be compiled from information submitted in catalog records. Members *may* input data into a Creator Reference File if they choose, and will have access to it as a resource.

ACTION:

- *Committee members to send comments on the draft version to the Editorial Committee Discussion List and/or to AMICO staff.*
- *AMICO staff to make electronic version of the Creator Reference File available by September 30, 2001.*
- *AMICO staff to post a list of possible published resources to the discussion list for comments.*

4.1.4 Style File

AMICO will also begin design of an external file to manage information about Styles and Periods of works of art. This project will follow the creation of the Creator Reference.

ACTION:

- *AMICO Staff to design a reference file for styles and periods.*
- *AMICO staff to make preliminary specifications available for members' comments.*

4.2 Joint Editorial and Technical Committee Meeting Report

4.2.1 AMICO Library Export and The Museum System (TMS)

Members shared their experiences with the TMS export, and voiced a hope that it would work more easily next year.

One of the main issues in the implementation of the TMS Export report is the lack of consistency in Members' varied usage of TMS fields. To get a sense of the scope of this problem and to provide input into future discussions with Gallery Systems, Members were asked to share their practice with AMICO.

ACTION:

- *Members to annotate a copy of the TMS report specification indicating whether their data is in the default field that TMS is specifying.*
- *AMICO staff to analyze the state of the problem(s).*
- *AMICO staff to contact Gallery Systems President Jay Hoffman (perhaps with Members) to review strategy for implementing fixes to the TMS export.*
- *Meeting between Gallery Systems TMS development staff and AMICO Members to be arranged for September 2001 on the east coast.*

4.2.2 Other Systems Export

There was a brief discussion of export experiences from other systems. In some instances, the process seems relatively seamless, in others, significant hand-work is involved.

ACTION:

- *The Technical Committee survey will ask for further information about this process, for AMICO follow-up and review.*

4.2.3 Antenna Audio

AMICO has an agreement with Antenna Audio™ to make sound files available in The AMICO Library.

We have begun with Permanent Collection Audio, as this is the most straightforward in terms of rights and identification of the works being discussed. Antenna has provided us with spreadsheets listing the files available; these have been reviewed by Members, who have added accession numbers where possible. AMICO then requested the identified files from Antenna. AMICO will use the accession numbers provided by each Member to link the Antenna-provided audio files with works in The AMICO Library.

Antenna Audio Sampling Rate

Antenna Audio has provided files for inclusion in The AMICO Library on audio CD. These need to be sampled for Web delivery.

AMICO suggested mpeg audio (mp3), sampled at either 256kbps or 128kbps. There were no objections, though there were concerns voiced about file size for editing purposes, and it was agreed that AMICO would remain flexible and attentive to feedback about the file quality and size as members begin using the linking tool.

AMICO will create metadata records for all Antenna Audio files when they are sampled.

ACTION:

- *AMICO will encode Antenna files for distribution in 128kbps mp3 format. We have the potential to change to another sampling rate later if members take issue with file size or quality.*
- *Metadata records will be created for the audio files when the audio is pulled from the CD and encoded to an mp3 file as part of an automated process. File size, default copyright statements for the Member/Antenna, and track length will be contained in the metadata.*

Antenna Audio File Review

Members have requested an opportunity to review audio files, and ensure that they are linked to the correct work, prior to their incorporation into The AMICO Library. A new tool to support this will be integrated into the AMICO Contribution Management System (CMS) at <http://update.amico.org>.

The Antenna Audio linking tool will be accessible in the CMS via the File Submission menu and will be similar in appearance to the View Files tool. Audio files for the appropriate member, if available, will appear in a table with each row containing one file. Within each row, the columns will consist of:

