

Council of State University Libraries
Thursday December 9, 2004 - 12 noon to 5 pm
Casa Monica Hotel, St. Augustine, FL
Minutes (Approved March 11, 2005)

1. **The agenda** was approved, with the addition of items to #9.
2. **The minutes** of June 3, 2004 were approved. There were two minor corrections: #4, add a period after the first sentence at CMC; and on #6, it should read "ARL e-metrics."
NB: No minutes for September 2, 2004; meeting was cancelled due to hurricanes.
NB: Bill Miller agreed to do the minutes at least for the March meeting.
3. **Schedule next meetings**
The March 3-4, 2005 in Orlando at UCF Rosen College of Hospitality Management was changed to March 10-11. The meeting time was extended to include a Thursday morning session (8:00 to noon) to continue discussion on restructuring issues. The June 2-3, 2005 in Tallahassee at FSU and the September 1-2, 2005 in Tallahassee at FAMU were reconfirmed. The December 1-2, 2005 in Sarasota at New College was approved.
4. **The report of the CMC** was accepted and approvals were as noted below:
Approve discontinuation of dim archive -- approved
Approve consortium-wide collection analysis -- approved
Approve the action items of Milton Wolf's white paper on collaborative collection assessment - approved in principle; however, the directors ask to see the data before approving to hire a consultant and ask for a plan with a specific proposal as to what the consultant would do to be presented to the CSUL at their June meeting.
Approve the ECC Development Plan -- not approved; deferred to March due to continuing discussion of the CSUL restructuring
Change reporting structure back to CSUL - not approved; deferred to March due to continuing discussion of the CSUL restructuring
Approve the SCTF report -- not approved; deferred to March due to continuing discussion of the CSUL restructuring
5. **The report of the DPPC** was accepted and approval given for DPPC to hold a joint meeting with SCTF. Recommendation to continue SCTF as standing committee was deferred to the March CSUL meeting.

6. **The report of the ECC** was accepted and approvals were as noted below:
Approve maintaining Compendex as a local FCLA load -- approved
Approve moving Inspec from Science Direct to local FCLA platform -- approved
Approve joint TF with members from TSPC, PSPC, ECC, and SFX/MetaLib TF to study the options, costs and reasons to purchase MARC records for e-journals from Serials Solutions – was withdrawn, and replaced with a recommendation that each library determine whether or not to acquire or purchase MARC records.
NB: The CSUL inadvertently worked off the August, rather than November, ECC report; statistics will be put on the March agenda.
7. **The report of the PSPC** was accepted.
8. **The report of the TSPC** was accepted; a fall meeting will be discussed by CSUL at the March meeting; the CSUL is in favor of such a meeting but will discuss its charge and format.
Approve joint TF with members from TSPC, PSPC, ECC, and SFX/MetaLib TF to study the options, costs and reasons to purchase MARC records for e-journals from Serials Solutions – was withdrawn
9. **The Directors discussed** the following topics:
 - 9.1 FTE Definition impact – not sure if even still being considered.
 - 9.2 Fall Meeting—generally in favor; will continue discussion in March.
 - 9.3 Ex Libris implementation – will get with Jim Corey on options.
 - 9.4 Institutional repositories – FIU starting with dissertations – have purchased all from UMI \$3-4K; UF starting now, has done a web survey (Dale was asked to share with SUS Directors); may be a problem in how much FCLA can accept from any of us at any one time—will discuss with Jim Corey.
 - 9.5 Google – relationship to cataloguing; how to bridge; transitions.
 - 9.6 SOLINET negotiations on behalf of Florida university libraries – already work with them for many things; maybe expand relationship and use in an official negotiation capacity; will discuss with Jim Corey.
10. **The C-SUL Purpose Statement** was reworked. Derrie and Kathy will send revisions to the CSUL as soon as possible, for further discussion and finalization in March.
11. **The revised C-SUL Organization Statement** was approved.

Collection Management Committee

Report from the CMC for the meeting of the CSUL Directors, March 2005.

The committee met in two conference calls on December 8, 2004 and January 12, 2005 and a full day meeting on February 21, 2005.

Action Items:

1. The CMC recommends that the Directors consider and approve the general statement of charge for the CMC. See attached statement, which the CMC supports.
2. The CMC recommends that the Directors grant authority to the CMC to approve the ECC budget recommendations for CSUL-wide databases managed through FCLA funds.
3. The CMC recommends that the Directors approve the selection of the OCLC WorldCat Collections Analysis Service as the vehicle for obtaining an overall picture of the collections in the CSUL. See justification below.
4. The CMC recommends that the Directors approve Milton Wolf to begin negotiations with OCLC to obtain the best pricing model for both a consortial as well as an individual use of the OCLC WorldCat Collection Analysis Service.

