

**State University Library Council**  
**Thursday December 5, 2002 – 9am to 2:00 pm**  
**Broward Community College, Central Campus**  
**3501 SW Davie Road, Davie, FL 33314**  
**Building 17, Room 315**  
**Revised Minutes (Approved March 6, 2003)**

**Present:** Dale Canelas [chair], Barry Baker, Jim Corey, Andy Farkas, Kathy Hoeth, Althea Jenkins, Richard Madaus, Bill Miller, Larry Miller, Grady Morein, Joan Pelland, Derrie Perez, Lauren Sapp

1. The **agenda** was approved with the addition of two discussion items:
  - 15. e Committees: discussion of charges, possible overlap in charges; adding a Health Sciences subcommittee
  - 15. f Virtual Reference
2. The **minutes of September 5, 2002** were approved with one correction: Item 11, the spelling of Kornblau will be corrected. The SULC agreed that they will formally adopt the minutes at the following meeting and not do so via email. "Not yet approved by SULC" will be added to the minutes until the minutes are approved. Attendance will be added. Andy distributed the SULC salary survey; he was thanked for the work he did to pull it all together.
3. **Schedule of next meetings.** December 4-5, 2003 in Miami at FIU was accepted. This includes the joint meeting with Community Colleges; Larry Miller will investigate arrangements (possibly at Wolfsonian Museum on Miami Beach). Larry was applauded for setting up the tour for the December 2002 meeting.
4. The **Report of the CMC** was discussed and accepted with one action item: The SULC will ask the CMC to look at the SUL collections as a whole. From the perspective of a "single library," the CMC will make recommendations for sharing, will identify issues, and will report to the SULC implications of their discussions. The SULC also decided that should a Special Collections group be needed it will be a sub-committee or task force of the CMC.
5. **Report of the DSPC.** With discussion, the report was accepted and actions taken.
  - The SULC approved the recommendation that all public access computers support IE 5.0+, Netscape 6.0+, or Mozilla 1.0+.
  - The SULC approved Richard Bernardy, Erich Kesse, and Selma Jaskowski as members of a Subcommittee on Standards to draft quality standard guidelines for PALMM collections.
  - The SULC approved the name change to "Digital Projects Planning Committee."
  - The SULC did not approve reconvening the Special Collections Task Force as a sub-unit of the CMC. The SULC prefers that the DPPC work with the CMC in determining collection priorities.
  - The SULC approved a new charge for the DPPC.
  - It was noted that the DPPC's draft of "guidelines for developing partnership agreements" will be presented to the SULC in March 2003.

6. **Report of the ETDS.** After discussion the SULC accepted the report with the following changes: Instead of a committee, the group will be a task force that will end upon completion of its charge. The charge was amended to include, "to recommend statewide guidelines for each area" and to strike the need for a chair-elect or the delineation of terms. ETD TF recommendations will be presented to the SULC through the DPPC. Rita Pellen from FAU will be added to the Task Force and UWF will also add a member.
7. **Report of the PSPC.** The report was withdrawn.
8. **Report of the TSPC.** After discussion the report was accepted and the appointments and charges of an SFX/Metalib Task Force and an Aleph Indexing Task Force were approved. Directors were to notify Jim of membership on the SFX/Metalib task forces.
9. **Report of the Rosetta Committee.** The SULC recommended changes to the draft sketches and requested that the Committee design an FCLA/SUL logo for Rosetta. Dale will ask Barbara to blend the FCLA and SUL logos. Jim requested to look at downloading issues; graphics may be a problem for dial-up.
10. **SULC Logo** was approved as presented. FCLA will populate the site with it and then the SULC will work on content.
11. **Access to SUS and FCLA Committee Information.** Discussion was held regarding committee archives of discussion lists. The reasons for limited access were discussed; no changes are required at this time.
12. **Report on the Joint Meeting.** The emphasis of the Joint Meeting was Aleph, with sessions on SFX and Metalib as well. Staff returned excited about the product demos.
13. **SUL "Measurements."** Each library should send Dale its 2001/2002 ACRL stats on a spreadsheet for Dale to compile; she will send out a template with SUL ACRL statistics from last year. There will be additional stats that will need to be added. Jim will consider what to report for FCLA. Once the latest stats are compiled, the SULC will discuss them. The SULC needs to consider how to frame what the SU libraries do in ways that will be meaningful. The SUL probably needs a "fact sheet" and an "issues sheet." Some of the discussion included:
  - a. **Database searches**
  - b. **Web site hits**
  - c. **Focusing on services**
  - d. **Identifying points to make**
  - e. **Putting info on the new SULC website**
  - f. **Answer "so what" type questions**
  - g. **Anecdotes can be effective**
  - h. **Digital collections**
  - i. **Remote access**
  - j. **Accountability measures**
  - k. **Impact we have on quality of life, student learning, teaching, research**
  - l. **Making comparisons of library use v. use of other university services**

**14. SUL Description.** Bill volunteered to rewrite the 5-year old description of the state university libraries; he will send it to SULC members for input.

**15. Directors' Discussion**

**a. Archiving e-journals.** Derrie asked FCLA about their role in archiving e-journals, especially when publishers/aggregators/vendors go out of business. Some contracts continue fees to use resources even if vendor fails (i.e., Adonis). Jim indicated that FCLA would be willing to work with the libraries to address this issue.

**b. ACRL @ your library public relations campaign.** Bill reported that ACRL is the first to use @ your library for ALA division specific purposes. There will be some training sessions in Florida. A 50-page manual will be available. The training kick-off, with the manual, will be held at the ACRL National Conference in Charlotte in April.

**c. Digital Library Issues: State of the Art, Future Directions, etc.**

Larry stated that this is a good forum for maintaining knowledge of emerging technologies as they impact libraries. A suggestion was that Jim is in a good position to provide SULC with issues updates as a regular agenda item. General remarks by Jim were made regarding trends toward cheaper hardware; evolving video is a high-interest area for some institutions, as is audio; FCLA will get into both. Jim noted that storage cost has gone down. He indicated that a big problem is that there is no single digital library architecture. A standing agenda item will be added for these technology issues discussions.

**d. SPARC White Paper on Institutional Repositories / Dspace.** Deferred

**e. Committees.** Althea led a general discussion, some of which had taken place earlier in the meeting.

**f. Virtual Reference.** There was discussion of the number of initiatives already in the works. In Florida, TBLC has an LSTA grant with CCLA for a statewide project. Derrie and Barry can report on that at later meetings as they both have some involvement. FSU has made a commitment to work with the ASERL initiative and is not sure what that might or might not fit into the state work. FIU is in the "24/7 Group," which is worldwide and an LSTA grant. Larry believes it is too early to make any assessment. UCF, UF, FAU all noted that institutional and statewide policy would affect decisions; for instance, scheduling is hard already, just at the institution level. There is also concern about sharing licensed databases, as well as the impact of changes occurring in the state for a statewide Virtual Library.

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1. **Agreement on Agenda** [Approval – 5 minutes]
2. **Minutes** of Sept. 5, 2002 [Approval – 5 minutes] (Background #2, p. 2-4)
3. **Schedule next meetings** [Approval – 5 minutes]
  - March 6-7, 2003 in Boca Raton at FAU
  - June 12-13, 2003 in Pensacola at UWF
  - September 4-5, 2003 in Tampa at USF
  - December 4-5, 2003 in Miami at FIU (Jt Mtg w/ CC's; SUL to arrange)**
4. **Report of the CMC** [No action] (Background #4, p. 5-6)  
(Report of the ECC is on the FCLA Agenda)
12. **Report of the DSPC** [Action – 30 minutes] (Background #5, p. 7-11)
  - Approve rule that all SUL public access computers must support IE 5.0+, Netscape 6.0+, or mozilla 1.0+
  - Approve subcommittee of Richard Bernardy, Erich Kesse, and Selma Jaskowski to draft quality standard guidelines for PALMM collections
  - Approve establishment of the Special Collections Task Force as a sub-unit of the CMC, to work with DSPC on PALMM content selection, assessment, and collection development and to draft a grant application to fund the creation of a manuscript processing curriculum
  - Approve change of name to the Digital Projects Planning Committee
  - Approve new charge (see p. 10)
6. **Report of the ETDS** [Action – 15 minutes] (Background # 6, p. 12-13)
  - Approve charge
7. **Report of the PSPC** [No Action] (Background # 7, p. 14-18)
8. **Report of the TSPC** [Action – 30 minutes] (Background #8, p. 19-24)
  - Approve charge to SFX/Metalib Task Force (11 members)
  - Approve charge to SUL Union Catalog Indexing TF (3 members)
9. **Report of the Rosetta Committee** [Action – 20 minutes] (Background #9, p. 25)
  - Approve sketches for Rosetta web pages
    - Top page
    - Rosetta explanation page
- 10 **SULC Logo** [Action – 20 minutes] (Background 10, p. 26) Jim
  - Approve logo for SULC webpage
11. **Access to SUS and FCLA Committee Information** [Action – 30 minutes] (Background 11, p. 27) Derrie and Dale

To clarify a question from last month, would it be possible to have a Committee Schedule on our new web page and ask each committee to list each meeting as they schedule it? Directors could check it once a week and see what committees are scheduled to meet and whether by phone or in person.

Is it possible to make all committee reports open to all members of the libraries?

**12. Report on the Joint Meeting** [Information – 30 minutes] Jim

**13. SUL “Measurements”** [Action – 30 minutes] (Background 13, p. 28-32) Derrie & Dale

As we noted in our meeting in September, we need to make a state level case for library funding to offset the misinformation that floats around Tallahassee. The attached “output” is somewhat out of date, but it does help to show what we do. What other things might we add or change? I also added the ARL statistics so we could consider those measures. How can we get some progress in this area?

**14. SUL Description** [Action – 30 minutes] (Background 14, p. 33-36)

This statement of what the SU Libraries do was drafted 5 years ago and is now very out of date. Please mark it up[ and be prepared to suggest improvements at the meeting.

**15. Director’s Discussion** [Information Exchange –30 minutes]

**a. Archiving of e-journals** Derrie

**b. ACRL at your library public relations campaign** Bill

**c. Digital Library Issues: State of the Art, Future Directions, etc.**

Larry requested a discussion, with Jim’s input, of digital library issues and technological developments – how soon they are coming and the ways in which they will affect all of us locally. One example is how to handle the large files of full motion video which are now available on many university web pages.

**d. SPARC White Paper on Institutional Repositories / DSpace**

Dale thought it might be useful to think about whether SUL needs a statewide repository.

Background # 2  
**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**

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 Kornblaw) 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.

## **Interfacing the LMS with new University FMIS's – Discussion.**

Collection Management Committee

Report from meeting of the CMC on November 19, 2002, Gainesville, Florida for review at the meeting of the SULC Directors on 5 December 2002

No action items.

Information items:

- **Budget** – current rumor is that there will not be a further call back of funds from the libraries.
- **Organizational Structure** – discussions continue about the (reporting) relationship between the ECC and the CMC, and perhaps for a new SUL committee for Special Collections. Some members of the CMC believe this is a non-topic, i.e., that there does not need to be such a relationship, but rather a relationship of communication. The topic will continue on our agenda for the next several meetings.
- **Print vs. electronic only access to journal.** The majority of the SUL institutions are supportive of moving to electronic-only access to journals provided a few caveats are understood: maintenance of an archival copy, i.e., paper, within the SUL will be required; the lack of reliability in record keeping by vendors vs. subscribers can cause materials to fall between the cracks; change in vendors with changes in licenses; discontinuance of journals with their electronic versions' permanence left in limbo. Each institution would need to commit to timely document delivery of issues from the print copies that are housed in the Library's collection.
- There appears to be immediate readiness to make this change in the area of the sciences; partial readiness in the area of the social sciences; and lethargy in the areas of the humanities and the arts. Medicine and law are already moving to electronic access as preferred to paper. When institutions are canceling titles, they are canceling the print versions, not the electronic versions. There are additional concerns regarding volume counts that would possibly endanger standing statistically in accrediting organizations; ARL was mentioned, especially in context of libraries working for ARL membership. On the other hand: as far as the American Chemical Society is concerned, there is no societal requirement that institutions maintain their print subscriptions to meet ACS accreditation standards. The committee suggests that their respective faculties become involved in this decision process so that through their buy-in we will have the support needed to make such shifts.
- The committee discussed of storage of paper copy / copies for archival purposes and the distribution of such paper copies, including distribution by institutional program strength, and/or distribution by geography. For example, perhaps a depository for the southern members of the SUL and one for the northern members, each to be operated on the model of the British Library Document Supply Centre at Boston Spa, Yorkshire. Not yet discussed would be the

financial ramifications of such a distribution, i.e., perhaps the cost of the paper would be shared equally among the SUL institutions. There is a concomitant component to this discussion, which is to rearrange our current SUL duplication of subscriptions within individual vendors so that duplication is decreased or eliminated and the duplications are switched to journals for which no subscriptions are current.

- **Electronic Interlibrary loan.** Lastly, discussion ensued on the topic of using ILL as a means of supplying copies within and beyond the SUL for materials that are held only in electronic format. We shall begin inserting into each license formal language that permits electronic transmission of material from our electronic subscriptions.

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

**FROM:** Lucy Patrick, Chair, Digitization Services Planning Committee

**DATE:** November 22, 2002

**RE: DSPC Quarterly report, Annual meeting report, and Recommendations**

### QUARTERLY REPORT

FCLA received a three year National Leadership Grant from IMLS to develop a "Central Digital Archiving Facility." The project will identify costs of all aspects of archiving for cost recovery purposes and serve as a model for the development of other central archiving facilities nationwide.

