

**Minutes of the
State University Libraries Council
Directors Meeting
Thursday, September 5, 2002–12:50pm to 5:00pm
University of North Florida
University Center – Room 1097-G
REVISED AND APPROVED DECEMBER 5, 2002**

Present: Dale Canales [chair], Barry Baker, Jim Corey, Andy Farkas, Kathy Hoeth, Althea Jenkins, Bill Miller, Larry Miller, Grady Morein, Joan Pelland, Derrie Perez, Lauren Sapp and Barrett Wilkins

1. The **agenda** was approved as submitted, with corrections. Derrie requested follow-up on items from June meeting:
 - a) Can we modify the search interface for the official Index to the Times? (#4.b. of June minutes). Jim answered via email (10/30/02) Yes, we can modify the web pages for the Times of London product. Jim needs to know what group to work with.
 - b) Sharing with groups that SULC will continue as a working council (#5 of June minutes). Dale indicated that when she sends the minutes to the chairs, she will emphasize that the SUL Directors will continue to work together cooperatively no matter what the universities do. She also noted that, clearly we have improved our capacity to provide services to our students by cooperating and we intend to continue our programs.
 - c) Derrie suggested email approval for future minutes to make them available more quickly. Once approved, minutes would be sent to FCLA to post; Dale would alert Chairs to note discussions and assignments as appropriate. The group agreed.
2. The **minutes** of the meeting of June 6, 2002, were approved with the spelling corrections of Pellen and PSPC.
3. **Schedule of next meetings.** September 4-5, 2003, in Tampa was accepted. There was discussion of the December 2003 meeting. Larry announced that "NAP of Americas" in Miami would be an interesting tour opportunity for the SULC and offered to set it up if the Directors meeting was in Ft. Lauderdale. SULC will discuss with CCLA at FCLA Board meeting the possibility of adding this to December joint meeting.
4. The **report of the ECC.** With discussion, the ECC report was accepted.
 - a) Jim announced that he is still working out final numbers and getting quotes from vendors. Right now, FCLA is down about \$728K with a combination of budget cuts and price increases.
 - b) **ECC meeting** is being held on September 5 and 6 to begin the difficult process of making recommendations about databases.

- c) **Elsevier** – UF says contract indicates that we own the back files and should not have been charged tokens. John Ingram (UF) will discuss Elsevier at the ECC meeting.
5. The **report of the PSPC** was accepted. Jim and Dale will clarify the Rosetta concept to be distributed to all staff. Derrie will develop a basic mock-up for the directors to view.
 6. The **report of the TSPC** was accepted. Their recommendation of a new charge to the Authorities Subcommittee was approved.
 7. The **report of the DSPC** was accepted. Their usual allocation will continue this year.
 8. The **report of the CMC** was accepted. From a June discussion, rather than adding the CMC chair to the SULC, we will invite chairs based on the agenda needs.
 9. The report of the **Rosetta Committee** was accepted.
 10. **Administrative Salary Study**. Directors will check for accuracy and let Andy know about changes.
 11. **SULC and FCLA Committees** – After discussion, it was agreed that the FAU (Amy Kornblau) and FIU (Mayra Nemeth) Webmasters would work with FCLA to design a front page for the SUL to distinguish it from the FCLA. The ECC and CMC will continue to work together to clarify their respective roles.
 12. **FLA Legislative Platform & SUL Directors' Interface with FLA on Lobbying Goals and Objectives** – There was discussion regarding FLA's legislative focus and our need for their efforts to be directed toward state university issues as well as public libraries (State Aid). Since the next FLA Legislative Committee meeting will be in Tampa on September 23, Althea suggested that she, Barry, Joan, Derrie, Bill and Larry draft an issues statement around FCLA funding and materials funding. Salaries were also discussed. Directors will email ideas for the legislative platform to Althea. The directors did agree that the SULC needs to do more to brand and share our stories.
 13. **SUL "Measurements"** – This discussion was related to #12. Dale will email SULC a suggestion of measures we might consider. We need to tie our libraries into the general teaching and research missions and aggregate our statistics of service, reference, interlibrary loan, visitors, digital resources, support consortia, etc. Libqual might be useful. It was noted that a Deputy Commissioner of Education for Measurement and Research has been appointed.