Filename	A link showing the name of the audio file in the format MEMB.AA.YEAR.CD#.TRACK#.mp3. Clicking the link will access the file.										
Track Name	The name of the track that the file represents, as provided by Antenna Audio in the spreadsheets reviewed by members.										
GG#	Proprietary Antenna identification number as it appears on both the media received by AMICO and the spreadsheets sent out by Antenna. This value will not be exported as AMICO data; it is used as secondary verification of a track's contents.										
AID	A link showing the AMICO AID value for the work that the member has recommended to AMICO as the likely corresponding work for the current audio track. The thumbnail for this work will also appear in this column. Clicking the link will open the record for the given AID in the Record Editor. Another link below the AID value named "Change" will allow the member to change the AID to another value.										
Action	Two radio buttons will appear in this column, allowing the selection of either "Link" or "Delete" for the current audio file. The "Continue" button below these radio buttons will cause a new page to load, differing depending on the choice: <table><tr><td>Link</td><td>A page asking for the data values for the Related Multimedia Group (RMG): Related Multimedia Relationship (RMR), Related Multimedia Description (RMD), and Related Multimedia Link (RML) values will be loaded. Defaults will be filled in for RMR, RML, and for most of RMD: <table><tr><td>RMR</td><td>IsReferencedBy</td></tr><tr><td>RMD</td><td>Antenna Audio: Permanent Collection Tour (default value, customizable for all of a member's files on request)</td></tr><tr><td>RML</td><td>MEMB.aa1234.mp3 (the name of the file)</td></tr></table></td></tr><tr><td>Delete</td><td>A page asking for verification of the deletion.</td></tr></table>	Link	A page asking for the data values for the Related Multimedia Group (RMG): Related Multimedia Relationship (RMR), Related Multimedia Description (RMD), and Related Multimedia Link (RML) values will be loaded. Defaults will be filled in for RMR, RML, and for most of RMD: <table><tr><td>RMR</td><td>IsReferencedBy</td></tr><tr><td>RMD</td><td>Antenna Audio: Permanent Collection Tour (default value, customizable for all of a member's files on request)</td></tr><tr><td>RML</td><td>MEMB.aa1234.mp3 (the name of the file)</td></tr></table>	RMR	IsReferencedBy	RMD	Antenna Audio: Permanent Collection Tour (default value, customizable for all of a member's files on request)	RML	MEMB.aa1234.mp3 (the name of the file)	Delete	A page asking for verification of the deletion.
Link	A page asking for the data values for the Related Multimedia Group (RMG): Related Multimedia Relationship (RMR), Related Multimedia Description (RMD), and Related Multimedia Link (RML) values will be loaded. Defaults will be filled in for RMR, RML, and for most of RMD: <table><tr><td>RMR</td><td>IsReferencedBy</td></tr><tr><td>RMD</td><td>Antenna Audio: Permanent Collection Tour (default value, customizable for all of a member's files on request)</td></tr><tr><td>RML</td><td>MEMB.aa1234.mp3 (the name of the file)</td></tr></table>	RMR	IsReferencedBy	RMD	Antenna Audio: Permanent Collection Tour (default value, customizable for all of a member's files on request)	RML	MEMB.aa1234.mp3 (the name of the file)				
RMR	IsReferencedBy										
RMD	Antenna Audio: Permanent Collection Tour (default value, customizable for all of a member's files on request)										
RML	MEMB.aa1234.mp3 (the name of the file)										
Delete	A page asking for verification of the deletion.										

Files that have been linked or deleted will appear in a list below the pending files on the main Antenna Linking Tool page, showing their status, track name, GG#, AID (if linked), and providing the option to delete/undelete a file that has already been linked/deleted.

ACTION:

- *The Antenna Linking tool will be available for use by Members in the CMS by the beginning of July and members will be emailed when their Antenna files are ready for linking.*
- *Guidelines for the use of the Related Multimedia Group (RMG) for linking Antenna Audio will be posted to the Editorial Committee List.*

4.2.4 Contribution Schedule for Next Year

The Technical & Editorial Committees jointly decided to modify the contribution schedule to allow more time for AMICO to process submissions and to handle problems.

ACTION:

- ***Preliminary contribution lists will be due October 1.***

- ***Full Contributions will be due on March 1.***

4.2.5 Contribution Management System <http://update.amico.org>

AMICO has one window of opportunity each year to make enhancements to the Contribution Management System. This comes in July / September, right after the Library edition is shipped, and before we begin receiving contribution lists for the next edition.

Members were asked for suggestions for new features and enhancements to existing features that would make contributing to The AMICO Library easier.

ACTION:

- *Feedback on the CMS and suggestions for functional improvement will be requested via the Technical Committee Discussion List (amico.technical@update.amico.org) in the near future.*
- *Members are encouraged to respond quickly, as input is most helpful before the new CMS design doc is completed.*

4.2.6 Tools for Members

Two Web-based tools have been used by AMICO staff to index The AMICO Library.

- The Object Type (OTY) Standardization Tool helps Members correct non-standard Object Types and moves terms not on the Editorial Committee list to the Classification Term (CLT) field.
- The Date Indexing Tool facilitates indexing of Object Creation Dates (OCT) which were not parsed (either by the Member or by AMICO's data loading scripts) into Object Creation Start (OCS), Object Creation End (OCE), and Object Creation Qualifier (OCQ) values.

ACTION:

- *These tools will be made available to members as a part of the CMS re-design.*

4.3 Rights Committee Meeting Report

4.3.1 ARS Agreement

AMICO has extended our agreement with the Artists Rights Society to clear rights for ARS-represented works to be included in the AMICO Library and to provide AMICO with rights for worldwide distribution of the AMICO Library beginning with the 2001 Edition. This new agreement also extends additional rights to members. The provisions are summarized below:

AMICO members may contribute any number of works whose copyright is represented by ARS to the AMICO Library without prior rights clearance.

- Follow the instructions on the AMICO Members Web Site at <http://members.amico.org/comm/rights/ars.html>
- Identify works **IN COPYRIGHT** for which you wish AMICO to clear rights with ARS by including the following in the catalog record submission:
 - Object Rights Statement (ORS) Artists Rights Society, New York (this may be replaced by the full artist/estate copyright if known)
 - Object Rights Link (ORL) <http://www.arsny.com>
- **Only use the ARS statement for works in copyright – not those in the public domain.**
- **This data must be in your final data submission – DUE March 15 2002**
- **There is no resolution limit on the images submitted to The AMICO Library.**

AMICO Reports to ARS

- Based on the information provided by members, AMICO provides ARS with a list of works

AMICO Pays a Royalty to ARS

- AMICO pays ARS a royalty to ARS based on the number of works contributed to The AMICO Library.
- Identifying ARS works in your preliminary list of contributions (due October 15) is VERY important to AMICO as it assists in our planning and helps in our negotiation.

ARS provides AMICO with Copyright Statements

- Based on the list supplied by AMICO, ARS provides copyright statements for inclusion in The AMICO Library.
- These are entered by AMICO into the Object Rights Statement (ORS) field of the Catalog Record, and replace the statement provided by members above.

In addition to the use of high-resolution digital reproductions in The AMICO Library, US-Based AMICO Members may use ARS-represented works they have ALREADY CONTRIBUTED to The AMICO Library on their public web site, provided:

- Maximum resolution is 800 x 600 pixels and 96 dpi
- Works may not be featured on the home page (without further permission from ARS)
- Works may not be used as a 'clickable icon'. This was discussed at the meeting: The concern is that a particular work, or part thereof, not be featured as part of a site's navigational elements without further permissions from ARS. AMICO's understanding (to be clarified with ARS) is that thumbnails of an entire work in a list of works that when clicked link to a larger view of that work are OK.
- **Members MUST report Web Site use to AMICO using the form linked to the Members web site.**
- **Members MUST use the copyright statement provided by ARS for the work.**
- Linking to the ARS web site from the work is suggested by not required.

- ***Some restrictions apply to public web site use– see Schedule A distributed at the meeting and linked to*** <http://members.amico.org/comm/rights/ars.html>

Unfortunately, ARS was not able to grant AMICO with rights for Canadian Members to use works on their Web Sites. We will be coordinating the best way to seek these rights with our Canadian Members.

ACTION:

- *AMICO staff to update Rights Committee Web page with full instructions and electronic version of list of artists*
- *Rights Committee Members to Liaise with those who produce AMICO Export to ensure that the Rights Statements are correct (both for this and all other purposes)*

4.3.2 World-Wide Distribution

Members are reminded that now that we are going to have subscribers beyond North America, they should check their permissions, and make sure that they have appropriate rights.

ACTION:

- *Members check permissions. Request extension of granted rights if required.*

4.3.3 VAGA Update

AMICO and VAGA have discussed the possibility of an agreement between VAGA and AMICO (along similar lines to that of the ARS agreement). Right now we are stalled on expectations of remuneration.

This past year, at the Walker Art Center worked with the Dedalus Foundation and VAGA to include works of Robert Motherwell in the AMICO Library. The Dedalus Foundation agreed to waive fees for this educational use. To satisfy VAGA concerns, AMICO has created a special page to be the 'VAGA rights link' as VAGA does not have a Web site. This is at <http://www.amico.org/rights/vaga.html>

No members present reported clearing rights individually with VAGA for AMICO Library uses.