Two new collections were added to PALMM this quarter:

- **Reclaiming the Everglades**, an LC-Ameritech award-winning project, is a collaboration between the libraries at the University of Miami, Florida International University, and the Historical Museum of Southern Florida, with technical support from FCLA. It documents the history of the Everglades and the south Florida environment from 1884-1934. <http://everglades.fiu.edu/reclaim> The collection was featured in the October 4, 2002, Internet Scout report at <http://scout.cs.wisc.edu/report/sr/2002/scout-021004.html>
- **Floridiana on the Web**, developed by the University of South Florida Libraries, is a unique and dynamic website devoted to the history and culture of Florida. "Floridiana" provides resources for Florida students ranging from kindergarten to the university level, as well as for scholars of any age, anywhere, who have an interest in the history of Florida. <http://www.lib.usf.edu/virtual/lcd/floridiana-palmm/index.html>

**At the beginning of October, there were 2,555 titles in PALMM collections with more than 240,000 pages.**

### ANNUAL MEETING REPORT

The Committee met on November 19 during the Joint Meeting in Gainesville to discuss a very long list of issues and to view demonstrations of Metalib and SFX. Megan Waters, FIU, was elected Vice Chair/Chair-Elect. Her term as chair will begin in October 2003. Each institution reported on its current projects, grants, and partnerships. Some reported that they were developing new or improved technical capacities.

FCLA staff demonstrated the new Visual Collections server site (<http://purl.fcla.edu/fcla/image>) and the World Map Collection, the first visual collection to be made public. Maps are in the MrSid format that allows users to magnify small areas for better viewing. There is some concern that we should move away from the proprietary MrSid software to a more freely available format like JPEG2000. FCLA is

investigating if it is possible to make the images (most of which are extremely large) printable. The other demonstration was of the Florida Archival Collections site containing the twelve encoded archival description (EAD) finding aids done under the LSTA pilot project. Some of the institutions participating in the pilot project plan to continue adding finding aids to the collection for newly processed manuscript collections. See the full report on the project at <http://www.fcla.edu/FCLAINfo/digit/eadreport.pdf>

One of the unanticipated results of the project was the large amounts of time and effort required to create an EAD finding aid from a previously compiled finding aid, even if it was in electronic format. Those involved agreed that making the creation of EAD finding aids part of the processing of new collections made sense, but also agreed there is little or no training available in Florida for the staff who actually do this work. We will be looking for grant funding to create a training curriculum and hire a roving trainer who can train on site using locally owned materials. We will investigate opening the training to non-SUL institutions (local historical societies and public libraries, for instance) who suffer from the same lack of trained personnel in hopes of attracting additional collections for inclusion in the project.

The completed aggregation of four related PALMM collections (Florida Geological Survey Publications, Florida Agricultural History and Rural Life, Linking Florida's Natural History, and Florida Environments Online) into one large collection called Florida Environments Online was discussed. Collections are searchable individually as well as across all of them as a group. Pathfinders detailing content for each collection have been created to replace the former individual front page information. In light of what we currently know about aleph and users, it appears that we need to consider aggregating additional collections to improve ease of migration and searchability.

A lively discussion of local public access and PALMM development browser support was held. This was a continuation of previous discussions on the DSPC list. It was agreed that we can no longer support lower level browsers to the extent done in the past. The testing and rewriting of code required to support older browsers is very labor intensive. Lower level browsers do not support Javascript and style sheets that are becoming standard coding for web pages. We agreed that all PALMM collection developers must test in each browser version supported and that sidebar information will be added to all PALMM collections concerning recommended browsers and links to download sites. We formulated the following **RECOMMENDATION** for action by the directors. **The DSPC recommends that all public access computers in SUL libraries support IE5.0+, Netscape 6.0+, or Mozilla1.0+.** According to recent purl server statistics from FCLA, the majority of our users (65%) have these browsers rather than older versions. All are available at little or no cost to patrons who are not SUL related. Most SUL institutions still using older browsers are at least considering upgrading to supported browsers.

Committee Action Items include

- Creation of a subcommittee to draft **quality standard guidelines** for all PALMM collections. It is the consensus of the committee that recommended guidelines are not sufficient to insure the quality of PALMM projects for the future. Having firm

standards in place will also help institutions negotiating with possible partners or donors who may own previously digitized collections. Subcommittee members are Richard Bernardy, Erich Kesse, and Selma Jaskowski. Craig Lowe will serve as the FCLA liaison. The draft is due February 1, 2003.

- Continuation of a subcommittee to draft a set of **guidelines for developing partnership agreements**. While each such agreement is unique, there are some elements common to them all, including deposit legalities, spelling out roles of each party, benefit to the state of the project since FCLA monies will be supporting it. Subcommittee members are Erich Kesse, Megan Waters, and Anjana Bhatt. The draft is to be ready for the March director's meeting.

#### RECOMMENDATIONS

- **The DSPC recommends that all public access computers in SUL libraries support IE5.0+, Netscape 6.0+, or Mozilla1.0+.**
- **The DSPC recommends that the directors reconvene the Special Collections Task Force, appoint a temporary chair, and request that they refine their charge and begin to work with the DSPC on**
  - **1) PALMM content selection, assessment, and collection development; and,**
  - **2) development of a grant application to fund the creation of a manuscript processing curriculum with a component on creating encoded archival description (EAD) finding aids and hiring a trainer to take the training where it is needed among the SUL.**
- **The DSPC recommends that its name be changed to Digital Projects Planning Committee and that its charge be revised in recognition of the responsibilities it must now fulfill to make the best use of technology to provide access and preservation services for SUL born digital and retrospective digitized materials (see attached proposed revised charge)**

## **DRAFT PROPOSED DSPC CHARGE**

The SUL Digital Projects Planning Committee (DPPC) was established in 2002 as the successor to the Digitization Services Planning Committee (DSPC). The DSPC was the successor to the Digitization Discussion Group formed in March 1997. The DPPC has two elected officers: a chair and chair-elect. The chair serves a two-year term and is responsible for making quarterly reports and submitting recommendations and other documents of the Committee to the directors. He/she also sets agendas and conducts meetings and telephone conferences as needed; compiles meeting minutes for distribution to members and posting on the Committee web pages; and distributes, collects, and sends to FCLA for processing, applications for Florida Heritage Project funding (if available).

SUL library staff engaged in any aspect of digital projects may be appointed to the Committee. Each library should have a primary institutional representative. The Committee works closely with the Special Collections Task Force, the ETD Subcommittee, the Public and Technical Services Planning Committees, and other SUL curators of collections of born-digital government and university documents.

The primary foci of the Committee are

- development and maintenance of the PALMM collections to support public and university access to the resources of the SUL special collections
- exploration of procedures and policies related to university-produced digital content, including ETDs, electronic records, and faculty research
- creation and sustenance of partnerships with non-SUL content providers when these collections complement or augment PALMM services to the people of Florida

The work of the Committee includes

- creation of multiyear plans for development and archiving of SUL retrospectively digitized and born-digital resources
- gathering and sharing information on new digital library programs and developing standards
- adoption of technical standards to support continued access to and preservation of digital resources
- development of technical strategies to support access to new formats and maintain access to or migrate declining formats as needed
- development of strategies to support SUL staff training needs with regard to creation, management, and preservation of digital resources
- maintaining active communications through a listserv and regular telephone conferences
- coordination of technical strategies with materials selection to insure that access to selected materials can be supported
- annual review of its multiyear projections for the development of technologies and projects
- continuing efforts to promote and publicize the PALMM projects and services to the K-20 communities and the people of Florida in general

The Committee recommends

- strategies for new joint SUL/FCLA digital access and archiving projects
- strategies for development of and/or changes to current projects
- technical standards to insure continued quality of digital projects
- projects to support SUL staff training and development
- equipment and software needs to support digital projects

## SULC ETD Subcommittee

### DRAFT CHARGE

The State University Libraries Council of Florida (SULC) ETD (Electronic Theses & Dissertations) Subcommittee is established to coordinate the dissemination and long-term storage and access to the theses and dissertations submitted in electronic form at Florida's state universities. It is comprised of SUL library staff who are engaged in or are considering locally or cooperatively managed ETD projects. The Subcommittee will discuss strategies for building a Florida ETD database, as well as shared experiences with local graduate programs, technical standards implementation, and archival storage specifications. It will report to the SULC through the DSPC.

