



## **COUNCIL MEETING MINUTES**

Thursday, December 4, 2008

Singer Island Hilton Hotel

Caribbean B& C

10:00 a.m. – 3:30 p.m.

Members Present: William Miller, FAU (Chair); Bill Garrison USF, Lauren Sapp, FAMU; Barry Baker, UCF; Jim Corey, FCLA; Judy Russell, UF; Laurie Probst, FIU; Bill Garrison, USF; Helen Wigersma, UWF; Kathleen Miller, FGCU; Julia Zimmerman, FSU; Doug Langston, NCF/USFSM.

Guests: Laurel Crump, attending for Shirley Hallblade (UNF), and as PSPC Chair; Rebecca Donlan (CPC); Selma Jaskowski (TAG); Dan North (TSPC), Jean Phillips, FCLA; Michele Newberry, FCLA; Claire Dygert, FCLA; Priscilla Caplan, FCLA; Ben Walker, Storage Facility Task Force; Carol Hayes, Board of Governors, Teresa Abaid and Helen Laurence (FAU).

**Welcome and Introductions** – William Miller, Chair, welcomed attendees and asked everyone to introduce themselves.

Presentation on Digital Library of the Caribbean (dLOC): Laurie Probst (FIU) introduced Gayle Williams (FIU Latin American / Caribbean Information Center Services Librarian) and Brooke Wooldridge, dLOC Project Coordinator. Judith Rogers of the dLOC Executive Committee and Manager, Library/Faculty Technology Services, University of the Virgin Islands, was also introduced.

The presentation and handout focused on the following:

-The website. At the dLOC website (<http://www.dloc.com>) there are 566,000 pages of content representing all linguistic groups of Caribbean. Documents are searchable by full text; metadata is searchable as well. From the website: "Administered by Florida International University (FIU) in partnership with the University of the Virgin Islands (UVI) and the University of Florida (UF), dLOC's technical infrastructure is provided by the University of Florida (UF) in association with the Florida Center for Library Automation (FCLA)." Brooke suggested that the all CSUL library websites link to dLOC to increase visibility of these resources.

-How it works. dLOC facilitates dissemination of digitized resources on the Caribbean to US and international scholars. In a mutually beneficial arrangement, dLOC partners receive training and equipment. They submit resources for inclusion in the collection, while maintaining all rights to the materials. dLOC is granted rights for educational use. Re: copyright, as dLOC is decentralized, the local institutions determine copyright clearance. There is a strong outreach component. This year a scholarly lecture series is being launched. Videoconferences of the lectures will be available online.

-Technology. Partnership with UF provides \$60,000 worth of OCR technology. Files submitted to the collaborative digital collection are fully searchable through a customized interface on the institutional partners' websites.

-Funding. The initial grant came in 2004 from the Dept. of Education. They are now applying for the 2<sup>nd</sup> grant. They are developing a business model so dLOC can continue even without grant funding.

-New Directions. For the new cycle of funding, dLOC is pursuing a new focus on digitizing newspapers, working with library partners and onsite publishers who realize the importance of preservation but lack the resources for digitization.

Judith Rogers, one of the original founders of dLOC, expressed the hope that all CSUL institutions will become partners and that dLOC will continue to be able to serve our patrons with Caribbean resources in a multilingual interface.

Brooke and Gayle are available to make presentations at CSUL institutions. William Miller invited them to come to FAU.

**1. Agreement on Agenda**  
**The agenda was approved.**

**2. Minutes of September 4, 2008 (Attachment 2)**

The minutes were approved with the following corrections:

Page 3, item 7b. "... central loading of Marcive records [of] federal electronic documents."

Page 4, ¶ 1, line 5-6. (re: single bib): "Amy indicated that local notes would be lost." Jim Corey commented that this will not have to be the case. It will depend on what the spec for deduping says.

Moved by K. Miller, seconded by Barry Baker.

**3. Schedule of next meetings**

The schedule of future meetings was approved with change of venue from USF to NCF for December 3, 2009.

- March 5-6, 2009 – USF
- June 11-12, 2009 – UNF
- September 10-11, 2009 – UWF
- December 3, 2009 CSUL and FCLA; December 4, 2009 FCLA/CCLA – NCF

**4. Follow-up to Joint Meeting of Nov. 14 with Committees**

- **ILS Project Scenarios (Attachment 4a)**

The FCLA ILS Project Scenarios listed timetable and resource allocations to help CSUL advise FCLA on how to proceed with Aleph v.19 upgrade, Unmediated Borrowing (UBorrow), and Single Bib. After lengthy discussion, a consensus emerged that we are not ready to make a commitment to UBorrow or Single Bib. On the other hand, the upgrade to v.19 by next summer would bring us current with the newest release of Aleph, so that this task would be out of the way and not interfere with other priorities.