Information items:

The CMC will draft a **development statement** modeled on that of the ECC. A subcommittee composed of Milton Wolf, Brenda Wright, and Larry Helios will draft the statement for CMC review at its February conference call (see recommendation one in action items for the general statement. The larger, detailed report will follow after the CSUL directors respond to the general statement.

There were concerns voiced on **the timetable for approval of the ECC proposed budget** to be spent for the CSUL through FCLA which needs must go through that evaluation and then be brought to the CSUL Directors for their approval which usually follows a face-to-face meeting of the ECC after the Directors' autumn quarterly meeting. The CMC request is that the process be shortened to permit the CMC to approve the ECC proposed budget during its conference call, which takes place in early October. Such an approach will permit FCLA to respond more quickly to vendors and budget concerns.

The **Special Collections Task Force report** was reviewed by the CMC and the CMC confirms that the Task Force should continue to report to the CMC; the CMC also does not support the SCTF request that a specified percentage of a library's budget be uniformly directed to each institution's special collections. Each member of the CMC will report to John on his/her institutional support for special collections and this information will be provided to CSUL.

Elsevier: Both USF and UCF have swapped out duplicate titles within the Elsevier corpus of journals for non-subscribed, but needed/wanted titles. Of the approximately \$350,000 of unsubscribed titles, approximately two-thirds have now been swapped into the CSUL group of titles. The remaining amounts of unsubscribed titles will undergo a similar transfer in the early months of 2005. The reason for doing this swapping is to insure archival access to all the Elsevier titles that the CSUL wants. At the beginning of the year there was a 'hiccough' in providing access to Elsevier titles, which was rectified after John was notified and in turn notified the Elsevier representative. Elsevier continues to be a moving target as it restructures its administrative staff. Barbara Kaplan is now our permanent Sales Manager with Michael Schluter as our rep.

Springer: John reported on the first Springer Library Advisory Board. Kluwer's merge into Springer is moving ahead; 2005 will be the transition year for the merging of all the Kluwer and Springer services and products. Negotiations for the new Springer contract will begin in the spring of 2005; John will pursue these negotiations. Springer plans to offer an 'open choice' alternative for authors (\$3000 per article); this option will likely take some time to catch on, and will represent a very small portion of scholarly publishing. Springer is also working on a database package to sell their monographs. All details for all packages are still in process. John will continue to report to the CMC as details become available.

A number of the CMC members met with reps at ALA in Boston and attended demonstrations of collection analysis tools/services.

The CMC had a face-to-face meeting in Gainesville on February 21 at which three presentations were made for collection analysis services:

- OCLC WorldCat Collection Analysis Service
- Ulrich's Serials Analysis/Bowker Book Analysis System
- Library Dynamics Spectra CRC system

Justification for OCLC WorldCat Collection Analysis Service:

After presentations and questions, the CMC discussed the three products and the CMC recommends that we use pursue the OCLC service for the following reasons:

- It has the largest collections universe (OCLC)
- It has multiple language capability
- It provides analysis via multiple formats
- It does not include chronological restrictions
- It requires little or no work on the part of FCLA to produce a usable product
- IT IS READY NOW FOR IMPLEMENTATION AND CONTINUING TO DEVELOP NEW APPARATUS FOR COLLECTION ANALYSIS
- It can provide both a CSUL consortium analysis result as well as individual institutional analysis for 2 to 5 peer institutions
- It is the only one that could handle multiple classifications: LC, NLM, and Dewey.

The CMC recommends that the Directors approve additional negotiations with OCLC to obtain best price for services rendered. Preliminary costs include

1. A one-time fee of \$500 for setup for each OCLC symbol
2. \$33,000 for an annual subscription for the CSUL consortium
3. \$73,000 to \$80,000 total subscription fees should each member of the CSUL elect to have its own analysis on a peer to peer (2 to 5) institutional basis

N.B. The OCLC representative emphasized that all these amounts were subject to discounts dependent on numbers of institutions and numbers of products (consortium and individual peer institution analyses)

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DEVELOPMENT STATEMENT FOR THE COLLECTIONS MANAGEMENT COMMITTEE

CHARGE: The Collection Management Committee (CMC) is charged with overseeing the development of the State University Libraries' overall collections and information resources that support the teaching, learning and research at those institutions. As such, it determines general guidelines for statewide collection development, collection management, resource sharing, collection assessment, and preservation. * The CMC also serves as an overall coordinating body for such other closely allied committees as the Electronic Collections Committee (ECC), the Special Collections Task Force and the DPPC.