### COMPOSITION:

The SUL ETD Subcommittee consists of individuals appointed by the directors who are involved in library support (access and preservation) for ETD's at their respective universities. Each SUL Library may appoint or suggest a member. The group will elect its own chair and vice-chair/chair-elect, serving one year terms. Additional staff may join the email discussion list.

### FOCUS OF DISCUSSION:

The SUL ETD Subcommittee is responsible for establishing guidelines that will build a database of Florida ETDs. In the process, the group will share information and experiences with local ETD initiatives, and coordinate Florida efforts with NDLTD (National Digital Library of Theses and Dissertations) coordinating technical guidelines, and developing strategies for electronic archiving.

### INITIAL MEMBERSHIP

Selma Jaskowski UCF  
Sherry Carrillo FIU  
Martha Hruska UF  
Monica Metz Wiseman USF  
Vicki Stanton UNF  
Cornelia Taylor FAMU  
Caroline Thompson UWF  
Robert McDonald FSU  
Priscilla Caplan FCLA

FAU None  
FGCU None  
New College None

**Public Services Planning Committee  
Report to the Directors  
November, 2002  
Submitted by Daniel Liestman, Chair, PSPC**

**Issues and Items:**

The major theme dominating PSPC meetings over the past year is migration to Aleph.

**Migration**

In the migration to ExLibris, we need to become aware of all of the Circulation rule options available to us to enable decisions, policy implementations, and procedure changes on our campuses. The impact may also affect our cooperative agreements, universal borrowing expectations, and the definition (narrowing or broadening) of the term "affiliate".

**Campus interfaces to the new LMS.** FCLA will make sure existing dataset formats will be supported for patron and fine/bill exchanges until FCLA can work with the various libraries and campus data centers to enhance exchange strategies to optimize new functionalities on the LMS with new local campus management systems. To our knowledge there are no libraries exchanging data in real time, even with participating systems all using Oracle. Issues to pursue at the Joint Meeting:

**ALPH OPAC Group.** The Public Services Planning Committee (PSPC) has recommended to the Library Directors (who have concurred) that a permanent OPAC Subcommittee be appointed, and that the WebLUIIS Task Force "morph" into that group. There has really been no activity concerning the WebLUIIS interface since sometime in 2001, and none is anticipated (although some cosmetic changes are probably still possible if necessary). But with the upcoming implementation of the Aleph OPAC, a new set of challenges will exist. It is anticipated that some issues will need to be discussed and consensus achieved in regard to aspects of the new interface (just as was the case with WebLUIIS). And even though only four of our universities will begin to use Aleph in Phase 1 (FGCU, UF, UNF, and UWF), it seems important to include representatives from all the institutions in planning (since all will be affected eventually by decisions made during the initial phase).

If you have interest in continuing on this group, you should let your PSPC representative know; I'd appreciate knowing too (just send a message to richben@ufl.edu). We don't have a specific charge yet, but I think that what I've broadly described above will give you a sense of some of what lies ahead. Although I'm not anticipating any immediate activity of this new subcommittee in helping design the Aleph OPAC screens (the new version of Aleph we'll be implementing isn't yet available), having a group already in place will, I think, prove useful as things evolve (and as action is needed).

**New committees:** The transition to Aleph requires a new committee structure. The Web Luis Task Force will change into the PSPC OPAC subcommittee, and membership will stay the same. The SUS and CC library boards formed the Aleph Implementation Steering Committee to deal with cross system collaboration. Sherry Carrillo is a

member of this committee. FCLA and CCLA staff will work out recommendations for certain configuration issues and forward them to PSPC for approval before submitting them to the Aleph ISC. Aleph ISC OPAC and Indexing Task Forces have been defined. The former will consist of 3 representatives (2 public services and 1 technical services) from the universities and 3 from the community colleges. <http://www.fcla.edu/FCLAinfo/lmsimp/opactfmem.html> The latter will consist of 3 representatives (2 technical services and 1 public services) from the universities and the community colleges respectively. <http://www.fcla.edu/FCLAinfo/lmsimp/indexmem.html>

Suggestions for membership on these two committees should be forwarded to Meg Scharf as soon as possible, since the steering committee will meet February 26. Potential members must have appropriate expertise, good communication skills, have the time available, and be prepared to speak for the universities as a whole.

In addition to the committees, each university will have a Project Coordinator appointed to be responsible for the implementation of Aleph and to work with the individual institution, FCLA and Ex Libris staffs on conversion, implementation and training issues.

**Reorganization of higher education in Florida.** Our current uniform fine/bill schedule may well become disparate in the new Board of Trustees environments. This may impact both NOTIS and ExLibris.

#### **Other matters:**

#### **ROSETTA FAQ**

With all of the changes in the Florida educational system, and in the SUS Libraries, it's sometimes difficult to place all of these changes in their proper context. The State University System has been disbanded and is now called the Division of Colleges and Universities (DCU); a new library management system (Aleph) is replacing LUIS/WebLUIS; and Rosetta will be the name of the total of all electronic resources. If you are confused about how all of these changes relate and what they mean to the libraries' staff and users, we hope to clarify some of the issues for you.

#### **Q What exactly is Rosetta?**

**A** Rosetta is the sum total of the electronic resources provided by the DCU (formerly the SUS) for their students, faculty and staff. Included are catalogs, proprietary databases such as First Search, e-journals, e-books, and services such as the digital resources in PALMM. The name was chosen by the library directors from a list of finalists submitted by the Public Services Committee chosen from an SUS-wide contest in April, 2000. The name will be introduced at each of the eleven DCU colleges and universities to coincide with the implementation of the new library management system, Aleph.

#### **Q What does the name Rosetta mean?**

**A** Rosetta represents the Rosetta Stone, which provided scholars with the means to decode Egyptian hieroglyphics. It is hoped that our new system, which incorporates electronic indexes, abstracting services, journals, proceedings, and books, will serve as a "key" to knowledge.

