

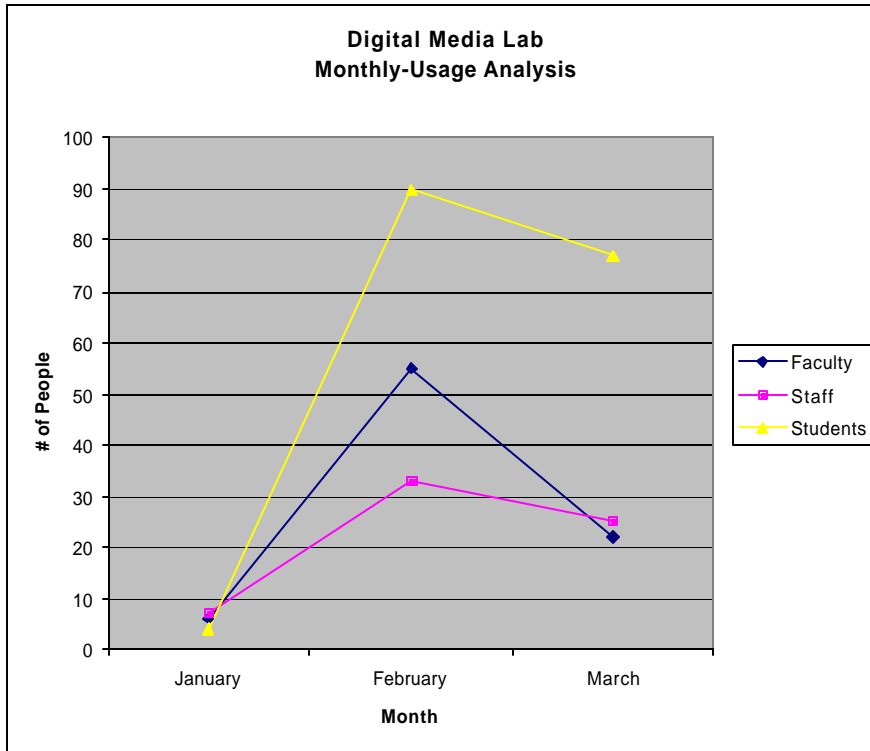
**Fabian Rodriguez and Digital Media Lab
3 month Analysis
Accomplishments & Activities**

Digital Library Initiatives Administration & Management Activities

During the last 3 months the Digital Media Lab has been active in preparing for grand opening, implementing program assistance, and developing future goals/strategies for the media lab, as well as building relationships with different programs and groups as we provide a service to the University community. In order to outline some of the work that the media lab has been involved in, I will outline them in by project and there status. I will encourage all reader to continue to look at the Digital Media Lab website in the months to come for any updates and design changes that we will be making. Here is the list of accomplished and tentative work projects since January. Another report will outline from April –June:

Project/Details	Status
Real Networks	On-going
<ul style="list-style-type: none"> Coordinating efforts to promote the University and its push for streaming media technology. Our contact is Javier Fosado. Real Networks will be doing a case study on the University of Miami Richter Library and its digital media lab. The case study will analyze the push and use of the Real Networks platform in the streaming industry. We will be matched up with Universities such as Oklahoma State, Northwestern, and few others. School of Communication is providing some video for use during the promotion and the Office of the Registrar will also be providing some materials for use We are also getting geared up and prepared for a Server Upgrade to provide better resources to the University community and better quality 	
SURA-Vide Spring 2002 Video Workshop for Academic Institutions	To completed April 23-25
<ul style="list-style-type: none"> Will be attending the video workshop geared towards understanding new tools and ways to assess our technology needs in video Please visit the website for a detailed summary of my attendance to the conference after April 25th 	
Caribbean Literary Studies	On-going
<ul style="list-style-type: none"> Website redesign and upload <ul style="list-style-type: none"> Cristina Montano has redesigned the Caribbean literary studies website, this site can be found at the following URL: http://digital.library.miami.edu/medialab/caribbean/ Some content still needs to be redesigned and will be completed as we work in conjunction with Kathryn 	Completed
<ul style="list-style-type: none"> Capturing and Video Editing <ul style="list-style-type: none"> Bryanna Herzog and Cristina Montano are currently working on capturing and editing all videos for the project. Currently there are over 20 1 hour tapes not including some that are still left to be received Please visit the website to view the clips currently available on the website at: http://digital.library.miami.edu/medialab/caribbean/archivalvideo.html 	On-going
University of Miami Scholarly Symposium	Completed
<ul style="list-style-type: none"> Completed the symposium videotaping Prepared and uploaded a website that is currently almost completed. Just awaiting for some small video footage to be digitized, please feel free to visit the following link: http://digital.library.miami.edu/medialab/symposium/index.html 	
Richter Library Newsletter	Completed
<ul style="list-style-type: none"> Bryanna Herzog has completed the design of the staff newsletter that is being updated by an internal library group 	
Tegrity Research and Analysis of product	Completed and Pending
<ul style="list-style-type: none"> Currently awaiting for more information, however, the Richter Library has undergone a background research check of the product and is awaiting the response of other University members to test the software and package provided by TEGRITY. 	
Subject Librarian Monthly Report	On-going/Pending
<ul style="list-style-type: none"> Have begun establishing relationships with various faculty on the University campus. I will be setting up a list that will be made available to faculty upon request for information on individuals that expressed or are using the digital media lab The database will be designed in Access and hopefully converted to web format soon 	
Advisory Board	On-going
<ul style="list-style-type: none"> I will be working on creating an advisory committee, geared towards developing an ongoing relationship to the different schools and departments that are interested in using the digital media lab or its services 	
Media Lab Statistics	Completed
<ul style="list-style-type: none"> Have created a small ticker sheet in Excel that provides a count of how many people come in to the lab on a daily basis by month. A database has also been created that shows those individuals that have made a specific reservation online. 	

- The excel graphs can be viewed by looking at the graph attached:



- You will notice a spike in the month of February as we introduced the lab to the university community, which led to a larger number of tours and visitors. Number will drop to a level in the months to come, due to normal usage and summer vacation.

ASC – Website	Pending
<ul style="list-style-type: none"> Working with the Archives and Special Collections group in order to provide a redesigned look to their website. 	
Hurricane Andrew Digitization Project	On-going
<ul style="list-style-type: none"> High profile project with Archives and Special Collections and Professor Eugene Provenzo on the digitization of a Hurricane Andrew Project Currently the following tasks have been completed or are being worked on: <ul style="list-style-type: none"> Digitize all audio tapes and micro cassettes Digitize all manuscripts and fix errors Begin website design and implementation 	<ul style="list-style-type: none">
Pearson Residence Halls	Completed
<ul style="list-style-type: none"> Digitized all videos provided by the Pearson Residence Halls to be passed along in emails to students, faculty, and staff of the community and also visitors and incoming prospective students 	
Department of Psychiatry – Digitization of Video	Pending
<ul style="list-style-type: none"> Will be assisting the department in taking old videos and converting a digital format which can then be later on converted to streaming video 	
Library Intranet Website Redesign	On-going
<ul style="list-style-type: none"> Had completed the redesign, however, will be implementing a whole new look due to some errors that were found in Netscape 	
Monthly Streaming Media Server Reports and Service	On-going
<ul style="list-style-type: none"> You can visit the digital media website and locate the Reports section for a monthly report that is kept on file. Visit http://digital.library.miami.edu/medialab 	

The Digital Media Lab has been in the news a lot these past few months:

- Library Links
- E-Veritas
- Veritas
- And we will be in the Graduation Magazine that will be distributed to all families during the graduation commencement activities