

**State University Libraries Collection Planning Committee
Annual Meeting
University of Central Florida, Orlando Florida
September 9, 2005**

Attending: Brenda Wright (FAMU), Rita Pellen (FAU), Michele Newberry (FCLA), Rebecca Donlan (FCGU), Rebecca Bichel and Chuck Thomas (FSU), Suzanne Nagy (FSU-MED), Athena Hoepfner & Jeannette Ward (UCF), John Ingram and Robert Shaddy (UF), Lenny Rhine (UF-HSC), Sarah Philips (UNF), Larry Heilos and Monica Metz-Wiseman (USF), Helen Wigtersma (UWF)

Call to Order

The meeting was called to order at 8:25 a.m. by John Ingram.

John circulated the FCLA Web list of Committee members around the table and asked the members to check their contact information for errors. Monica and Robert Shaddy need to be added.

Approval of Minutes

The minutes of the July conference call were approved. Lenny Rhine will send them to Tennille Herron at FCLA.

WorldCat Collection Analysis Contract Questions and Answers

Helen distributed responses from ASERL and OCLC to questions regarding the WorldCat Collection Analysis contract. The responses were from a September 6 email from John Burger, Executive Director of ASERL and Glenda Lammers, OCLC. The Committee discussed the responses and asked questions pertaining to the start date of the contract based on the ASERL contract, the length of the contract, receipt of usernames and authorization numbers and what they will allow us to do, and training.

The Committee spoke with John Burger via conference call at 8:45 and again at 10:25 when John called back with additional answers. Following are John's comments made in response to questions from the group.

The contract start date is September 15 and the subscription is for twelve months. With authorizations and passwords, we will be able to log in and view the group and start performing analyses. SOLINET can provide two-hour training for "up to 15 people" for a cost of \$1,000. The training is live and interactive. SOLINET can provide microphones if needed. The training can focus on group analysis.

There is no setup required to use the service and once we have the authorizations and passwords, we will be ready to go in and create analyses. We will have to configure subgroups at each site. If a library compares their holdings against another single library, there is no requirement to obtain permission. One library can be compared against a subgroup. The administrative username and password that will be emailed to each of us can be used to create a staff password to be shared by anyone taking part in the analysis.

The password and authorizations will be sent to the contact person from each institution as stated in the email sent on August 31 by John Burger. Helen will forward John's email to the Committee in case some did not receive it.

The cost for the group subscription is \$33,750. SOLINET receives no compensation from OCLC. There will be an administrative fee of \$75 for each separate invoice sent.

ASERL signs the agreement on behalf of the group. John Burger will send a copy of the agreement to Michele who will post the agreement on the FCLA Web site for secure contracts.

Helen mentioned that there is very useful OCLC documentation available online. Helen will work with SOLINET to set up training focused on our objective. Helen asked the group to identify the people who will attend and send names to her. As the work begins, we will need to think about how the workload will be distributed.

Distribution of Cost of WorldCat Collection Analysis

John Ingram distributed copies of the WorldCat Collection Analysis Cost Allocation Formulas, polled the Committee members and determined that the majority preference for cost distribution was Option number 3, price banding by holdings. There was concern expressed by Rita that the holdings figures were incorrect and Michele pointed out that the figures for NOTIS holdings and OCLC holdings would differ. After discussion about the reasons for choosing one option over the others, a motion to use Option 6 -- the average of traditional FTE-base allocation, simple unit price per FTE, and price banding by holdings -- passed unanimously.

John is going to recommend to the Directors that the ten institutions split the cost of \$1,000 for the training so that each site pays \$100. Michele thinks that the training will be for up to 15 sites rather than 15 people as stated by John Burger.

Monica announced that New College chooses not to participate in the WorldCat Collection Analysis contract. John amended the motion on cost allocation to add that the ten participating libraries will absorb the \$712 that would have been paid by New College. John will recommend to the Directors next week that the other universities absorb the cost left by New College.

WorldCat Collection Analysis Pilot Project

Helen asked if we should set up a pilot project to assist those who attend the training to become familiar with the capabilities of the product. The subject areas in the service are divided into thirty-one broad subject categories and then 500 categories by call number. It was suggested that criminal justice be used as the category for the pilot project. Helen will check to see if criminal justice is one of the divisions. We will include all SUL symbols in the pilot project. Michele announced that she sent out the spreadsheet with all OCLC symbols and contacts some time ago and will send the email again. The task force will set up a timeline for training, analysis, and review of results. Lenny suggested that the training be done before the Joint Meeting in November.

Joint Meeting of the SUL Committees

John discussed the agenda for the Joint Meeting of the SUL Committees being planned for November in Gainesville and announced that the meeting will include breakout sessions with topical programs presented by each committee. For the CPC topical programs, Robert Shaddy

will speak on hidden collections, Helen will share what is being done with the WorldCat Collection Analysis product, Becky will speak on linking fulltext holdings via Google Scholar, and Lenny will present a discussion of the e-journal usage at the University of Florida. Speakers should allow twenty minutes for presentations and ten minutes for questions. The speakers will send information on their topics to John and John will forward the information to Michele. If anyone else is interested in presenting a topic, they should let John know by October 1.

Michele pointed out that the Web site for registration for the Joint Meeting is up and ready for use.

September CSUL Directors Meeting

John Ingram provided a report of the September Council of State Universities Directors Meeting. Highlights of his report follow.

The new CSUL Chair is Derrie Perez and the new Vice Chair is Barry Baker. Directors will appoint Committee and Subcommittee Chairs for one-year terms beginning in September. Announcements of new Chairs were made. Both the CPC and the ERS need to elect Vice Chairs. The Directors thanked Monica for a job well done. The purview of the ERS is all e-resources while the CPC is responsible for coordinating the development of all collections and all formats. The SUL Committee Chairs will send minutes to the Committee and Subcommittee Chairs. The ERS is as legally aggressive as necessary in leveraging buying power and should continue their method of operation. CAGER may like to have a representative on the ERS. There will be a Director at the Joint Meeting but not at the Committee meetings. Several searches for State University Libraries are being conducted. Recruitment of librarians is difficult because of salaries.

Next Meeting

John will email members for potential time periods for a conference call in October.

The meeting adjourned at 11:20 a.m.

Respectfully submitted,
Sarah Philips
September 12, 2005