ACTION:

- *Members are encouraged to facilitate an agreement with VAGA wherever possible, and not to negotiate independently with VAGA for rights to use works in The AMICO Library.*

4.3.4 Umbrella AMICO Rights for Individual Artists

Members reviewed the model request letter drafted at the last Members' meeting, and suggested minor changes. The value of coordinating requests of individual artists was reaffirmed.

ACTION:

- *AMICO to make minor changes to the text in the model letter (removing references to North American Members, and deleting reference to cropping and overprinting)*
- *AMCIO to review Artists FAQ to see if any changes needed*
- *Each member to identify [one] artist or estate they are willing to approach on behalf of all AMICO Members*

4.3.5 Rights Request Form Implementation

Peter Walsh, Chair of the College Art Association (CAA) Intellectual Property Committee joined the group for this discussion.

Both the CAA Committee and AMICO's Rights Committee have produced model forms for requesting rights. The CAA form is available at <http://www.pipeline.com/~rabaron/CIP/CAAdoc2.htm>, AMICO's form is at <http://members.amico.org/rights/RequestForm.html>

After a discussion of the particular needs of scholarly publishing the group agreed that most museums have a sliding scale that respects the different motivations of non-profit and for-profit uses of reproductions. The group felt it was important for Art Historians to know that they were not 'gouging' the profession, and that fees where charged were most often based on an attempt to recover some costs in the production of photographic materials.

It was suggested that further information exchange and education would be appropriate to facilitate an increased understanding between these two groups. The possibility of an Affiliated Society session at CAA that explored issues in the reproduction of works of art was discussed and will be explored further.

ACTION:

- *Committee Members to review final draft of AMICO form, and recommend implementation (on thumbnail catalog and possibly in i4i interface)*
- *Committee members to review CAA form and offer comments to list*
- *AMICO staff to explore possibility of CAA session (volunteers to speak are requested!)*

4.3.6 Video Art (Joint with Editorial)

Issues of documenting Video and Web art were discussed. Rights issues became much clearer when it was realized that the 'work itself' would not be in The AMICO Library, just like the Painting or Sculpture is not in The AMICO Library. Rather, screen shots, or clips will illustrate the work. The Related Works Group (RMG) can be used to link to Web-accessible works of art.

ACTION:

- *Members are encouraged to include documentation of new media in their AMICO Library contribution. Please feel free to contact AMICO for clarification if needed on how to use particular fields.*

4.3.7 Committee Chair

The committee expressed its wish to be chaired by Martha King, of the National Gallery of Canada.

ACTION:

- *AMICO Staff to confirm new Chairman; Committee Members to encourage Martha to take this on!*

4.4 Technical Committee Meeting Report

4.4.1 Character Sets

In earlier meetings, the Technical Committee decided that contributions to The AMICO Library™ would be made in the ISO-8859-1 (LATIN) character set. It appears that some Members may not be sending their contributions in the ISO-8859-1 format. As a result, special characters, such as accented characters, are not appearing correctly in The AMICO Library. Members asked about possible solutions, and suggested appending a test record to each submission that includes a series of special characters to help identify which character set each member was using.

ACTION:

- *AMICO is analyzing member submissions to determine which Members have data that is affected by these issues*
- *AMICO will contact Members as specific problems are identified.*

4.4.2 Multimedia Metadata Formats

Members were reminded that all multimedia files included in The AMICO Library must have accompanying metadata records. These include Antenna Audio Files – for which AMICO will create metadata records when the files are sampled.

AMICO procedures for validating multimedia files and metadata were briefly explained to the Members.

ACTION:

- *The revision of the CMS will contain procedures to automate validation of certain kinds of multimedia.*
- *Sample multimedia metadata records will be included on the AMICO Members Web site.*

4.4.3 IMLS Grant Proposal

AMICO's IMLS grant proposal was briefly discussed (the full text of the proposal is available at <http://members.amico.org/docs/grants/IMLS2001.pdf>). The training materials that we will develop if the grant is successful will help all AMICO Members create quality digital content.

ACTION:

- *AMICO will hear from IMLS on the status of the grant in the fall.*
- *Technical Committee Members will be asked to provide input on their processes to form part of the training materials.*

4.4.4 Technology Survey

In general discussion, AMICO Members had expressed an interest in knowing more about the technological infrastructures and staffing at other Member institutions. It was agreed that this would also provide useful background for the IMLS project. AMICO staff present agreed that such a survey would provide useful background when discussing technical problems with Members.

