

February 16, 2007

[CSUL Minutes Dec 07 2006.doc](#)

[February 2007 report to CPC.doc](#)

The conference call began at 1:00 with the following participants:

Those participating included

Eileen Brady (UNF)

Dean DeBolt (UWF)

Lucy Patrick (FSU)

Mark Greenberg (USF)

Vicky Silvera (FIU)

Flo Turcotte (UF)

Mark shared the following information about a new voice conference service offered by SUNCOM:

SUNCOM is offering a new service for Toll Free and Reservationless Voice Conferencing.

With Reservationless Voice Conferencing you get the following:

- Dedicated, Private Conferencing Ports
- Capabilities for up to 125 participants
- 7 X 24 availability
- Toll-Free Dial-In Numbers
- Invoiced Only When Used (No monthly recurring charges or setup charges)
- Rate is 3.5 cents/min/participant
- Many features (participant self mute, optional conference security PINs, web moderator control of the bridge, recording)

You can request as many accounts be setup as needed. For each account that is setup, the ordering CSA (you can setup more than one person on a CSA) needs to specify the name of each person who will be getting an account as well as their contact info (email and phone number). The CSA also needs to indicate where the bill should be sent. They would need to select Reservationless Voice Conferencing/Install as the service type and submit the CSA to DMS.

Typically, someone from your IT or phone support staff can submit a CSA on your behalf. If you do not know your CSA rep, please call 1-888-4-SUNCOM for assistance.

This is a direct-billed service with Embarq sending an electronic invoice to the billing contacts designated in the ordering CSA.

More information is available at: <http://myfloridasuncom.com/reservationless>

If you have any questions or need additional information, please contact 1-888-478-6266

The group decided that the cost of the SUNCOM service and the opportunities for problems to occur if each school took responsibility for opening an account and sharing host duties made this service unwise. They agreed it was better to allow USF to continue to host all the conference calls on the 4th Tues of the month at 10:00 AM, beginning March 27. Mark will ensure that this day and time are acceptable to those people who were unable to participate in the conference call today.

The group discussed the CSUL directors' meeting minutes of Dec. 7, 2006, especially in reference to the PALMM advisory subcommittee and metadata subcommittee. The group agreed that it was unclear what precisely these groups would do and how they might relate to the work of the special collections subcommittee. It was agreed that the special collections subcommittee should keep an eye on these developments.

Mark gave his report on the February 12-13 CPC meeting in Fort Myers, which he attended. He announced that the CPC took action on the two requested action items contained in the report he made to CPC (attached). The CPC indicated that it wanted the terms for the chair and vice chair/chair elect to begin in January each year in order to conform with practices across CSUL committees. In the second action item, CPC agreed to the prioritized goals set forth by the subcommittee. CPC engaged in an extended discussion about the funds allocated for digital collections and the challenges inherent in requesting that the special collections subcommittee expend these funds judiciously.

Those present on the conference call briefly discussed several possible ideas for the expenditure of these funds, with no definitive ideas coming forward.

The group moved on to a discussion of the inventory. Mark included input from one of his staff members (see below). The group agreed that the inventory should begin with archival and manuscript collections first, with monograph collections coming after that. As the hour was drawing to a close, Mark stated that he would email the group regarding the inventory in order to keep the process moving forward.

Inventory Suggestions:

1. including number of boxes in addition to linear/cubic feet
2. defining "web presence" (Does this mean digital content available on the web, i.e. DigiTool and Content DM, or does this mean an XML- or HTML-based informational page?)
3. defining parameters for including "on deposit" items in the inventory
4. separating the "monograph backlog" category from the archival materials list

Additions to the list could include:

1. "access restrictions"
2. whether or not prior appointment should be made for use of the collection/item
3. basic description of collection content (can be a one-liner)
4. related collections in other repositories

The conference call ended at 2:05. The next conference call is scheduled for Tuesday, March 27 at 10:00.