Helen Wigersma made a motion to accept FCLA's recommendation to start with the Aleph v.19 upgrade. Bill Garrison seconded. Motion passed: 9 in favor, 2 opposed (Probst, Russell) .

William Miller suggested that we set up groups to discuss the two other major projects, UBorrow and Single Bib. The working groups are expected to investigate the issue and identify options, major costs, and impacts on workflow. Both groups were asked to submit a report to CSUL by mid February to allow time for discussion before the March 5, 2009 CSUL meeting.

The Single Bib working group will consist of:

Laurie Probst (FIU), Chair

Bill Garrison (USF)

Helen Wigersma (UWF)

UCF-MED rep (Barry Baker will ask Nadine Dexter)

FSU-LAW rep to be determined

TSPC rep

PSPC rep

SPC rep to be identified by Judy Russell

FCLA rep: Jean Phillips or Michele Newberry

In preparation for future Single Bib discussions, Jim Corey suggests that the CSUL members consult with OPAC subcommittee reps and look at the single bib in MANGO. He reiterated some of the challenges listed in CSUL Attachment 4a, and emphasized the importance of developing specifications for a single bib record structure.

The UBorrow working group will consist of:

Judy Russell (UF)(also representing the Shared Storage task force)

Barry Baker (UCF)

Julia Zimmerman (FSU), Chair

TSPC rep

CPC rep

CIRC subcommittee rep

ILL subcommittee rep

OPAC subcommittee rep

FCLA rep

The committee was charged with identifying the practicalities of various UBorrow models, costs of implementation, and implications for workflow.

The group was asked to submit reports by mid February to allow time for discussion before the March 2009 CSUL meeting.

Some points of discussion were:

-Workflow changes will be significant, based on increase in number of transactions

-Expected transfer of workload from ILL to CIRC

-Costs. In response to budgetary concerns, it was noted that startup will be labor intensive and expensive, but eventually (by 2010?) ILL should be able to reduce staff. Ultimately, the economy will drive the decision.

- **Liaison appointments to each committee (the 4 major committees and the Storage and Govdocs task forces; not subcommittees.)**

TSPC: Laurie Probst (FIU); with Bill Garrison (USF) as alternate

PSPC: William Miller (FAU); with Shirley Hallblade (UNF) as alternate

CPC: Kathleen Miller (FGCU); with Helen Wigersma (UWF) as alternate

TAG: Barry Baker (UCF); with Julia Zimmerman (FSU) as alternate

Govdocs: Judy Russell (UF); with Lauren Sapp (FAMU) as alternate

Storage: Judy Russell (UF); with Julia Zimmerman (FSU) as alternate

- **Sphere of committee responsibility (“at what point does an issue cease to be a committee decision and become a CSUL decision?”)**

This agenda item addresses the problem of committee recommendations representing many hours of staff work invalidated because CSUL input was not solicited earlier in the process. There was general agreement that the assignment of CSUL liaisons to the committees was a first step toward solving the problem.

Jim Corey emphasized that liaisons should be added to the committee email lists and should also participate in committee conference calls.

Judy Russell noted that committee members should be trained not to present action items/priorities, without first considering cost.

Kathleen Miller defined the role of liaison: To facilitate communication in both directions, to know what the committee is working on, to discover if there are crosscuts between committees, to consider costs, and to bring committee concerns to CSUL.

- **Finalize list of action items from Nov. 14 meeting (Attachment 4d)**

William Miller stated that Action Item #2 had been done

Barry Baker stated that #3 was done.

Dan North asked that #4d be deleted since it hasn't been discussed by TSPC yet.

Barry Baker suggested that #4d could be changed to a general question: Is it desirable for each committee to have a Steering Committee?

Re: #4a, Dan North indicated that UWF wants to have reps on every committee and subcommittee as long as there are enough staff to serve. Julia Zimmerman suggested that if we're creating better communication, maybe it's not essential to have reps from every SUL on every committee. William Miller responded that it would be up to each institution to decide.

Judy Russell emphasized the importance of #4c for UF. William Miller suggested that CSUL could have medical and law ex officio reps. As incoming CSUL Chair, Lauren Sapp will contact the Directors/Deans of the Medical Schools and Law Schools and ask that they collectively select one law and one medical librarian, respectively, to attend the March CSUL meeting.

Re: item #4, the consensus was that nothing formal needs to be done before March. This item will be re-visited in March 2009.

