Council of State University Libraries

Agenda
Council Meeting
Thursday, December 6, 2007
Florida Gulf Coast University, Ft. Myers
Library Room 224

8:30am – 2:30pm
6:30pm Dinner at Ruth's Chris Steak House
23151 Village Shops Way, Suite 101, Estero, FL 33928 (239) 948-8888)

Welcome and Introductions

1. **Agreement on Agenda** [Approval]

2. **Minutes of September 13, 2007** [Ratify] [CSUL-Attachment 2]

3. **Schedule next meetings** [Approval] [CSUL-Attachment 3]
   - March 13-14, 2008 – University of Central Florida, Orlando
   - June 12-13, 2008 – Florida State University, Tallahassee
   - September 4-5, 2008 – Florida A&M University, Tallahassee
   - December 4-5, 2008 – with CCLA to arrange
   - March 5-6, 2009 – New College of Florida

4. **Report of Strategic Planning Session**
   A - State University Libraries Vision Statement and Statement of Mission and Purpose – Shirley Hallblade and Dana Sully
   Subgroups have been working on various aspects of the planning given the Mission and Vision statements in order to put together "action plans" for their groups, i.e., what they would do in their sphere of activity. These reports from the committees are due to CSUL before the March 2008 meeting and will be on the agenda for that meeting. Dana and Shirley, working with the various CSUL committees, will prepare a preliminary response by the December CSUL meeting.

5. **CPC Report/ERS Report** (August 2007) [Action] – TBA, FGCU representative
   [CSUL — Attachment 5]
   A. ACTION:
   (1) **Janus Task Force Recommendations:**
       The Collections Planning Committee requests approval of the goals and recommendations of the Janus Task Force. This task force, headed by Roy Ziegler (FSU) and Michael Arthur (UCF) provided an extensive set of recommendations, based on the issues raised by the Janus Conference. These recommendations will guide development of the CPC Action Plans for

2008 and 2009. (See Appendices A-1 and A-2; also Adobe attachment of article [CSUL-Attachment 5.A.(1)])

(2) **Collection Analysis Project:**
The Collections Planning Committee recommends hiring Dr. Anna Perrault as a consultant to complete the Collection Analysis Project for the SUL. (Note: This recommendation is being made pending a quote from Dr. Perrault. It will be forwarded to CSUL members in advance of the December 6 meeting.)

(3) **CPC Planning Meeting**
The Collections Planning Committee requests approval for an in-person meeting of the CPC at a central location in February 2008 for the purpose of finalizing the CPC Action Plans proposal for CSUL and for planning initial implementation of the 2008 and 2009 Plans.

(4) **Medical/Health Library Task Force**
The Collections Planning Committee recommends creation of a Medical/Health Library Task Force consisting of the autonomous medical/health center libraries at FAU-Miami, FIU, FSU, UCF, UF, and USF.

(5) **Electronic Resources Subcommittee Report** (November 2007)
No action items. [CSUL - Attachment 5.A.(5)]

(6) **Special Collections Subcommittee Report** (November 2007)
[CSUL - Attachment 5.A.(6)]
The Collections Planning Committee requests approval of two recommendations made by the Special Collections Subcommittee:
a. That Special Collections departments in CSUL institutions be required to follow DACS (Digital Archives Content Standard) as a common standard across the state for archival description and that CSUL provide support for training as necessary.
b. That Special Collections departments in CSUL institutions be required to
   i. implement EAD (Encoded Archival Description) as a common format standard
   ii. deposit EAD collection descriptions and collection guides in "Archives Florida" on the PALMM website that is maintained by FCLA
   iii. and that CSUL provide support for training as necessary

(7) **Leadership Transitions:**
Approval of CSUL is requested for the following leadership changes for 2008:
a. **Collections Planning Committee:** (one-year term)
   i. Chair: Rebecca Donlan (FGCU)
   ii. Vice-Chair/Chair-Elect: Roy Ziegler (FSU)
b. **Electronic Resources Subcommittee:** (two-year term)
   i. Chair: Valerie Boulos (FIU)
   ii. Vice-Chair/Chair-Elect: Michele Crump (UF)
c. **Special Collections Subcommittee:** (one-year term)
   i. Mark Greenberg (USF)
   ii. Dean DeBolt (UWF)

6. **PSPC Report** (November 2007) [Information] – Barbara Stites, FGCU representative [CSUL – Attachment 6]
   A. **OPAC Subcommittee Quarterly Report**, (November 2007) [CSUL-Attachment 6.A]

7. **TSPC Reports** (November 2007) [Information] – