Council of State University Libraries

COUNCIL MEETING MINUTES
Thursday, September 4, 2008
Florida A & M University
Room 415A, Coleman Library
10:00 a.m. – 5:20 p.m.

Members Present: William Miller, FAU (Chair); Lauren Sapp, FAMU; Barry Baker, UCF; Jim Corey, FCLA; Shirley Hallblade, UNF; Judith Russell, UF; Laurie Probst, FIU; Bill Garrison, USF; Helen Wigersma, UWF; Kathleen Miller, FGCU; Julia Zimmerman, FSU.

Guests: Amy Weiss, FSU (TSPC), Emmett Denny, FAMU (TSPC), Roy Ziegler, FSU (CPC), Brenda Wright, FAMU (CPC), Joyce Johnson, FAMU (PSPC), Jean Phillips, FCLA; Claire Dygert, FCLA; Priscilla Caplan, FCLA; Bill Covey, UF (Technology Advisory Group); Carol Hayes, Board of Governors; Dr. Anna Perrault, USF.

Welcome and Introductions – William Miller, chair, welcomed attendees and had everyone give his or her name and institution.

1. Agreement on Agenda
The agenda was approved with the following changes:
Strike Item 12 – **dLOC project**
Add to 17- Director's Discussion:
    Election of Vice Chair/Chair Elect
    New UF Promotion Guidelines
    Loading CRL Records

2. Minutes of June 12, 2008
Julia Zimmerman will revise minutes to include information from the reconvened CSUL Meeting on June 13, 2008. She will forward the revised minutes to Bill Miller.

3. Schedule of next meetings
The schedule of future meetings was approved.

- December 4, 2008 CSUL/FCLA Boards
- December 5, 2008 FCLA/CCLA at Palm Beach Community College
- March 5-6, 2009 – New College. Bill Garrison will confirm if they can host
- June 11-12, 2009 – UNF
- September 10-11, 2009 – UWF
- December 3, 2009 CSUL and FCLA; December 4, 2009 FCLA/CCLA –USF

4. WorldCat Collection Analysis Project
Dr. Anna Perrault reported on the *Florida University Libraries Collection Assessment Project*. The full document will be revised and placed on the FCLA and/or CSUL web pages. CPC representatives have CDs with information about individual institution's collections. The project, conducted in 2008, utilized the OCLC WorldCat Collection Analysis service (WCA). The data were extracted based on OCLC symbols for the 11 Florida Public Universities. The data are for books only, including cataloged government documents and E-books Dr. Perrault presented tabular data on state university library collections including:

- SUL Aggregate of Collections by Subject

- o Percentage of Total by Subject (SUL, WorldCat, and ASERL)
- o By Subject
- o Percentage of Subject Divisions by Library
- o Uniqueness (by Library)
- o Uniqueness by size (large, medium, and small collections)
- o Uniqueness by Subject Division
- o Languages
- o Date of Publication

The introduction section provides a summary of the findings of the analysis. Dr. Perrault answered questions from the committee concerning e-books and shared collection development.

Several directors pointed out that some institutions have a large percentage of e-books and government documents that are not cataloged. Several issues that may be investigated later include: a way to capture E-books outside of the OCLC records; use studies; use of the study to begin collaborative collection development; and comparable data for ILL.

5. CSUL Communication and Committees

At the request of several committees, the CSUL was asked to approve and schedule a face-to-face meeting to discuss communications, expectations, and priorities. The CSUL agreed that a November meeting would be good since new committee chairs will begin their duties in January. CSUL approved a face-to-face Meeting between CSUL and Committee Chairs and Chairs Elect. The meeting was tentatively scheduled for sometime in November for one-half day in Gainesville. Judith Russell will query committee chairs for a possible date and to establish the agenda. Possible agenda items include the following: action plans, priorities, project plan summaries (including logistics and costs), CSUL liaison to committees, single bibliographic architecture, and unmediated borrowing. Remote attendance maybe provided via Eluminate so that others may participate.

6. CPC Quarterly Report. Roy Ziegler, FSU

Roy Ziegler briefly summarized the CPC Quarterly Report, dated September 2008, including actions taken by subcommittees. He summarized the process and rationale for the recommendations for action.

1. The following CPC recommendations were approved:
   a. Approved the CPC recommendations for 2009 database renewals. The recommendation and approval are contingent upon maintaining a balanced budget and the cancellation of InvesText. After discussion of this action request, the CSUL Organization Structure document will be revised to include the necessity for CSUL approval of the database renewal. In the future, CSUL will review and approve the CPC recommendations for database renewals and make recommendations for library contributions to meet shortfalls.
   b. Approved renewing the consortial version of WorldCat Collection Analysis for 2008-2009. Each institution will pay its share of the annual costs.
   c. Approved the committee elections and extended the term of service to two years. Roy Ziegler will continue as vice-chair/chair elect until 2010. Becky Donlan will serve another term as chair.
   d. Approved continuation of the purchase of the Gale indexing and approved archiving purchased content in a digital archive.
   e. CPC will form a task force to review and make recommendations for consistent and simple guidelines for the valuation of collections for replacement. Special Collections and all formats should be considered. However, it must be recognized that the state will not insure rare and unique materials.