14. **Director's Discussion**

- a) **Library Budgets** – There was discussion of library budget experiences at each institution. Larry will put together the shared information for directors to update.
- b) **SUL Directors' Interface with the State Library on Legislation and other Goals** – Deferred.
- c) **Virtual Reference** – Alternatives were discussed.
- d) **Digital Library Issues: State of the Art, Future Direction, etc.** – Moved to FCLA Board Agenda.
- e) **SPARC White Paper on Institutional Repositories** – Tabled.
- f) **Lapse and Fines** – Discussion.
- g) **Wireless/Laptop Services** – Discussion.
- h) **Interfacing the LMS with new University FMIS's** – Discussion.

Approved on December 5, 2002, at Broward Community College.

SUS-Electronic Collections Committee Report to the SUS Board
August 2002
Submitted by Athena Hoepfner, Chair, ECC

Action Items

1. We have no action items at this time.

Budget Issues

1. FCLA has a net loss of the \$328,428 in non-recurring database funds and a 2002 overrun of \$39,713, resulting in a shortfall of \$368,141. Renewal prices will make our budget shortfall even higher. For example, the price for LexisNexis Academic is up 7.4 %, based on the combined effect of their general 4% increase and our increase in student FTE. We expect to have renewal quotes for our subscriptions soon. In addition, FCLA received only the university portion of the DLLI funds. The community colleges did not receive their half of the funds for the FirstSearch subscription, but 20 of the 28 colleges have agreed to renew using campus funds.

In short, we expect to need to drop subscriptions in order to make the budget. The ECC is discussing criteria to apply in deciding which databases to drop. We are also soliciting proposals from multiple vendors to reduce the cost of databases.

Database Issues

1. Elsevier Science Direct

a. *Transactional Allowances.* The ECC recently ran out of transactional allowances, or "tokens". Tokens enabled searchers to access articles in unsubscribed journals. We purchased the tokens with our initial Elsevier license. Our rate of token usage up until this spring led us to predict that we had more than enough to last through December. This spring showed a stunning increase in our token usage. John Ingram has investigated the sudden increase and learned that Elsevier discontinued "courtesy" access to backfiles, and started charging tokens for each use of backfile articles. Elsevier neglected to inform us of this change until earlier this week.

b. *License.* We are still awaiting a renewal quote and license. The effects of Elsevier's purchase of Academic Press IDEAL are still unclear. The ECC has invited Leslie Miller, of Elsevier, to our meeting in September in hopes of getting some answers. Mr. Ingram is working with Elsevier to resolve both our license and the transactional allowance issues.

2. FirstSearch

a. *DLLI Money.* With only 20 of the 28 community colleges participating in DLLI money, we will not have enough to maintain all of our

FirstSearch subscriptions. OCLC bases pricing on usage – while the universities paid 50% of the costs in the past, we made up 70% of the usage.

While the situation presents a budgetary challenge, it also gives us the opportunity to tailor DLLI subscriptions to better suit the participating institutions. We are re-examining our database selections and considering alternate vendors, such as Wilson. This will, of course, require coordination with CCLA.

b. **Per Search Databases.** Starting in December, our per-search costs are increasing from 67¢ to 85¢. The ECC is taking steps to control the budgetary impact of this increase. For example, we removed access to PsycFirst, one of the more heavily used per-search databases, and are redirecting users to PsycInfo in WebLUIS. Other databases may follow.

Database Proposals

1. ***Wilson.***

Wilson has presented us with a proposal for unlimited access to OmniFile Mega Edition (all the indexing for several of their indexes plus the abstracts and full text in WilsonSelectPlus) for less than what we pay OCLC for WilsonSelectPlus alone. This proposal may provide a viable alternative to our current subscriptions to Wilson content in FirstSearch and may provide significant savings.

2. ***ProQuest Extended Content.***

ProQuest prepared a proposal for a package of databases, including ABI Complete and related titles, General Reference, Education Complete, PQ Nursing Journals, PQ Psychology Journals, PQ Newsstand, and several smaller databases titles for \$3.56 per FTE. The ECC and subcommittees evaluated the offer. We determined that much of the content overlaps significantly with Gale and other sources that we subscribe to or own. While some of the databases in the proposal are currently paid for with FCLA funds, the institutions would have to pay for the additional content. We voted to decline the proposal.