MEMBERSHIP: CMC membership is comprised of a representative from each state university appointed by the CSUL Deans/Directors, with one additional representative for each law and medical library. The CMC proposes the election of a chair and vice-chair/chair-elect each serving two-year terms beginning in September of the calendar year.

RESPONSIBILITIES: Biennially elect a vice-chair/chair elect, and establish a work schedule and procedures for those proposals approved by the CSUL Deans/Directors.

****For clarification: The CMC in no way is intended to oversee collection development at any particular campus (that's a local issue); rather the CMC should oversee and guide collection projects that have been agreed upon by 1) the Deans/Directors and 2) that have been given as a "charge" to the CMC.***

DPPC Quarterly Report

February 16, 2005

Megan Waters, Chair

Summary

DPPC discussion during the November-February quarter focused on the distribution and use of Florida Heritage funds. Due to the complexity cooperative digitization projects, **the DPPC asks the directors to allocate a fixed amount at the September CSUL meeting.** The DPPC also reiterates its recommendation for **the continuation of the SCTF as a standing committee.**

Timeline for Florida Heritage Fund Distribution

Revision of the current schedule for Florida Heritage project call-for proposals and allocations is intended to make funds available to scanning institutions earlier in the year. Anticipated benefits include:

- 1) Retention of trained digitization and metadata personnel
- 2) Reduced training and re-training costs
- 3) Completion of larger, more complex cooperative projects within the fiscal year.

Schedule

July 1

- Call for proposals
 - Requests are limited to metadata, digital object cataloging, and image conversion of Floridiana

August 1

- Proposals due to DPPC Chair

August 5, first Friday

- Discussion & review at monthly DPPC meeting

August 15

- DPPC sends a request to the Directors for continuation funding

September 1

- Directors make allocation
- DPPC Chair tallies any remaindered/unallocated funds

September 15

- Call for proposals for any remaining funds

October 7, first Friday

- Final review by DPPC

October 15

- FCLA distributes funds to requesting institutions

Supplemental Florida Heritage Fund Requests, fiscal years 2004/05

The DPPC approved the following supplemental Florida Heritage fund requests:

Institution	Collection	PALMM Project(s)	Amount
FIU	Mana Zuca manuscripts,	Archival Collections	\$3,000
	City of Coral Gables	Miami Metro Archives, FHP	\$3,135
UCF	Ben White Raceway Collection, Carey Hand Funeral Home Records, Albin Polasek Papers, Wekiva Resources, Council Maps & Aerial Photos, Charles Millican Presidential Papers	Archival Collections	\$6,750
UF	Miscellaneous Manuscripts (early Fla. railroad history), USDA Soil Surveys	FHP Florida Environments Online	\$5,000 \$2,500
UWF	Bell Glass Plate Negative Collection	Visual Collections	\$3,000
		Total:	\$23,385

Including initial submissions, the Libraries requested a total of \$71,229 in fiscal year 2004/05 of \$75,000 available. The remaining \$3,771 will be used by FCLA for PALMM promotional materials.

Background #6

Electronic Collections Committee

Report from the ECC for review by the Council of State University Libraries (CSUL), February 16, 2005.

This report reflects discussions and activities from committee meetings conducted via conference call on December 6, 2004, January 10, 2005, and February 7, 2005.

Action Items:

There are no action items at this time.

Information items:

1. FGCU will participate with the rest of the SUL's in the Elsevier ScienceDirect consortial deal. There is now 100% participation. For the 2005 subscription year, based on institutional use statistics, USF, USF-HSC, and UCF swapped SUL duplicated Elsevier titles for new titles not yet held as subscriptions by the SUL's. Collectively the value of the swapped titles is \$267,000.00. (USF: \$141,000.00; USF-HSC: \$60,000.00 and UCF: \$65,000.00). The SUL'S now have subscription level access to over 200 additional Elsevier titles.
2. All of the SUL's have agreed to participate in an offer from Cambridge University Press for access to their entire online journal holdings (190 titles). The SUL's will have archival rights to the journal content, free access to the back files with many titles accessible back to 1997, and rights based on the institution rather than the geographic entity. Searches can be carried out across the entire database, and subscribers can view and print pages (including illustrations), exactly as they would see them in hard copy issues.
3. The ECC is reviewing an offer from Springer for their Lecture Notes series in an e-book format. Participants may include: USF, UF, FAU, and UCF.
4. Computing Reviews had an offer before the SUL'S that would extend access beyond the current subscribers: USF, UF, FAMU, FAU, and FIU. FSU may also subscribe but that does not give us the required nine