Kathleen Miller referred to Item 1 under Responsibilities of the Council of State University Libraries Organizational Structure (rev. 03/13/08) for the Collections Planning Committee and proposed a change from: 1. Review and approve an annual list of consortially-funded database purchases. Approve library contributions to meet shortfall and advise CSUL of decisions to: 1. Review and approve an annual list of recommended consortially-funded database purchases. Recommend library contributions to meet any shortfall. CSUL reached consensus on this change, which will be completed by Kathy Miller.

Commendations were made to Claire Dygert and members of the CPC for their thorough work.

7. PSPC Quarterly Report. Joyce Johnson, FAMU
Joyce Johnson gave a brief summary of the PSPC Quarterly Report, dated August 2008 and presented action items.

The Following PSPC action items were approved:
a.   Dawn Smith (FAU) will be the new chair.
b.   The PSPC is charged to move forward with a government documents task force to implement central loading of Marcive records federal electronic documents. The CSUL supports a task force *but not* a cooperative collection development/management policy for federal government documents. Judith Russell noted that a draft of a state-wide federal documents plan will be circulated later this year. A conference, sponsored by the Government Printing Office, regarding this matter and other issues will be held in April 2009.

The ILL Subcommittee's Revised Guidelines were not approved as submitted. CSUL asks for more information, especially as to how the new guidelines differ from the current guidelines. Bill Miller asked for further clarification of the statement: "Allow SUL patrons, who are currently enrolled or employed, to submit requests to the nearest SUL institution, and receive the same interlibrary loan/document delivery services, *within reason*. CSUL attachment 7, page 3, paragraph 2 under Policy Services. Helen Wigersma questioned the statement: "Use resource sharing responsibly, not as a replacement for responsible collection development (may change with the state wide collection development initiative)" CSUL attachment 7, page 3, and paragraph 2 under Collection Development.

Laurie Probst asked if any SUL libraries were experiencing access problems with state and local government documents. Judith Russell stated that Judy Ring, Director of the State Library of Florida was looking into this question.

8. **TSPC Quarterly Report.** Emmett Denny, FAMU
Emmett Denny summarized the TSPC Quarterly Report, dated August 18, 2008 and presented action items. The TSPC Report included information from subcommittees (Metadata and Authorities). TSPC is working on items from its action plan. The Authorities subcommittee is working on indexing. The Metadata subcommittee is working on a revision of the old CAGER guidelines to incorporate metadata. Priscilla Williams (UF) and Elaine Winske (FIU) are continuing co-chairs of the Authorities Subcommittee. Naomi Young (UF) is the new Chair of Metadata Subcommittee. A Vice-chair's name will be submitted later.

The following TSPC action items were approved:
  a.   Sue Wartzok (FIU) – Chair of TSPC for 2009.
  b.   Cecilia Botero (UF-HSC) – Vice-Chair/Chair-Elect for 2009.

Amy Weiss, FSU, presented the TSPC Report: *Report on Moving to a Single Bibliographic Record*, dated August 8, 2008. Amy reviewed the work that would have to be done to move to a single bibliographic record. She spoke of the University of Maryland system which has been working on a single bibliographic architecture for five years. Primary issues mentioned were

contracting and negotiating with vendors and the local control of bibliographic records. Amy Weiss concluded by stating that the need for more information is part of the planning process.

Helen Wigersma asked about the effect of a single bibliographic record on unique materials particularly special collections. Amy explained that in many cases special collections materials would be impacted and cited the example of a first edition in pristine condition in one library versus a first edition that has circulated hundreds of times in various libraries. In both instances, the bibliographic record would be the same. Amy indicated that local notes would be lost. Several Directors expressed concern about the loss of local notes and descriptions of items in special collections. There was discussion on how a single bibliographic record would affect researchers, particularly those doing research in special collections.

There were other revelations during the discussion. Jim Corey indicated that FCLA is willing to do this. He said that savings would be realized after all of the work has been done. Examples include shared authority; FCLA savings in uploading upgrading Aleph once instead of 11 times; and possible savings in technical services departments without loss of original data unless extraordinary work is done during the initial merge to preserve every single variation from every SUL. The single bibliographic record is not a requirement for unmediated borrowing. Once bibliographic records have been merged, you *cannot* unmerge them.

Other discussion centered on how implementing a single bibliographic record would affect users; the problem of merged paper and electronic records; and how a single bibliographic record would affect researchers. Jean Phillips mentioned that a lot of de-duping of bibliographic records has already been done for Endeca. All committee chairs should be prepared to discuss the single bibliographic record in the meeting scheduled with CSUL in November. Bill Garrison also suggested that the committees should have preliminary information on unmediated borrowing. Shirley Hallblade and Barry Baker praised the work of the Single Bibliographic Task Force stating the report was both realistic and thorough.