**Q How does Rosetta relate to LUIS?**

**A** LUIS, the Library User Information Service, is a library management system powered by NOTIS software. LUIS and its Web interface called WebLUIS contain the catalogs of the DCU libraries, locally loaded databases such as PALMM, Books In Print, and Ulrich's Periodical Directory and many periodical indexes (Business Index, Academic Index, PsycInfo, etc.). It also provides acquisition and circulation functions for the libraries. This system will soon be replaced by a new library management system called Aleph, from the Ex Libris company. The DCU Libraries, however, share many more information sources that are not accessed through our library management system, but through commercial vendors such as FirstSearch, GaleNet and Academic Universe. Rosetta is the name given to this consortial information system that includes services and databases from WebLUIS, as well as databases accessed through other software. Therefore Rosetta offers a broader range of resources than are available from LUIS/WebLUIS alone.

**Q How does Rosetta relate to Aleph?**

**A** Because Aleph is one of the components of Rosetta, as the new system is introduced in each library, the umbrella name and concept of Rosetta will be introduced at the same time.

**Q What will Rosetta do for the libraries' staff?**

**A** Provide a name for the entire suite of digital resources and services available through the DCU Libraries consortium, as managed by FCLA, the Florida Center for Library Automation.

**Q How will Rosetta make life easier on the reference desk?**

**A** The Rosetta Website will pull together the wide and rich array of online resources that the DCU share in one place for librarians and distance learners to access.

**Q How does Rosetta encompass the community colleges?**

**A** Community colleges do not participate in the DCU consortium, therefore they don't have access to the full suite of resources that are included under the umbrella of Rosetta. The libraries of the DCU and the community colleges will all use the new Aleph based library management system to maintain their library catalogs, as well as locally available databases.

For further information on the new library management system implementation please see FCLA's Website at:

<<http://www.fcla.edu/FCLAinfo/Imsimp/imppg.html>>

**FCLA Report.** (Michelle Newberry) Michelle announced that FCLA had archived the Distance Learning Reference and Referral Center site. Other sections of the site are being distributed to individual libraries as requested.

The **Ex Libris contract** has been signed and is being implemented. The Florida contract was the cover story of the Ex Libris newsletter that was distributed at ALA. Ex Libris/Aleph has a users' group, and information about it can be found at [www.naaug.org](http://www.naaug.org) <<http://www.naaug.org>>.

Kathy Arsenault requested guidance for disposition of the RRC (Reference and Referral Center) website. There was discussion about usable web pages/information, the historical significance of the RRC, DLLI, Florida Virtual Campus, etc. There was general consensus that the site should be archived and usable pages be maintained.

**ACTION:** Referred to the Distance Learning Subcommittee to evaluate the pages and recommend dispositions by January 31st. Kathy Arsenault will be the contact.

**CIRCULATION** (Merilyn Burke). The Subcommittee has prepared and is distributing an SUS survey requesting information on services, policies, and other Circulation and operations information useful for comparison among the SUS libraries. The results will be posted to the Subcommittee's web site.

**CMC** Directors have initiated a Collection Management Group. What are the roles of the ECC and this new group & PSPC? Collection Management Group will be mostly folks who do not spend much time in Public Services. Perhaps more of a Tech Services perspective. No one knows what the charge is yet. Perhaps more budget-oriented issues. An example of an ECC decision with collection development and budgetary implications: the INSPEC decision was reached with some feeling that there were no good alternatives; danger of making decisions based solely on money available for purchase. Overlap of decisions; content vs. interface. In previous years, many members of PSPC also represented their institution on ECC; this duplication of ECC/PSPC membership is dwindling.

One idea: **the ECC could be a subcommittee of the new Collection Management Committee and the PSPC.** Local communication is REALLY important. ECC members need to communicate ECC decisions to librarians and ask for input; database changes need to be communicated locally. One possible issue for the new group: electronic vs. print; cooperative collection development.

**Digital Library Activities.** As of January 2002, PALMM collections have 1,608 titles and 163,167 pages compared to 443 titles and 60,658 pages in January 2001. A printable bookmark that can be used to advertise the digital library database is available for use. Information about how to download this will be distributed. A grant proposal to support the development of an Open Archival information System was submitted to IMLS in February.

**PSPC reaction:** Kudos to Priscilla and her activities to inform the public about the Digital Library information. The PSPC should develop a public relations initiative for PALMM.

## TSPC Quarterly Report - November 2002

TSPC met via teleconference on August 28, 2002 and in person at the FCLA Joint Meeting November 19, 2002

### Action Items:

- **The Public Services Planning Committee (PSPC) and the Technical Services Planning Committee (TSPC) recommend that a joint ad hoc task force be formed to advise and assist FCLA in the implementation of Ex Libris's SFX and MetaLib. The PSPC and TSPC recommend that a liaison from each institution should be appointed to the Task Force.**

“What is SFX?

SFX is a context-sensitive link server from Ex Libris that allows context-sensitive linking between Web resources in the scholarly information environment. SFX is OpenURL-compliant, in that it accepts an OpenURL as input from an Information Resource known as an SFX source.

An SFX server facilitates the management of a library's interlinked electronic collection, by providing libraries with an independent means of enabling seamless interconnectivity among their ever-increasing collections of heterogeneous resources. Because SFX allows libraries to define the links between information resources, the resources become fully integrated in the overall library service no matter who hosts them--the library itself or external information providers.

The SFX solution offers libraries flexibility and choice. Reference librarians can choose appropriate content from a range of information vendors and interconnect this content as desired. They can then provide links to services that they feel are appropriate for their end users. Reference librarians need not depend solely on the linking services defined by the information providers, on a specific set of identifiers (such as ISSN, SICI, or DOI), or on particular communication protocols (such as Z39.50 or http).” <http://www.sfxit.com/>

MetaLib

“With MetaLib, institutions can manage today's hybrid information resources under one umbrella. These information resources can be local or remote and of varied types, such as catalogs, reference databases, digital repositories, or subject-based Web gateways. MetaLib enables users to simultaneously search across heterogeneous resources or link to the native interface of such resources.

MetaLib provides the optimal infrastructure for both single institutions and consortia, and handles authentication and authorization requirements accordingly. Web-based administration tools permit the effective

localization, configuration, and maintenance of an institution's full range of information resources.

Incorporated in MetaLib is the Ex Libris award-winning SFX technology. SFX, the OpenURL-compliant link server, provides users with context-sensitive linking to services that have been defined and customized by their institution on the basis of its e-collections and policies."

<http://www.metalib.com>

- **Appoint an SUL Aleph Indexing Task Force (AETF) (2 TSPC representatives, 1 PSPC representative, with the option of PSPC adding another person) to look at the indexes for the SUL Union Catalog and determine if there are indexes needed that are different from those in the SUL/CCL Union List. This would be a short-term assignment. AETF members are: Kim Montgomery (UCF), Linda Smith (UNF) and Denise Bennett (UF). The TSPC recommends appointing them to the SUL Task Force.**

#### General Items:

- Aleph conversion discussion
  - Data conversion is a slow process!
  - Loads for bibs, holdings and items going well
    - Subset loads being reviewed by Phase I Libraries
  - Working on patron file and acquisitions
  - Each library will need to look at their 049 codes and bracketed info to determine which ones are still active
- Previous discussion regarding coordinating the management of bibliographic records for electronic resources among the SUL was developed into a proposal and sent to CAGER to explore. See Appendix A.
- Joint Meeting with PSPC at the Joint Meeting to discuss SFX and Metalib. There was much discussion about whether each SUL would send a member to the SFX training for FCLA staff the 2<sup>nd</sup> or 3<sup>rd</sup> week of December and whether the trainers could accommodate that many extra people. There was also quite a bit of discussion of whether the institutional member should be from TSPC, PSPC, ECC, the Electronic Resources Librarian, or Systems Librarian. Various institutions may make different decisions. SFX and Metalib implementations will require a team effort between FCLA and SUL and within each library. The appointed task force members will need to coordinate teams at their respective institutions gathering information for populating the Knowledge Base and coordinating user services issues.