## **5. CPC Quarterly Report (Attachment 5)**

- **Janus Task Forces**

Becky Donlan asked for CSUL's approval for a F2F meeting of CPC for planning implementation of the Janus Task Force recommendations at a mutually convenient location. This was approved.

Becky agreed that it would be helpful if CSUL looked at the Janus reports and discussed with the CPC reps. The Janus committee web page is <http://csul.net/cmcc/janus/janus.shtml>. The Janus Steering Committee will write a summary report on top recommendations by mid-January for CSUL review and comment via email. At the in-person meeting, they will work on recommendations for CSUL to consider at the March meeting.

- **Collection valuation Task Force report**

The Task Force was convened to investigate methods used by SULs to evaluate collections for insurance purposes because the Florida Division of Risk Management requires an actual cash value for collections (defined as replacement cost less depreciation).

It was agreed that we need a consistent method for valuation of collections, not including Special Collections, since the state will not insure these. Dan North pointed out that a certain % of a collection will depreciate and certain % will appreciate. Could we come up with a formula? Has something on this already been done?

It was agreed that Becky Donlan will form a CPC Task Force to consider these and other questions. Dan North volunteered to participate.

- **OCLC WorldCat collection analysis**

CPC will conduct overlap analyses in areas of high title overlap: Business & Psychology. The purpose of the analyses is threefold (see p. 2 of CSUL Attachment #5).

- **Newspaper Microfilm Inventory**

Per the spreadsheet in Appendix E, UF was able to cancel titles based on the commitment of other SULs to maintain a microfilm subscription. There was one correction: Helen Wigersma noted that UWF is committing to the Pensacola News-Journal but it's not "x"ed on the spreadsheet.

- **Electronic Resources Subcommittee**

The discussion focused on the following issues:

- Materials budgets tied up in uncancellable titles for a long time;
- Cost to all SULs if one SUL withdraws from a consortial deal;
- Low-use titles. Claire Dygert put out a list of underused Springer journals, suggesting that these titles should be reviewed in the context of the Springer renewal coming up.
- Negotiations with publishers. Claire asked for CSUL support in tough negotiations on a title by title basis, with the understanding that the deal may fall through if publishers won't compromise on price.

- **Medical & Law Libraries Task Force**

Becky Donlan reported that several good consortial deals were finalized, and the Task Force continues to pursue others, per page 3, CSUL Attachment #5.

## **6. PSPC Quarterly Report. (Attachments 6, 6a, 6b)**

- **Report**

Laurel Crump presented the PSPC Quarterly Report.

- **Universal Borrowing**

The UBorrow Task Force has been created.

The PSPC will meet in Orlando on 12/10 following the ILL/CIRC meetings on 12/8 and 12/9 @ UCF's Rosen College to discuss UBorrow.

- **ILL Guidelines (approval needed)**

Laurel Crump resubmitted the guidelines with clarifications (CSUL Attachment 6b).

Motion to approve: Judy Russell

Seconded: Laurie Probst

The ILL Guidelines were officially adopted and will be signed at the March 2009 CSUL meeting.

**\*At the March 5, 2009 Meeting, CSUL agreed that a signature is not required**

Also:

Circulation subcommittee: Bridget Turnipseed is working on an update of ILL/CIRC reciprocal borrowing guidelines for the community colleges.

## **7. TSPC Quarterly Report. (Attachments 7, 7a 7b)**

Dan North indicated that #3.3 in the TSPC action plan (improve authority control through automatic updating of authority headings) is the only item that couldn't be worked on this year because it depends on re-indexing being completed, so it will be carried over to the coming year. Michele Newberry responded that FCLA has been working simultaneously on infrastructure, with 2 processes proceeding in parallel. She hopes to have indexing done over holidays and continuing into January.

Jim Corey asked for CSUL support in getting staff to respond when FCLA needs feedback on things like the indexing project.

Dan reported that TSPC may request a F2F meeting between FCLA and SUL representatives in 2009. The timing would be strategic, for example to meet with FCLA to plan for the Single Bib project once a decision has been finalized by CSUL.

Dan introduced discussion of RDA (Resource Description and Access), planned successor to AACR2. Bill Garrison indicated that he is on the IFLA group and administrative representative to the RDA Task Force. LC has not yet implemented RDA, and no final release date has been set. The final product will be an electronic, web-based subscription. Cost will be a huge consideration. A Beta version is online. Bill will send out the location.

Dan: TSPC will monitor RDA progress and report back re: future needs for training.

Bill Garrison agreed to give a ½ hour tutorial at the next CSUL meeting on RDA & FRBR.

### **8. TAG Quarterly Report (Attachments 8, 8a)**

Selma Jaskowski presented the TAG Quarterly Report.