ACTION:

- *A draft of the survey will be posted to the Technical Committee mailing list for comment by July 15.*
- *A survey will be available for all Members to complete by July 31.*
- *Responses will be made available to all Members by September 1.*

4.4.5 i4i Briefing

Michel Vulpe, Chief Technology Officer of i4i (Infrastructures for Information <http://www.i4i.com>) presented the E-Learning tools i4i is developing in conjunction with AMICO to enhance delivery of The AMICO Library. i4i is using XML-based tools that plug into Windows Explorer and Microsoft Word. An Internet Explorer (web-based) search tool will also be available.

Michel discussed the technical details of this application with the committee. Members asked both technical and functional questions about how the i4i application worked, and how it could interact with their own data. They expressed a requirement for tools, which were cross-platform if possible,

and felt the need for a browser interface to The AMICO Library as well. The group discussed the availability of Virtual PC as possible solution for Macintosh users.

Members also expressed interest in being able to experiment with these tools and in exploring how the i4i tool could be used to assist their museum's educational departments.

ACTION:

- *Beta releases of the i4i tools will be available for download from the Members Web Site later this summer.*

4.4.6 XML

A sample DTD for AMICO Library Catalog Records was distributed. A short discussion of XML, its benefits, and problems followed.

Questions raised included the relation between the AMICO DTD and the CIMI Museum Interchange Protocol, and how XML might help with member's export problems. Several Members requested copies of their data in XML format.

ACTION:

- *AMICO staff is collaborating with CIMI on the definition of common practices for their DTDs.*
- *AMICO will work with Members to provide them with XML upon request.*
- *An XML interchange format will be explored as a method of streamlining the contribution process.*

4.4.7 Contribution Management Site: <http://update.amico.org>

Overview of AMICO's processing of Contributions

Members had asked for further details regarding what AMICO does when it receives their AMICO Library contributions. An overall process document was distributed to the Members in attendance for their review (online at: <http://members.amico.org/comm/tech/CMS.overview.html>).

ACTION:

- *Questions or comments about the processes at AMICO should be directed to the Technical Committee Discussion list amico.technical@update.amico.org*

Search Functions

Some Members have been using the AMICO public thumbnail catalog to check their records, because they do not have an easy way to find specific works in the CMS without having the AID on hand. Member suggested integrating some of the same search functionality into the CMS.

ACTION:

- *Adding content searches to the CMS will be part of the upcoming CMS redesign. Members will be able to search by Creator Name and Keyword. These searches will only reference works from one's own member institution.*
- *A keyword index will be added to the CMS database.*

4.4.8 Harvesting Protocols

Harvesting protocols, such as those outlined in the Open Archives Initiative⁴, were discussed as a possible new method to build The AMICO Library.

ACTION:

- *Without a standard harvesting protocol this strategy would seem premature. Discussion will be resumed when a standard harvesting protocol has been developed.*

4.4.9 Returning Data to Members

Tools are now available for Members to retrieve some information about their AMICO Library Contributions from the contribution management site. The "Contribution Download" section now supports Member-requested downloading of tab delimited text files listing the works contributed to The AMICO Library by AMICO Identified (AID) / DC.Resource.Identifier (XID), AMICO Library Year (ALY / XLY), and AMICO Deletion Flag (DEL/XDL). These reports can be requested for all records, or only invalid records. A request was made by the AMICO staff for other reports Members

⁴ See <http://www.openarchives.org>

might be interested in downloading. Members responded with no concrete needs but expressed interest in the ability to download all of their records in XML Format.

ACTION:

- *AMICO will investigate a way to enable download of XML versions of their records. Members should use the Technical Committee Discussion List to request further download formats.*

4.4.10 Images Online

AMICO has recently added a new piece of hardware allowing us to keep all TIFF and media files submitted by Members online. The committee discussed the problems and benefits of making these tiffs available for download through the CMS system.

ACTION:

- *TIFF files will not be linked into CMS. However, these can be made available for download by request.*

4.4.11 AMICO Library Update Process

With the addition of more distributors, the distribution of The AMICO Library is more complicated. The schedule for distributing data was reviewed.

New Contributions

- The **ANNUAL EDITION** of The AMICO Library is delivered to Distributors on **April 30** of each year. This is the only time that new works are sent out.