The timetable is not known now, as training is still to come. A multi-institution installation will be used for SFX for the SUL. The timetable for SFX installation isn't set, but may be approximately 3-4 months.

Elaine Henjum will be working on SFX/Metalib. She does not have any Aleph responsibilities; SFX will not compete with Aleph for her attention.

SFX/Metalib interfaces are highly configurable; institutions may choose to have the same or different options. Some of the known issues include whether to keep or rename the SFX icon; the number of menu choices, how much commonality should there be across the SUL?

SFX would be implemented first and Metalib, which requires a separate server, sometime later. There are some known problems with patron authentication in that if a student or faculty member leaves the institution, they can still retrieve any alerts they may have set up. Right now there is no way to purge the patron file. Ex Libris is aware of this issue and is working towards a solution.

Metalib requires that the institutional member know what is available locally.

***SFX/Metalib Decisions:***

- The decision was made to have a second training for SUL members after FCLA staff have been trained.
- Ask the Directors for approval for an SFX/Metalib ad hoc committee in which each institution would appoint one member, at their discretion, for the purpose of advising and assisting in the implementation of SFX/Metalib.
- Authorities  
Automatic flips – institutional decision; can set names differently than topical subjects Ex Libris suggests that names be set to no because of some known problems.

Need to determine what functionality people are using in CLARR and check to see if there is the equivalent in Aleph; database maintenance searches should be considered also. Communication will take place on the TSPC list and data compiled for easier exploration and testing of Aleph features. The idea of having one resource file and each library having a file of exceptions may not work in the new Aleph architecture. It still needs to be tested.

- Data loads  
Mary Ann provided a handout regarding data loads. Some programs, like OCLC and RLIN, will be interactive; others will require batch loads. Unix machines are tightly secured and for this reason, it is not known yet, how much batch loading individual institutions will be able to do on their own. At this point, only UF has expressed an interest in loading their records.

FCLA would continue to load the MeSH file.

049 fields and stamps will need to be looked at in terms of the location mapping tables for data loads. Aleph will be case sensitive.

9xx fields from vendor records may need to be changed to load correctly into Aleph. Most 909 fields (e.g., those in provisional records) will migrate into Aleph as TKR fields, but 909 fields in Marcive records need to migrate as 909 fields.

- Indexing

Appoint an SUL Aleph Indexing Task Force (2 TSPC representatives, 1 PSPC representative, with the option of PSPC adding another person) to look at the indexes for the SUL Union Catalog and determine if there are other indexes needed that will not be necessary in the SUL/CCL Union List. This would be a short-term assignment. Aleph Indexing Task Force members are: Kim Montgomery (UCF), Linda Smith (UNF) and Denise Bennett (UF). The TSPC recommends appointing them to the SUL Task Force.

- LTQF records will be migrating. When, is unknown.
- Publication Patterns and Serials  
Donna Alsbury described how publication patterns would be imported from other Aleph libraries so as not to have to reinvent the wheel. It is not known if there will be reports for publications that do not have a matching publication pattern. It is also not known at this point how or when the gap period will be completed. As each library gets closer to migration, Donna will be looking a serial receipt notes, notes and memos and help us determine what we want migrated and where, and how many years are to be transferred.
- Standing Orders  
There at least two options for determining how NOTIS orders can be migrated as ALEPH Serial, Subscription, or Standing Order types. Donna will work with each institution to find the best method for them. The impact of order type is still unclear although some potential issues involve predictability and claiming in ALEPH. We should have a better idea after functional training.
- Jim Michael prepared a CAGER report for the TSPC Meeting in November. He also provided TSPC members with a report regarding coordinating cataloging of common SUL resources with several scenarios and pros and cons of each.
- Elections: Susan Heron and Allison Howard will co-chair TSPC in 2003.  
Note: This will be Allison's 2<sup>nd</sup> year and Susan completed 2 years only a year ago. Someone else will need to step up to the plate next year.

## Appendix A

### Coordinated Cataloging of Common SUL Electronic Resources

#### **Proposal:**

TSPC asks the CAGER group to recommend on the collaborative development of integrated access (catalogs and web pages) to the licensed electronic resources held in common by all the SUL libraries. CAGER should prepare a white paper for discussion at the Nov. 2002 Joint meeting on a recommended model for coordinated cataloging and authority work for SUL electronic resources.

CAGER will communicate the charge to the PSPC chair and ask that PSPC name a liaison to work on this project.

#### **Background:**

The ECC and individual libraries coordinate SUL acquisition and licenses to various electronic resources, databases as well as electronic journals. Currently, access to these shared resources is provided through a variety of paths. These include each library's catalog, the Database Locator, third party solutions (e.g., Serials Solutions) and local web pages. In cases where catalog records (NetLibrary, MARCIVE) or URL's for journals are supplied, these are loaded and processed separately into each library's individual catalog. This requires separate review and separate authority processing for largely the same records, a fair amount of duplicative work.

The materials digitized from SUL collections has been routinely collected in the 'LTQF' processing unit of SUL's NOTIS. There, it is possible to retrieve these records with searches in the individual institution group catalogs.

In planning to implement the Ex Libris Aleph system, there is an opportunity to rethink the architecture to share access to all common electronic resources and to share responsibility for name and subject authority control. This can build on plans to share a master Name/Subject authority file for all headings.

#### **Charge:**

Investigate the possibility of sharing responsibility for cataloging, authority, and access provision (URL links and maintenance) among the SUL Libraries for commonly held electronic resources. Practical means of sharing work that can be immediately implemented should be considered and recommended to reduce duplication and build a system of trust among the SUL Libraries.

Report in the form of a white paper on the benefits and difficulties, costs and savings, system and staff requirements of a coordinated approach that can be planned on with the Aleph implementation.

**Rosetta Public Relations and Marketing committee**  
**Quarterly Report**  
November 2002

Submitted by: Barbara Hood, Chair

Advisory Members:  
Meg Scharf, UCF  
Jana Ronan, UF  
Mimi Pappas, UF  
Alice Primack, UF

Submitted for the directors' consideration are sketches for the Rosetta explanation pages along with sample text for the "About Rosetta" page.

All of the Rosetta explanation pages feature the logo in the top left and a small FCLA logo on the top right. At the bottom are links to Home, FCLA and Contact.

The top page has a large screened graphic of the modified Rosetta stone logo with hieroglyphics, computer symbols and components of Rosetta. A large arc sweeps into the Rosetta stone shape with components listed at left. Each is linked to its own page.

Sub-page examples are shown below.