Other Items

1. ***ICOLC.*** Michele Newberry and Athena Hoepfner plan to attend the International Coalition of Library Consortia meeting in Nashville, TN in September.
2. ***Meetings.*** ECC continues to have monthly conference calls to discuss issues and products. We are preparing for our annual in-person meeting, scheduled for September 5th and 6th in Orlando. As is our tradition, we have invited some vendors to the meeting to explain their products, licenses, or proposals:
 - EBSCO
 - Elsevier

Gale
Kluwer
Wilson

3. ***Committee Membership.*** The ECC is pleased to welcome Barbara Shearer as a representative for FSU-Med. Current ECC members: Brenda Wright (FAMU); Cathy Paunov (FAMU-LAW); Rita Pellen (FAU); Michele Newberry (FCLA); Kitti Canepi (FGCU); Valerie Edwards (FIU); Sarah Hooke Lee (FIU-Law); Roy Ziegler (FSU); Anne Bardolph (FSU-Law); Barbara Shear (FSU-Med), Athena Hoepfner (UCF); John Ingram (UF); Peggy Hsu (UF-Health); Christopher Vallandingham (UF-Law); Sarah M. Phillips (UNF); Monica Metz-Wiseman (USF); Danny O'Neal (USF-Health); Peggy Toifel (UWF).
4. ***Subcommittees.*** The Health and Sciences subcommittees merged. Danny O'Neal agreed to chair the combined committee.
5. ***Individually Purchased Databases.*** We continued to enhance the spreadsheet of databases owned by the individual SULs. The spreadsheet has been posted on the web at:
<http://www.fcla.edu/FCLAINfo/ecc/NonFCLADbs.htm>
We are focusing our attention on the databases owned by five or more of the universities as potential consortial or sub-consortial purchases. We do not expect to pursue any such subscriptions until after December.

**Report of the Public Services Planning Committee
August 16, 2002**

Since our last report, the PSPC has had only two conference call meetings, 5/20/02 and 7/23/02. The June meeting was cancelled due to conflicts with travel for the majority of the committee members. The July meeting was sparsely attended. Discussion has centered on preparation for Aleph implementation and response to pressure at some institutions for library privileges (particularly remote access) for alumni. There are no subcommittee reports.

Transitions: Daniel Liestman of Florida Gulf Coast began serving as Chair of the PSPC on August 1. Recently appointed members of the PSPC include Kymberly Goodson (UWF), David Clendinning (FSU), Caroline Reed (NCF), Mon Yin Lung (FSU Law), and Brenda Wright (FAMU). This influx may represent a "sea change" for the Committee.

Action Item: Minutes of the Directors Meeting in early June state that the PSPC and the OPAC Subcommittee need to make recommendations on the FAQ written by the Rosetta Implementation Subcommittee. Confusion remains about what is to be covered by the Rosetta label and graphics. For example, during the discussion it was suggested that the Database Locator be called Rosetta. One area of uncertainty is all the databases, journals, and reference works to which individual libraries have subscribed. The group has requested more clarification on the features & collections covered by the Rosetta name and graphics to revise the FAQ.

Respectfully submitted,
Meg Scharf
August 16, 2002

Charge of the Authorities Subcommittee of TSPC

Mission & Procedures:

The Authorities Subcommittee of the Technical Services Planning Committee will serve three functions. First, the subcommittee serves as an open forum for the sharing of information about the technical aspects of authority control, particularly within the context of the statewide shared library management system as implemented by FCLA for the SUL (State University Libraries). Second, the Subcommittee promotes coordination of authority control policies and procedures among the libraries. Third, the subcommittee serves as an advisory instrument for medium- and long-range planning in the area of authority control. The subcommittee sends any formal recommendations concerning authority control to the SUL Directors via the main Technical Services Planning Committee.

Composition & Meetings:

The discussions of the subcommittee are open to all staff of SUL involved or interested in authority control. However, any SUL which wishes to participate on an official basis is asked to designate a single representative for those occasions when an official vote is required. The subcommittee chooses its own co-chairs, which serve for two years.

Most of the subcommittee's discussions take place on their electronic discussion list, SUSAUTH-L, which can be joined by contacting Mary Ann O'Daniel (fclmod@nersp.nerdc.ufl.edu). The archives can be viewed at <http://lists.ufl.edu/archives/susauth-l.html>.

The subcommittee arranges meetings and workshops in response to needs articulated by members.

TSPC Quarterly Report – August 2002

TSPC has no pending action items.

TSPC met via teleconference on May 29, 2002.

- New members Leanne Hillery (FIU-LAW) and Roy Ziegler (FSU) were welcomed.
- There was discussion regarding the NOTIS data conversion to Ex Libris that FCLA is undertaking.
- Various cleanup projects are underway at many of the institutions. Some of the projects include fixing call number inconsistencies like the use of semi-colons, inconsistencies regarding the deletion of records, diacritic errors, unlinked items (either deletion or linking).
- There was some discussion on how to find local authority records. Some libraries have used the 690 field to identify local headings. Mary Ann

O'Daniel was going to forward the request to the programmers to keyword authority 690 field.