Updates to Existing Contributions

- Catalog record and metadata record updates are distributed **WEEKLY** on **THURSDAY** night.
- Notification to withdraw records is made **WEEKLY** on **THURSDAY** night.
- Newly linked and replacement image and media files are sent to Distributors **quarterly**, on June 30, September 30, December 30 and March 30.

All distributor agreements include requirements for the prompt update of their distributions, but these schedules will not mesh exactly. Members should remember that the Public Thumbnail Catalog (<http://search.amico.org>) is the most up-to-date version of The AMICO Library, updates to the catalog will appear once a week.

4.4.12 Committee Chair

Doug Hiwiler from the Cleveland Museum of Art agreed to serve as the Chair of the Technical Committee.

4.5 Users & Uses Committee Meeting Report

4.5.1 Statistical reporting

- Qualitative vs. quantitative
- Questions that need answering
- Methods to achieve answers
- Desired format

From committee discussion it was determined that while AMICO Members *may* pull up their individual usage information from RLG and check the Members web site for the monthly summary of usage by all institutions, Members typically do not retrieve this information or look at it proactively on their own.

New Distributors of The AMICO Library are being added, and Members are asked to pull data from potentially 4 or more sources, use of these statistics may go down even more. Therefore, the U&U committee discussed what they would like to know about end users and how this information could be reported directly to each Member.

Quantitative Statistics

The primary questions raised by the group were:

- How many people are accessing and using my museum's objects. broken down at the record level, so they could see, for instance, that 26,347 images from museum x were accessed in a 6 month period?
- How deeply does image viewing go?
 - How many of the 26K+ images were at the thumbnail view, larger view, largest presentation view, etc?
 - This would allow members to see how deeply users are getting into their content.
- How many of each of these images were used by what kind of user?
 - Numbers broken down by user type, so were they coming from a university or a K-12 school, or a public library, etc? Obviously, the different distributors would each be broken out for these different pieces of information.
- How does my museum's image use compare to all members' image use by users?
- How does this use compare to the public thumbnail catalog?
 - What top search criteria are used?
 - Can we see top search criteria, to determine if users are more frequently looking for particular cultures or object types?
- How does usage compare across time?
 - Trending comparisons should be part of the report, comparing the previous year's or month's usage activity.

This report should be emailed to each Member's principal contact directly as an attached file (not something that must be retrieved from somewhere; the report should be sent biannually.

ACTION:

- *AMICO will work with distributors to confirm that desired pieces of user information are provided in accordance with the Distributor specification.*
- *AMICO will mock up a sample report and provide it to the U&U committee for review in August.*
- *AMICO will take the refined report and provide to the entire membership for sign-off; AMICO will populate a sample report with RLG and OhioLINK (if possible) data for members to see real report. This should be available in October; Members will provide feedback by mid November.*
- *AMICO will send the first report in Dec (for previous 6 months – June-Nov. 2001) and then will be sent regularly in June and December of each year. (Note that some Distributors may not have full statistics available for this first period)*

Qualitative Evaluation

The other side of use statistics is getting some anecdotal information about “HOW” and “WHAT” users are doing with The AMICO Library. Since this sort of information is more qualitative, AMICO needs to look at surveying users to get this testimonial information.

ACTION:

- *AMICO will investigate end user surveys. Sample survey questions will be sent out to the U&U committee in August. These will build on past survey work.*
- *AMICO explore including a bulletin board system in the Use area of the public web site to allow more informal ways of exchanging information and collaborating than the current University users d-list.*
- *Members will review and sign-off on report format and provide input on user survey questions and survey delivery.*

4.5.2 Compare public Thumbnail Catalog use and RLG use

Statistical reports of the public Thumbnail Catalog site and RLG’s presentation of The AMICO Library were reviewed by the committee. Consensus was reached that measures needed to be made standard across the two reports.

The committee questioned Adam Brin, AMICO’s Webmaster, about the reports he created regarding the Thumbnail Catalog. They wanted to better understand that within search types, say by keyword or object type or creator culture, how many searches actually took place. Also, they said they would like to see information about use of the Model Assignments.

In RLG’s statistics it was noted that consortial subscriptions were not broken out to the individual schools. (The Florida State consortium appeared to have the 2nd highest use of any subscriber but this was 10 schools’ use lumped together). The other elements in these reports were included in the more general statistical reporting discussion.