## General Information

- [Library Home Pages](#)
- [Library-related LISTSERVs](#)
- [University Libraries - a summary](#)

## Committees

- |  |   |
|--|---|
| <a href="#">Collection Management Committee</a>          | <a href="#">Public Services Planning Committee</a>    |
| <a href="#">Digitization Services Planning Committee</a> | <a href="#">SUL/FLA Interest Group</a>                |
| <a href="#">Electronic Collections Committee</a>         | <a href="#">System &amp; Networking Committee</a>     |
| <a href="#">Joint Subcommittees</a>                      | <a href="#">Technical Services Planning Committee</a> |
| <a href="#">Library Directors</a>                        |   |

## Background # 11

> Date: Thu, 24 Oct 2002 15:32:36 -0400  
> From: Librarian  
> To: "FCLA Staffer"  
> Subject: Searching SUS-ECC archives  
>  
> Dear FCLA Staffer,  
  
> My Director has requested some information, and I need to search the  
> list archives to adequately answer her questions. I have successfully  
> registered and confirmed, but am refused entry.  
>  
> Sincerely, Librarian

From: FCLA Staffer  
Sent: Monday, October 28, 2002 9:56 AM  
To: Librarian  
Cc: Assistant Director  
Subject: Re: Searching SUS-ECC archives

Dear Librarian,

You aren't on the ECC listserv so you aren't authorized to get to the archives. You are on the ECC subcommittee listserv which is why you get copies of the ECC messages. I'm out of the office until Nov. 4 with only intermittent email access. Can you contact Monica or Danny O'Neal for help with this? Thanks, FCLA Staffer

From: Department Chair  
Sent: Monday, October 28, 2002 2:51 PM  
To: Library Director  
Subject: FW: Searching SUS-ECC archives

From my perspective, this is public information. Therefore, I am a little annoyed that my staff person on a subcommittee of the larger committee CANNOT ACCESS archives of this listserv.

This means, I assume, that I cannot look at these archive either?

And no, I do not want ----- vetting search results for my staff.

Sincerely, Department Chair

## Background #13

### Library Output Statistics

<b>Availability of Services</b>	
Number of Service Locations	31
Hours of Service in Typical Week	1,520
Average Hours Per Week in Five Large Libraries <sup>i</sup>	96.1
Range 93.5--100 hours	
<b>Annual Users Count (Door counts)</b>	<b>3,686,428</b>
<b>Use of Books and Journals</b>	
Number of Materials Circulated	798,194
In-house Use of Library Materials	616,292
Materials Reshelved	1,414,486
<b>Information/Reference Assistance</b>	
Informational Questions Answered	318,872
Reference Questions Answered	146,462
In person	125,426
Telephone	14,084
Mail/On Line	1,931
Lengthy Database Searches Performed	1,920
Ready Reference Searches	30,779
<b>Instruction In Use of Libraries, Databases, Bibliography</b>	
Number of Presentations Given to Classes, etc.	975
Number of Students/Faculty/Staff Trained	8,400
<b>Inter-Library Loans</b>	
Loans of UF Library Materials to Other Libraries	59,560
Copies of UF Materials to Other Libraries	10,806
Borrowers of Library Materials from Other Libraries	36,021
Receipt of Copies of Materials from Other Libraries	5,497
	7,236
<b>Annual Collection Additions</b>	
Library Materials Acquired <sup>ii</sup>	37,784
Journal Issues Checked In	90,321
Microforms Checked In	176,476
<b>Access to Collections</b>	
Titles Cataloged <sup>iii</sup>	90,229
Titles Updated and Converted <sup>iv</sup>	45,089
Titles Reclassed <sup>v</sup>	40,944
Transfers/Withdrawals/Reinstates <sup>vi</sup>	968
	3,228
<b>Physical Preservation/Conservation Activities</b>	
Periodicals/Soft Cover Books Bound	19,203
Library Materials Photocopied	1,308
Volumes Microfilmed	1,440

Volumes Receiving Preservation Treatment	8,662
Other Materials Receiving Preservation Treatment	10,321

## ARL Statistics

### University Libraries Statistics

(Includes Smathers Libraries,  
Health Science Center and  
Legal Information Center)

<b>COLLECTIONS</b>		<b>2001-2002</b>	<b>2000-2001</b>
<b>Volumes in Library:</b>			
	Volumes held June30, prior year.	3,854,264	3,734,472
	Volumes added during year -- Gross.	105,885	124,269
	Volumes withdrawn during year.	9,799	4,477
	Volumes added during year - Net.	96,086	119,792
	Volumes held June30, reported year.	<b>3,950,350</b>	<b>3,854,264</b>
	Number of monographic volumes purchased.	70,637	64,209
<b>Serials:</b>			
	Number of current serials, including periodicals, purchased.	25,473	27,969
	Additional current serials, including periodicals, received	2,681	2,642
	Total number of current serials received	25,881	30,611
<b>Other Library Materials:</b>			
	Microform units.	7,200,290	7,182,013
	Government documents not counted elsewhere.	1,314,142	1,283,068
	Computer files.	13,361	17,946
	Manuscripts and archives (linear ft.):	8,083	7,847
<b>Audiovisual materials:</b>			
	Cartographic	757,016	738,812
	Graphic	209,947	204,085
	Audio.	26,121	24,575
	Film and Video.	13,369	12,091

<b>EXPENDITURES</b>		<b>2001-2002</b>	<b>2000-2001</b>
<b>Library Materials:</b>			
	Monographs.	\$2,520,517	\$2,486,227
	Current serials including periodicals.	\$7,213,651	\$7,068,796
	Other library materials (e.g., microforms, a/v, etc.).	\$1,000,326	\$1,652,191
	Miscellaneous.	\$414,123	\$676,567
	Total library materials	\$11,148,617	\$11,883,781
	Contract binding:	\$387,476	\$244,486
<b>Salaries and Wages:</b>			
	Professional staff.	\$5,022,020	\$4,568,578
	Support staff.	\$5,188,741	\$4,591,794
	Student assistants.	\$782,211	\$809,945
	Total salaries and wages.	\$10,992,972	\$9,970,317
	Other operating expenditures:	\$2,581,324	\$6,223,621
	Total library expenditures:	\$25,110,389	\$28,322,205
<b>PERSONNEL</b>			
	Professional staff, FTE	118	104
	Support staff, FTE.	212	207
	Student assistants, FTE.	77	91
	Total FTE staff.	407	402
<b>INSTRUCTION</b>			
	Number of library presentations to groups	837	723
	Number of total participants in group presentations	17,019	14,023
<b>REFERENCE</b>			
	Number of reference transactions.	145,974	157,383
<b>CIRCULATION</b>			
	Number of initial circulations (excluding reserves).	446,500	463,503

Total circulations (initial and renewals, excluding reserves).	1,129,493	1,375,403
Total number of filled requests for materials provided to other libraries.	49,622	39,991
Total number of filled requests for materials received from other libraries or providers.	21,839	21,902
<b>PH.D. DEGREES</b>	<b>2001-2002</b>	<b>2000-2001</b>
Number of Ph.D.s awarded in FY 1998- 99.	607	
Number of fields in which Ph.D.s can be awarded.	81	
Number of full-time instructional faculty in FY1998-99.	2,955	
Full-time students, undergraduate and graduate.	39,939	
Part-time students, undergraduate and graduate.	6,576	
Full-time graduate students.	10,016	
Part-time graduate students.	2,860	

## University Libraries.

Libraries are the vital center of university life. Thomas Carlyle once said that the true university is a collection of books. While the increasing complexity of worklife in the twentieth century has made it impossible to think of simply reading one's way through a series of books as adequate preparation for most professions, libraries continue to perform their traditional function. Universities provide the environment for scholars to create knowledge and teach new generations of students. Basic to this purpose is a record of what has been learned to serve as a resource for both learning and teaching. The SUS libraries represent content--observations, facts, surmises, opinions, ideas--all contained in documents, organized so that learners can retrieve what they need to support their academic work. To Florida's universities come students, scholars, administrators, and all inevitably go; but the libraries remain, a record of the past, of people's work, thoughts, ideas, hopes and aspirations, available to all who have need of the learning that libraries protect.