- participants for a significant price break. The present subscribers will continue with their subscriptions in 2005.
5. The SUL Law libraries (UF, FSU, FAMU, and FIU) have agreed to acquire the Index to Legal Periodicals—Retrospective for those institutions. Anne Bardolph, FSU Law, took the lead on this offer.
 6. The ECC reviewed an offer to the publication, Nation. UF is a current subscriber.
 7. Another offer before the SUL'S: the Natural Standards database. FSU, FAU, UCF, and UF are current subscribers to the Natural Medicine Comprehensive database. There wasn't interest in switching to another product with similar content.
 8. Michele Newberry will work on updating the Academic Degree Programs Inventory found on the ECC web site. This information will allow the membership to determine which academic programs are offered at each of the institutions for collection development purposes.
 9. The ECC will be updating the list of "Non-FCLA Funded Databases" found on the ECC web site. This list provides FCLA and the SUL's with information on e-resources that are funded at the local level. ECC members will update the list for newly acquired resources and supply new information. Information that will be added: how the e-resource is acquired--either through SOLINET or mini-SUL consortial deals and lead university and contact.
 10. John Ingram and Monica Metz-Wiseman will contact vendors (Springer, Elsevier, Blackwell, Wiley, Oxford University Press, and Cambridge University Press) for journal information that will enable SUL catalogers and SFX implementers to process consortial titles more efficiently. Requested information will include: journal title, ISSN, years of coverage, URL, and imprint.
 11. Inspec and Compendex are in production on the new FCLA citation server. Compendex moved to production mid-December. The current files for Inspec were up by January 1, and the 1969-1999 files were in production about two weeks later. The ECC Science Working Group delivered a number of suggestions to FCLA on the interface and

functionality. FCLA will be moving Compendex and Inspec to a new machine within the next two months. Engineering Information is sending FCLA a refreshed copy of the database for uploading to the new FCLA machine. The thesaurus for Compendex, not a feature on the earlier FCLA platform, will require additional funding should the decision be made to acquire it. The ECC also received an offer to acquire the Compendex backfile (1884-1970) for a one-time fee.

12. The chairs of the subject groups are as follows:

- ❑ Peter McKay, UF, Business
- ❑ Adis Beesling, FIU, Education
- ❑ Amanda Roberts, FAU, Humanities
- ❑ Peter Spyers Duran, UCF, Sciences/Medicine
- ❑ TBA, Social Sciences

Respectfully submitted,

Monica Metz-Wiseman

Chair, on behalf of the Electronic Collection Committee

**Public Services Planning Committee Report
February 15, 2005**

The PSPC held a face-t-face meeting last December 13, hosted by University of South Florida Library.

FAMU, FAU, FGCU, FIU – Law, FSU, UF and UNF reported on the status of new library construction/renovations at their institutions.

FGCU, USF and UWF are in various stages of SACS Reaffirmation reviews.

LibQual+

The group discussed the results of the LibQual+ evaluation, which seven libraries used last spring. While there was general agreement that the experience was worthwhile and provided some enlightenment about perceptions of the library as a place as well as services, there was disappointment in the number of clients who responded to the survey.

There was discussion as to how we can better promote LibQual+ on our campuses to increase response rates. An undetermined number of libraries will participate again in LibQual+ in 2005, while others will opt for an every other year plan of participation.

MetaLib

Todd Chavez of USF and Elaine Henjum, FCLA gave the committee a presentation on MetaLib. Todd spoke not only of the benefits of using MetaLib for federated searches, but also the staff information and training process used at USF for optimum implementation conditions.

USF Tours

The group also visited and observed the effect of the new Starbuck's Café in the USF Library lobby. Since so many of the SUL's are undergoing renovations and new additions, many institutions are considering similar set-ups. Phyllis Ruscella also provided a tour of the new USF Information Common.