ACTION:

- *AMICO will break out search numbers within the particular search criteria and will add tracking of use of the Model Assignments for the public site reporting.*
- *AMICO’s requirements with distributors should reaffirm the need for single institution statistics for consortial subscriptions. (These are in all of our new contracts.)*
- *Members will actively use statistical reporting a device to reinforce AMICO stature within their respective organizations.*

4.5.3 Review and feedback on redesigns to AMICO Members and public sites

Committee members did not have any strong feelings (positive or negative) regarding the redesigned Members and Public websites. Generally they felt there was great depth of information on both sites, but found it was hard to keep current. Direct links to pieces of information that were new, required action were useful as a way to focus their attention on the site. Some enhancements to the Members site to allow easy toggling between the Contribution Management System, the AMICO public site, and other site were not clearly understood and may need explaining.

This discussion then rolled into more general communications with Members. Members feel the committee lists are fine, but that the announce list does not always provide them any priority level (all the messages seem either urgent or not worth taking notice of).

Summarizing developments into a newsletter format might be useful. Then those items NOT part of the newsletter would be urgent or to require action.

ACTION:

- *AMICO will add screen shots and descriptions about content contained on the AMICO sites to the “How to AMICO for Members” guide.*
- *AMICO will actively try to add direct links to content when corresponding with AMICO Members.*
- *AMICO will investigate how to better package information to members relating to the general announcements list and a potential newsletter.*
- *Members will filter suggestions for content in newsletter to the AMICO Communications Director and pass on thoughts about the web sites if they occur.*

4.5.4 Review and comment on new K-12 interface

Members had seen a brief presentation by Michael Vulpe of i4i about the proposed new functionality for K-12 users. We discussed what types of metaphors would be useful to create as educational templates in i4i that might help Members to create content and use The AMICO Library. Some of these metaphors were:

- “**Slide Sets**”, which are typically organized around a theme or exhibition or subject area;
- “**Family Guides**”, which include activities to do at home or in the museum that help to further learning made in the galleries and promote sharing amongst the family unit;
- “**Docent Training Materials**”, which give docents knowledge about the museum’s collection and helps them place that collection within a larger art historical context.

The participants felt that these metaphors could be nicely emulated with i4i tools.

Other functionality that members would be excited to see include:

- side by side image comparison with the ability to independently scroll within a set of images,
- the ability for children to draw and add to works or take pieces of works mix them up and create new works,
- an “overlay” feature to layer x-rays or preliminary sketches of works,
- a highlight tool to allow a lecturer to point out compositional aspects of a work or point out fine details, and
- zoom functionality.

ACTION:

- *Members to provide samples of the educational metaphors (document genres) discussed.*
- *AMICO will provide these metaphor types to i4i and once DTDs are created, will populate them with Member content.*
- *Members may test i4i tools if they wish (contact Kelly to volunteer).*
- *AMICO will provide suggestions for tools to i4i and monitor creation and incorporation of these tools into the i4i software product.*

4.5.5 Address Museum Use of The AMICO Library

As the ideas for museum metaphors were discussed we talked about how museums were using The AMICO Library. Most members are not using The AMICO Library because they typically focus educational efforts on their own collections. The creation of associated materials is focused on members’ own online databases or sites (such as the NGC’s Cybermuse or the Whitney’s DOCEO). To promote The AMICO Library as an educational tool for Members we need to confirm that the standard images that are in members educational products – like those slide sets or family guides – are actually contributed to The AMICO Library.

We need to know more about Members Educational activities to help them understand how The AMICO Library could be useful. AMICO staff will survey all members, asking about educational resources on their web sites that could enhance AMICO Library works, presence of Fellows programs, Teacher training institutes and partner schools. We’ll take the same opportunity to review other AMICO Proposals, such AMICO communications, the discussion lists, the creation of a newsletter, etc. It was thought that such a survey could uncover some nuggets for User and marketing efforts.

ACTION:

- *AMICO will perform a comparative inventory of member works that are contained in member-created educational materials and are contributed to The AMICO Library. This inventory will create a want list for members’ upcoming submissions. Inventory will be completed and list sent to members by Sept. 15th. Members to provide these examples to AMICO for analysis.*
- *AMICO will create a member survey on marketing and educational issues. A mock-up of the survey will be out to U&U by July 15.*
- *Member review and approval of the survey will be due by Aug. 1 and the survey will be sent out Aug. 3rd. Members will complete the survey by Aug. 31st.*

4.5.6 Desired outcomes for K-12 Testbed and methods of achievement

The K-12 Testbed was discussed vis à vis the implications of the i4i interface and application. Committee Members expressed concern that the conversion of the Testbed to a new environment

could cause some users difficulty. They felt that not having a fully Mac-compatible application was problematic as the K-12 education market is very Mac-oriented. It was noted, though, that the browser version of the i4i XML application will have at least the functionality of RLG's Eureka system.) Some conversion is required regardless of who serves as Distributor, as the RLG interface is also going to change. We need to prepare the Testbed participants, by making sure that they feel the new environment is responsive to their suggestions.