Together, the SUS Libraries form the largest information resource system in the state of Florida and they serve as backup to the state by providing access to their unique holdings to all citizens. Each of the SUS libraries is different. Their particular circumstances have been determined to no small extent by the history and tradition of each university--degrees offered, courses taught, research funded. Within this context, each library supports the educational efforts of its university. The libraries are defined by four characteristics: they collect documents (books, journals, electronic files, films, maps, recordings, etc.) that serve the academic needs of their users, organize the documents through indexing and cataloging systems so that they can be retrieved, provide space, equipment and knowledgeable assistance to make their various documents accessible, and archive them so that they can be found in the future. These four activities support and are basic to the function of the universities. The libraries provide SUS students and scholars the resources for discovery and the raw material for learning. Few organizations are more central to the purposes of universities and nothing could be more essential to supporting their drive to improve educational quality.

**SUS Library Program.** The SUS Library Program is comprised of the individual library of each institution combined with the Florida Center for Library Automation (FCLA) and the joint service programs developed by the libraries. The Center was established in 1985 to support the SUS university libraries in meeting their obligations to students and faculty for both teaching and research by providing automated library services. In the early years, the Center provided automated cataloging, acquisitions, and circulation support to the libraries and on-line catalogs for the use of students and faculty. In recent years, the SUS Library Directors Group has broadened that purpose to encompass a significant role in providing access to electronic resources. Together, the libraries and the Center provide an integrated program of service to all SUS students.

The SUS Library Directors Council is composed of the ten directors of the SUS Libraries and the Director of the Florida Center for Library Automation. It meets on a quarterly basis to deal with issues relating to interaction between the ten libraries such as student use of other SUS libraries, distance education, funding for library collections and services, common management issues, joint programs management (e.g., SUS electronic collection), oversight of FCLA services, and sharing of expertise (collection digitization, outsourcing, contract development, etc.). In fulfilling the above, the group develops library user programs and policies, budgetary strategies, distribution formulae, and other administrative documents. It provides advice on library issues, when asked, to BOR staff, to the SUS Council of Academic Vice Presidents or the Council of Presidents, and to various state agencies that need information on SUS university library services (e.g., PEPC, FIRN, Florida State Library, etc.). Over the past five years, the Libraries have made significant progress in using technology much more broadly than for automating existing internal library functions.

**Activities.** As new electronic technologies allow revolutionary possibilities for uncoupling user location from access to a document, the SUS libraries are actively collaborating in purchasing and sharing resources. They are developing extensive programs to meet the library needs of distance education students. To do this, the libraries are rapidly exploiting the extraordinary information revolution initiated by the emergence of the Internet. Increasingly, they are choosing to subscribe to full text/image journals and other resources by accessing publishers servers directly through the Internet. The libraries are also forming local and regional consortia, such as the SUS Electronics Group, to improve their bargaining power and work on ensuring ownership of content and maintenance of an archive for future generations of students and scholars. The resulting subscriptions to electronic files are now included in the LUIS (Library User Information System) catalogs and "hot linked" to the full text/image Internet resource.

The LUIS system, the basic information system for the SUS, has been greatly expanded in recent years. No longer simply an online catalog of SUS holdings, it now offers a diverse information menu.

1. The OPAC (on-line public access catalog) contains all of the books, journals and other materials held by the SUS Libraries. These catalogs are accessible from university offices, laboratories, and dormitories or off-campus residential locations. They are also accessible through the FIRN network which makes them available to K-12 and community college students, and to public library users. In 1996, FCLA developed an Internet version of the SUS catalogs called WebLUIS. This represents an evolutionary step toward providing web access not only to the library catalogs and citation databases but also to full image and text articles linked to the libraries' resources.

2. Electronic Indexes. In 1992, LUIS had expanded to include indexes to articles and reports in journals. By mid-1997, there are 27 indexes covering diverse topics in the humanities, arts, social sciences and sciences. The two most popular indexes, the General Academic Index and the Business Periodicals Index, contain links to available full text articles. The qualified WebLUIS user, therefore, can locate articles in these indexes and click on the link to access the article directly.

3. Gateways and the Internet By 1995, LUIS was expanded to provide "gateways" by which users can gain access to catalogs of other national and international libraries. Through sharing agreements, many of these holdings are quickly available to SUS faculty and students. While the "gateways" in LUIS function as a vast bibliographic universe for SUS users, they also provide linkages to remote information systems which deliver local services, such as CARL Uncover, the Research Libraries Group's CitaDel databases, and the resources available through the Internet.

4. Off Campus Data Access. In 1997, the FCLA developed the essential validation technology to ensure the libraries meet publishers' licensing restrictions. This step forward means that qualified distance learners can have access to electronic resources from off-campus locations. As a result of the "Distance Learning Initiative" the Florida population now has access to the 58 (and rapidly expanding) files provided through OCLC's First Search Service and to the electronic version of the Encyclopedia Britannica.. Individual libraries are now able to subscribe to electronic files that meet specific local academic program needs and make the files accessible through the Internet to local constituencies by using the FCLA's validation service. A cursory examination of any SUS Library or the FCLA Internet homepage reveals the rapid integration of electronic information services throughout the system.

The SUS Libraries are committed to providing the information, in all forms, required by the SUS faculties and students. As Internet information resources proliferate and grow more essential to the universities instruction and research programs, the libraries will develop new systems and adapt older systems for selecting, organizing, accessing, and archiving the resources that record and form the foundation for Florida's universities to advance.

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<sup>i</sup> Library West, Smathers, Marston, Legal Information Center, Health Sciences Center Library.

<sup>ii</sup> Includes books, maps, electronic, audio and video formats, manuscripts and archives.

<sup>iii</sup> Includes books, serials, newspapers, microformats, maps, serials, electronic, audio and video manuscripts, archives and kits. formats,

<sup>iv</sup> Recataloging materials available only in the card catalog and entering them in LUIS so that they can be more easily found by students and faculty.

<sup>v</sup> These materials have been reclassified from Dewey to the LC system to make them easier for faculty and students to use.

<sup>vi</sup> These materials have been transferred from one library location to another, or lost and withdrawn from the collection, or found after having been withdrawn.