- TSPC endorses FCLA's decision to place copies of the test records in a separate development region of NOTIS and in essence frozen. This will allow for enhanced checking of the conversion to Aleph as the on-order, checked-out, etc. statuses will show as they were originally marked even if the original record has changed.
- Aleph hardware requirements for staff were presented.
- It was discussed that it would be helpful if Mary Ann O'Daniel at FCLA could provide TSPC with a monthly update on what is happening with Ex Libris and the migration process.
- TSPC confirmed that the NOTIS key numbers and the number of item checkouts were indeed going to migrate to Aleph.
- There was some discussion on whether there might be a way in which the electronic packages that everyone purchases could be cataloged once in Aleph. Cataloging the electronic resources is very labor intensive and hard to keep current. If it were done once, with institutions doing a portion, perhaps it would help everyone. The idea would be to add these materials to the library catalog, not only as a HTML list. Libraries would still have to add the required fields to their print records themselves. More research will be done regarding this idea and perhaps a proposal could be sent to CAGER. Discussion will be continued at the next TSPC meeting.
- It was decided to create a formal charge for the Authorities subcommittee. Co-chairs, Cecilia Botero (UF-HSC) and Sue Wartzok (FIU) will submit a proposal at the next TSPC meeting.
- Next TSPC teleconference is scheduled for Wednesday, August 28th at 3 pm.

Respectfully submitted,
Allison Howard, TSPC Chair

MEMORANDUM

TO: Dale Canelas
Director, University Libraries, University of Florida

FROM: Lucy Patrick
Chair, Digitization Services Planning Committee

DATE: August 16, 2002

RE: Quarterly Report of the Digitization Services Planning Committee

Mid-year Meeting, June 3, 2002, at FCLA in Gainesville

- Dr. Mark Greenberg, Director of the Resource Center for Florida History and Politics (USF) discussed the new Florida Online Encyclopedia being developed with NEH funding. Greenberg would like the FOE to have a close relationship with PALMM and Florida Heritage. Since the encyclopedia is being hosted by FCLA, it creates a natural opportunity for collaboration.
- John Ingram, Chair of the new Collection Management Committee, suggested that in the future we may wish to include academics and K-12 advisers along with librarians as selectors for PALMM projects.
- UF, USF, and FSU are beginning work on ETD projects. FCLA is willing to host all eleven institutions' ETDs and to support institutional branding as needed.
- Guidelines for handling "duplicate" images and text items were developed.
- Anjana Bhatt (FGCU) reported on partnership projects underway or being negotiated.
- Erich Kesse (UF) reported on OCLC's state newspaper project using OLIVE OCR software that creates XML marked up text from OCR'd digitized images permitting keyword searching. This new software will revolutionize access to historic newspapers. For a sample, see (<http://www.uk.olivesoftware.com/>) You must use Internet Explorer 6 or Netscape 4.79 (or higher) to view this site.
- Priscilla Caplan (FCLA) reviewed changes to the text and image classes in XPAT. All text based materials have been moved to a single server and the public displays have been revised. The imaged based items will be on a second server and the search engine will deliver thumbnail images with each search. The XPAT software can also create a portfolio of images that can be displayed as a slideshow for personal or classroom use.
- Caplan distributed a draft of the core elements for metadata for photographs to be included in PALMM. Since the meeting, a new version of MXF (Metadata Exchange Format) designed to support these elements has been released by FCLA. By Fall 2003, we will be changing from MXF to be

compliant with METS (Metadata Encoding and Transmission Standard), an emerging national standard for metadata exchange.

- Caplan announced that a backup to the PURL server was being installed and that FCLA is working on making OAI compliant data available in response to requests by metadata harvesters.
- Work is beginning on updating the Committee's multi-year work plan. Discussion focused on aggregating collections, rather than continuing to develop multiple, small collections, and on making it possible to search across all collections at once.
- The importance of getting out the word on the availability and content of PALMM was discussed. Publicity materials are available for printing and downloading at <http://susdl.fcla.edu/promo.html>

For a full report of this meeting, see

<http://www.fcla.edu/FCLAinfo/digit/minutes/060302.html>

LSTA Projects

Encoded Archival Description (EAD) Pilot Project

EAD coded finding aids for seven manuscript collections from FSU, UF, and USF have been sent to FCLA for loading into the pilot project web site. Currently five have been loaded into the test site, and the remainder will be done soon. The site will be available for public testing and comment during the Fall semester. We are also interested in working with UNC and Emory on regional digital archive projects.