Members wanted to understand from the Testbed participants what content is most important to them – "If you could access one thing, what would it be?" Also, they were curious about better understanding the technological infrastructure in these schools that are participating.

They felt that a training session/workshop on the new software was essential for the Testbed group. Such a session would be useful for getting "hands on" understanding, and it would also promote solidarity and sharing amongst the group, and facilitate the production of tangible outputs. Members wondered if the Testbed could possibly be opened up to stand-out partner schools that they worked with. Additionally, the group liked the idea of seeking funding to allow the K-12 Testbed to grow and reach a wider audience or be the nexus to an Educational Advisory Group that met on an annual basis to create outputs, tie The AMICO Library back to curriculum standards, and help shape and evangelize AMICO Library use.

ACTION:

- *AMICO will post responses to the survey of Testbed participants' technical infrastructure on the school Testbed site and direct members to it.*
- *AMICO will notify K-12 Testbed participants of the software conversion, and determine when a training session could occur in August.*
- *Members will provide contacts of possible teachers that they work with regularly to be part of the Testbed or some sort of Educational Advisory Group going forward.*
- *AMICO will work with members' standout teachers and existing partner schools to include new Testbed participants if possible, and incorporate them into the i4i training schedule.*
- *AMICO will work with i4i to develop appropriate documentation and training materials for all users, including those in the Testbed.*

4.5.7 Determine continuing or new committee chair

Since Stephanie Stebich is leaving CMA and moving to MIA, the committee felt that nominations should be made on the U&U discussion list for a new committee chair. The previous chair did nominate Melissa Phillips of the Whitney Museum of American Art to become the next committee chair.

ACTION:

- *AMICO will suggest Melissa as Stephanie's successor to the U&U discussion list and request the Committee to decide about this by July 20.*
- *Members will need to confirm the nomination or suggest other candidates.*

5. Closing Session

5.1 2001/2002 Deadlines and Schedule

All Members reviewed the schedule and deadlines for the coming year.

AMICO Members amended the contribution schedule to provide AMICO staff with additional time to do trouble-shooting and quality assurance on contributions. Final contributions are now due to AMICO on March 1, 2002.

Date	Library Construction	Meetings and Events
2001		
July	2001-2002 Library release	
Aug	CMS enhancements released	K-12 Testbed training
Sept	Update media to distributors	TMS Users/AMICO Meeting on East Coast
Oct 1	Preliminary list of submissions due (core fields)	MCN Conference Executive Committee meeting
Nov		AASL
Dec	update media to distributors	AAM Intellectual Property seminar
2002		
Jan	ARS List available in electronic form	
Feb		Board Meeting in conjunction with the AAMD winter meeting. AAMD update
Mar 1	All Contributions due to AMICO	
Mar	Update media to distributors	CAA , VRA, ARLIS conferences NAEA
Apr	AMICO ships data to distributors	Museums and the Web
May		AAM
June	Update media to distributors	AMICO Annual Meeting - NYC

5.2 AMICO Library Update Schedules

All Members were reminded of the schedules for the updating of The AMICO Library to Distributors.

- **Updates** to existing AMICO Library text records (catalog and metadata) are distributed **weekly** on Thursday.
- **New media** linked to existing catalog records (such as replacement images, missing images, and newly linked Antenna Audio files) are distributed **quarterly**, the end of March, June, September and December.
- **New works** are added to The AMICO Library **annually**, during the contribution cycle. Final new contributions are due to AMICO March 1, and are released by distributors on July 1.

5.3 Next Meeting

The New York-based AMICO members invited us to their city for our next annual meeting, to be held in June of 2002. Watch the AMICO Announcement list for the date.

5.4 Thanks

All Members and Staff expressed their thanks to Delphine Bishop of the National Gallery of Canada for coordinating local arrangements.

The Executive Director expressed her thanks to the AMICO staff for their hard work in organizing the meeting, and to all in attendance for their enthusiastic contributions to AMICO's consortial activities.