TSPC Quarterly Report
Nov. 15, 2005

The Technical Services Planning Committee met at the recent CSUL Joint Meeting Nov. 7. This report is based on the discussion and recommendations at that meeting.

1. Committee Business and CSUL Restructuring

The group reviewed the most recent CSUL Organizational Structure document (Nov. 4, 2005). TSPC will continue to meet primarily by conference call every two months.
There was some discussion about issues that overlap between the TSPC charge and other committees. These include: Collection Analysis, Electronic Resources Management systems, and metadata.

Recommendation: That the TSPC charge be revised to include: 'coordinate with other committees on issues of mutual interest'
Revised charge: Plan, create, and implement tools and processes for intellectual access to SUL Collections; analyze and assess current practices, policies, and procedures for technical services activities; recommend new and improved levels of service; coordinate with other CSUL committees on issues of mutual interest; advise the CSUL regarding trends in technical services.

Given the terms of leadership recommendation in the Organizational Structure, TSPC needs to adjust the calendar for the Chair and Vice Chair positions. The group agreed that Dan North should commence his service as Chair of the TSPC in Jan. 2006 and recommends Cecilia Botero (UF Health) to serve as Vice Chair starting in Jan. as well.

Regarding the terms of office for the Authority and the CAGER subcommittees, the committee agreed that those positions should be reviewed on an annual basis, but that no set terms be firmly established.

Regarding the ongoing business and communication of the Committee with the Directors TSPC recommends:
- Agenda of the CSUL Directors meeting be posted. It would be most helpful to have notes from the meetings posted to committee chairs right afterwards for follow-up action.
- Responses to action items from the Directors should be sent to the Chair and Vice Chair as soon as possible to facilitate a more timely start to the implementation of an action item.

2. Priority TSPC issues identified for 2006
- Sharing documentation and training documents in a TSPC swiki. Susan Heron (USF) will coordinate this effort and FCLA will host the swiki
- Electronic Resource Management (Verde, etc.) evaluation and planning
- Metadata and cataloging of Florida Heritage digital collections (QF). Joint discussion with DDAC
- Discussion of Collection Analysis project with CPC
- TSPC will explore video and other technology options for conducting committee meetings over the course of the year.

3. Future Joint Meetings
TSPC finds value in the Joint Meetings since they provide a venue for cross-committee discussion and fertilization of ideas. As can be seen in the topics of interest, most of these overlap with issues that will be considered in other committees. It was felt that the Joint Meetings should be highly focused in terms of time and topic. Committee meetings can be

effectively handled separately, so if time is allocated for separate committee meetings, it should be minimal. The group feels that participation by all subcommittee members would depend on the nature of the topics to be addressed at the Joint Meeting. It may be an option, as has occurred this year, for one of the subcommittees to plan a separate meeting to conduct their business in conjunction with the Joint Meeting, either immediately before or after.

3. **Authority support**
    - The Authorities Sub-committee recommends a revision to the recommendations included in the Jan. 7, 2005 report, SUL's "Summary and List of Priorities" to include a provision to include MESH headings in the LCA10 update schedule.
    - The Authorities Sub-committee highly recommends the continuation of the NOTIS reports until such time that producing a separate report in ALEPH for each SUL for each weekly update is feasible

    Recommendation: TSPC supports these recommendations.

4. **CAGER Proposed Charge:**

    The Cataloging and Access Guidelines for Electronic Resources (CAGER) is a Subcommittee of the Technical Services Planning Committee (TSPC) and serves two primary functions for Florida's State University Libraries (SUL). First, CAGER is a forum for the sharing of information about the technical aspects of bibliographic control of and access to electronic resources, particularly within the context of the statewide shared library management system as implemented by the Florida Center for Library Automation (FCLA). Second, CAGER promotes coordination of metadata creation, traditional cataloging, and quality control standards among the SUL for purchased and locally created records, without discouraging appropriate adaptations for local needs. CAGER advises the TSPC and related bodies on planning in the area of providing effective access to electronic resources. CAGER sends any formal recommendations concerning its areas of responsibility to the SUL Directors via the main Technical Services Planning Committee.

    Recommendation: TSPC recommends acceptance of this charge. During 2006, CAGER will draft guidelines that will be useful in evaluating the quality of MARC (or other metadata) records sold in packages or as part of an electronic resource packages. CAGER is also the appropriate group to coordinate with DDAC on cataloging plans for QF FHP digital collections.

5. **Aleph status**
    Since the January, 2005 TSPC meeting Daniel Cromwell (FCLA), Rich Bennett (UF), Bob Jones (NF), and Dan North (WF) have worked to develop a 'guest' user profile for the SULs to use to allow view access of each others' Aleph instances, analogous to the LTRF functionalities in NOTIS. This will help the SULs to refine and set up serial patterns, check on availability of current issues, and inform various acquisition and cataloging decisions. Dan and Rich will draft a proposal document regarding fields that can be open to read-access by other libraries. We will start with the basic permissions used in setting up the LTRF access in NOTIS. It was noted that order, budget, holdings, and cataloging information are public information. The patron files in the Circulation module will be excluded, as this information needs to remain confidential within each institution.

    The group looks forward to the summer of 2006 when all the libraries will be in Aleph, and further to 2007 when we will be able to implement an Aleph upgrade to at least version 18.

Respectfully submitted,
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