Manuscript Cataloging Project

Over six hundred records of the projected eight hundred fifty records have been created in NOTIS for previously uncataloged manuscript collections in special collections at eight institutions. The two project catalogers are scheduled to continue working through September. In-house work preparing for the cataloging took much more time than was anticipated. Once the records are revised and uploaded to OCLC by the holding institution, we anticipate increased requests for access to these previously "invisible" materials.

PALMM News

- The **Florida Heritage Collection** contains over 100,000 pages in 749 titles. There are more than 200,000 pages in over 2,500 titles in all the PALMM collections.
- A new PALMM collection, **Florida Agricultural History and Life** (<http://palmm.fcla.edu/flag/>) became available in June.
- The **Florida Historical Legal Documents collection** in the Textual Collections (formerly called Fulltext Collection) was enhanced by the addition of five editions of the Florida State Constitution (1838, 1861, 1865, 1868, 1885). Copies of these items, digitized for the Florida Memory Project, were provided to PALMM by the Florida State Archives.

- UF, FIU, FCLA, and the **University of the Virgin Islands** have finalized a partnership agreement to build a new PALMM collection on the history and culture of the U.S. Virgin Islands.
- The **Camp Blanding Vascular Plant Collection** was added to Linking Florida's Natural Heritage (LFNH).

**Collection Management Committee
Report for SULC Directors, 5 September 2002**

After a report by John Ingram of the SULC directors meeting re: the CMC, Helen Wigersma requested that the CMC obtain from the SULC directors a better sense of priority for the series of charges of the committee.

A discussion of **serial cancellations** elicited responses from committee members of which libraries had already begun that exercise: FSU, USF, UWF have all undertaken serial reviews, including both paper and electronic; UF is beginning that exercise. USF is waiting on final budget figures before implementing additional cancellations of print; USF does not plan to cancel electronic resources. UWF will cancel paper, but not electronic; has already cancelled paper for Academic and Project Muse, next year, APA and OUP

Discussion of the upcoming **Elsevier and Kluwer contracts** for the next contract period beginning January 1, 2003. The CMC needs to try and address the larger picture of these publishers throughout the SULC irrespective of format. The ECC should respond to the contract proposals first from the view of electronic access, and then the CMC could reach some consensus on the relative numbers of print versions needed throughout the SULC versus electronic access to the publications. Kluwer was to have had a proposal for review by July 8 (not received); Elsevier will also be putting such a proposal together. Elsevier would like to make presentations to both the SULC directors and the CMC/ECC to explain its new pricing structure.

Re: **current state of materials budgets**: the budget will be, almost uniformly, lower, at least at the recurring level. There are indications from several schools that there will be non-recurring additional funds provided by the university administrations. Some libraries have already concluded their initial review of serials for cancellations as well as review of electronic versions.

In an effort to provide some background information for further discussion and recommendation to the Directors, CMC representatives will respond to the three questions below:

- a) Which libraries have cancelled (or plan to cancel) paper for Elsevier and Kluwer? Any other major publishers whose paper versions are canceled/to be cancelled for 2003?
- b) Do written policies and procedures for collection development exist at each institution, and if so, are they on the Internet, and if so, what is the URL? Cf. the ARL Spec Kit for Collections, done in early 90s. How much of that endeavor is still relevant for 2002 and beyond?

- c) What are respective materials budgets, at least the projected budgets, and what percentages are they devoting to serials? And of those percentages, what is the division between paper and electronic?

There is now a list serve for the CMC and a presence on the FCLA administrative homepage. No conference call was held in August because of lack of information/proposals on new license agreements. Additional topic of discussion is expanding the numbers of members of the CMC to include a representative from each law and medical school library.

**Rosetta Public Relations and Marketing committee
Quarterly Report
August, 2002**

Submitted by: Barbara Hood, Chair

Committee Members:

Teresa Brown, USF

Barbara Hood, UF

Advisory Members:

Meg Scharf, UCF

Jana Ronan, UF

Mimi Pappas, UF

Alice Primack, UF

The "Frequently Asked Questions" page is now back with the Public Services Committee for their comments and those of their subcommittee. To date there is no report from them. Meg Scharf has not had any input.

The Rosetta web page is designed and will be shown to committee members at an upcoming meeting.