9. TAG Quarterly Report. Bill Covey, UF

Bill Covey reviewed the progress of TAG's action plan and discussed the feasibility of new projects including videoconferencing and ERMS. Julia Zimmerman nominated Mark Stoffan, Associate Director for Technology at FSU to be a member of the Technology Advisory Group. CSUL approved the nomination.

10. **FCLA Report of Activities**. Jim Corey, FCLA

Jim Corey distributed two spreadsheets: *FCLA Activities Report by Department and Product/Service* and *FCLA Major Project and Timeline Options (as of August 2008)*. The first spreadsheet indicates that currently, approximately 79% of FCLA staff time is allocated to product support responsibilities. An approximate 21% of allocated staff time is devoted to development and production projects. The second spreadsheet showed 3 options for the single bibliographic record project:
1. Upgrade to Version 19, Single Bib record in 2011, Unmediated Borrowing in Current Aleph Architecture
2. Single Bib Record in 2010, Unmediated Borrowing in Single Bib Aleph Architecture, Upgrade to Version 19 or 20
3. No Single Bib Record, Upgrade to Version 19, Unmediated Borrowing in Current Aleph Architecture

The University of Florida is looking at using the Aleph ILL module for on campus deliveries. Judith Russell asked Jean Phillips if any other Aleph libraries were using the ILL module. Jean has a list of Aleph ILL libraries and will get back with Judith.

11. FCLA Priorities: Planning Meeting or Process with CSUL. Jim Corey, FCLA

Jim Corey discussed the Academic Infrastructure and Support Organizations (AISO) proposal (Rough Draft #5). The next step is to work on FCLA's five year plan and prepare the budget. Changes were made in the AISO draft under Part G, the last sentence. Change from: The UF provost would approve the establishment of an auxiliary with the advice of CSUL, and the services offered through the auxiliary will be reviewed with CSUL. to: The UF provost would approve the establishment of an auxiliary with the advice of CSUL, and the services offered through the auxiliary will be reviewed and with recommendations by CSUL. Changes were made in the AISO draft under Part H, first sentence: Change from: Budget requests from FCLA are reviewed by the CSUL and then submitted to the BOG for referral to and approval of the CAVP. to: Budget requests from FCLA are reviewed *and recommended* by the CSUL and then submitted to the BOG for referral to and approval of the CAVP.

12. **dLOC Project.**
Removed from agenda.

13. Remote/Joint Storage Facility Update. Judith Russell, UF
Judith Russell distributed three documents from the Statewide Storage Facility Task Force: *Policy Recommendations Accepted by TSPC, CPC, and PSPC, Policy Recommendations Amended to Provide Further Clarification,* and *Policy Recommendations Requiring a Decision by CSUL*. Policy recommendations will be brought forward for action at the December meeting.

14. USF Implementation of WorldCat Local. Bill Garrison, USF
Bill Garrison reported on the progress of WorldCat Local at USF. He distributed a survey and a list of problems currently being experienced on the beta site. He reported those faculties who have taken the survey are pleased with the single search and ILL. Bill reports that there are approximately 100,000 USF bibliographic records that have yet to be found in WorldCat. He indicated that one advantage to WorldCat Local is google-like retrieval across all formats. A disadvantage is that the local catalog record is not the default record in a search. USF will keep Endeca after the beta test. He asked the CSUL members to view the site at: http://www.lib.usf.edu/public/index.cfm?Pg=IntroducingNextGenerationCatalogWorldcatLocal .

15. Collection Valuation Task Force. Julia Zimmerman, FSU
Julia Zimmerman discussed insurance values for library collections. Currently, collection values among the SUL's are inconsistent. Libraries have different methods for calculating the value of their collections. Julia suggested that a small group from the CPC be asked to investigate and make recommendations on a simple methodology for calculating the value of the SUL collections. CSUL approved the establishment a CPC task force to review and make recommendations for consistent and simple guidelines for the valuation of collections for replacement. Special Collections and all formats should be considered, but it should be recognized that the state will not insure rare and unique materials.

16. Administrative Salary Survey, Shirley Hallblade, UNF
Shirley Hallblade discussed her work on the administrative salary survey. She provided a handout: CSUL Administrative Salaries Survey – Fall 2008. The handout proposed categories for administrative positions (using selected and modified job codes from the ARL Annual Salary Survey). A new code was added to the survey; HD REF (Reference). She will continue work with the Administrative Salary Survey. Directors will supply her with organization charts which will include codes for administrators (based on ARL codes) and

salaries for each position. Stipends are to be included in the salary figures. Shirley will send a revised code sheet to directors, which will include HD REF and possibly others.

17. Director's Discussion
Kathy Miller was elected Vice-Chair Elect of CSUL for 2008/2009. Lauren Sapp is the incoming Chair.

Priscilla Caplan (FCLA) discussed for profit digitization work by FCLA which includes requests from outside organizations that are of historical value. Since these requests are coming from outside the SUL, FCLA will be paid for the digitization work. Priscilla will submit information on this topic for the December CSUL meeting.

Another discussion topic was new and stronger guidelines for promotion of librarians at the University of Florida.

The meeting was adjourned at 5:20 p.m.

 Recorders: Emmett Denny and Lauren Sapp