She reported that 2 people from UCF will be attending the Duke OLE design workshop for functional specifications of an open source LMS. Jean Phillips will also attend.

Per Judy Russell, UF will not be holding a regional workshop. Instead, Bill Covey is doing business process modeling with the idea of sharing and soliciting feedback, and then providing input to the Raleigh meeting.

Re: Videoconferencing solutions for the SULs, WebEx and Elluminate are the top contenders.

ERM systems: With the demise of Verde, and although several SULs have the SerialsSolutions ERM, TAG wants to investigate the new EBSCO product. Barry Baker stated that an advantage to the EBSCO product is the tie in with vendor order information that SS doesn't have. According to Michele Newberry, the missing piece is a link resolver. SS is popular because it offers a link resolver. Barry Baker stated that EBSCO is now developing a link resolver. Although, as Judy Russell pointed out, PSPC's report says TAG agreed to table the discussion of consortial ERMs, Selma's interpretation was that this means table until the spring because they are participating in a beta test of the EBSCO product and more info will be available by spring.

DISC: The Digital Initiatives Subcommittee is working with the Metadata Subcommittee to revise CAGER (Cataloging Guidelines for Electronic Resources) guidelines, to accommodate description of digital resources in the catalog.

### **9. Storage Facility Update**

Ben Walker, UF, presented a handout based on his slides, and summarized the pros and cons of the 3 options:

Option 1: Create a separate Aleph instance (Decision to go to single bib would change this option)

Option 2: Reconfigure architecture to single bib / multiple ADM model

Option 3: Catalog in UF into a separate sublibrary.

Questions/concerns:

How to track ownership of books? Joint ownership is a critical issue.

After deposit in storage facility, the depositing institution no longer owns the item. Michele Newberry pointed out that even if you don't have the item any more, you can still count it as held. We can code in such a way as to accommodate this.

The system has to provide a way to handle mistakes in weeding needed items. Once an item is in storage it can't be retrieved. Ben indicated that this Task Force doesn't want to get into making selection decisions, but once items go into the storage facility, ownership is transferred. Maybe

we need a special way of pulling things out later. We haven't formalized that because we'd rather say up front this is how it will be and address exceptions on a case by case basis.

Recommendations are appended in Janus report, available on the CPC website. PSPC, CPC and TSPC have been asked for feedback, and provided clarification on several issues:

- 1) Preservation. CPC recommends hiring a statewide preservation coordinator.
- 2) Number of copies. Digital delivery diminishes concerns about loss, since items wouldn't ever leave storage. Ben indicated that the preference is digital delivery as much as possible. Bound volumes would be restricted to in-building use only.

Judy Russell added that a reference room would be needed to accommodate building use for (e.g.) 10-year runs, old, fragile, etc. materials. Further, digitization will overlap with other Janus issues. If something circulates and can be digitized it might be appropriate to set policy that before reshelving it should be digitized so we are building a copyright-free collection of digitized materials.

Bill Garrison noted that when items deposited into offsite facility are newly discoverable, there will be significantly more circulation activity because people didn't know these materials were available before. This had a great impact in the Colorado model.

Guidelines will be developed. Judy Russell indicated that the Storage Facility Task Force will examine other storage facilities and make recommendations to be reviewed by all major committees. Now working on a survey focused on problem areas from existing storage facilities.

Incidentally, Jim Corey reported that the TBLC head agreed that their delivery service isn't performing well. Judy Russell asked if, in the context of re-bidding, there could be a fee-based premium service that would enable tracking of items, to piggy-back on the free service.

Funding?

Judy Russell: We still hope to get an operating endowment to minimize fees so the fee structure doesn't become a barrier to participation. The BOG will make decision about PECO funds after March. In anticipation of the March date, in Jan-Feb CSUL should put together a packet with provosts' support to reemphasize our priorities. The storage facility is a cookie cutter facility, so doesn't need much lead time for planning and design. It's a relatively small project compared with other budget items. We will know in March-April what the BOG is actually submitting to the legislature. Judy Russell will call CSUL members in January as a reminder about soliciting letters of support from provosts.

#### **10. Administrative Salary Survey Update**

Laurel Crump presented on behalf of Shirley Hallblade. There has been no response yet from FAU, FIU, UCF. Modified ARL job codes were used to compare administrative jobs. A preliminary draft report will be sent out as soon as all data have been received.

It was agreed that names of incumbents should be deleted from the report.

The effective date of salary information is October 1, 2008, per Helen Wigersma.

The meeting was adjourned at 3:11 PM.

Recorders: Helen Laurence and Teresa Abaid