New Chair

Geraldine Collins took over as PSPC chair for a one-year term at the end of this meeting, and Phyllis Ruscella, (USF) will serve as chair-elect.

Future Agenda

The first conference-call meeting of the year was held on January 31. This meeting was used for housekeeping of the PSPC membership lists and listserv. There was discussion as to whether the listserv should be open to committee members only, or to other interested parties. The conversation will continue at our next meeting.

As our mission is to enhance services to SUL clientele, we are planning discussions as to how this can best be done in a cooperative manner, given the changes in governance and expectations of our digital age clientele. A discussion of our agenda for the coming year has begun with consideration of the possibility establishing standards for the SUL.

Sub-Committees:

Both sub-committees have new chairs. Robb Waltner, UNF is the new chair of the Circulation sub-committee. Kristine Shrauger, UCF is the new Interlibrary Loan sub-committee chair. These committees have yet to meet this year. However, an e-mail discussion has been underway among Circulation committee members on circulation services to non-affiliates. A survey of borrowing privileges to SUL non-affiliates allowed by each library was initiated. The results revealed a great diversity among all the institutions. Further discussions will take place at future meetings.

Submitted by
Geraldine Collins
Chair, PSPC

Technical Services Planning Committee Quarterly Report

Feb. 16, 2005

Martha Hruska, TSPC Acting Chair

Meetings: The Technical Services Planning Committee met Jan. 7 at UCF in Orlando and on conference call Feb. 9, 2005.

Discussion during the last quarter has continued to include:

- reports from the Phase 1 libraries on their experience with Aleph to date,
- updates on Aleph implementation progress in the Phase 2 libraries,
- Aleph authority file loads (LCA10) for Phase 1 libraries,
- Recommendations from Authority subcommittee on Authority file load priorities and reports,
- SUL electronic resources catalog (LTQF) loads for Aleph libraries are still delayed,
- FCLA development of problem report tracking system for SUL use,
- Need for larger Aleph test region. Members will discuss and give specifics on the TSPC list,
- EDI progress with serial invoices (EBSCO). Dan North will investigate EDI options for monograph ordering (Midwest Library Service),
- Data warehousing and reports. Donna Alsbury will post the Acqclient list with status. Interested staff from each library is encouraged to participate in the discussion,
- CAGER is reviewing ejournal guidelines and will develop guidelines for databases

The consensus of TSPC members is that our face-to-face meeting Jan. 7 was productive and informative. TSPC again discussed the value of the SUL Joint Meetings as an opportunity to get an overview of library systems and operations, and to network and share experiences in system migration.

Phase 2 and 3 Library updates.

- a) FSU - full test load released for review 2/2/05; comments due 3/2/05.
FAMU - full test load released for review 2/7/05; comments due 3/7/05
USF - full test load began 2/1/05; projected date to be available for review is 3/15/05
- b) Phase 2 Permissions Workshop is scheduled for 2/23/05 (at FCLA)

Phase 2 Reports and Printing, Client Management Workshops is scheduled for 2/24/05-2/25/05 (at FCLA)
Phase 2 circ consultations are being scheduled for March (onsite)
Phase 2 GenLoad workshop will be scheduled for late March or early April (at FCLA)(will be scheduled around Phase 3 kickoffs)
Phase 3 kickoffs will be scheduled for April (onsite)
Phase 3 data conversion workshops will be scheduled for July (onsite)

Important dates:

FSU - STP 5/2/05; cataloging freeze 4/1/05
FAMU - STP 5/23/05; cataloging freeze 4/29/05
USF - STP 6/27/05; cataloging freeze 5/27/05
FGCU - STP 8/8/05; cataloging freeze date 7/22/05

The FSU freeze date is pretty certain; the others could shift a little.

Action item:

Aleph implementation schedule for the SUL

The Technical Services Planning Committee strongly recommends that the current Aleph implementation and upgrade schedules be followed for the SUL Libraries. We feel it should be a priority to get all the libraries migrated to the same version of Aleph, then upgrade all the libraries to the latest version of the system available for production.

Future Action item:

Statewide site license for MacroExpress.

TSPC is investigating consortial price quotes for all the SULs, including possible credits for those institutions that have already purchased copies. With a consortial price break and credit for copies already purchased, the TSPC estimates at this time that the total cost per SUL will not be large, ranging from a few hundred dollars for the smallest up to \$1,000 or so for the largest institutions. The consortial license should be purchased during the 2005/06 budget year as soon as specifics of the terms and the various institutional needs have been identified.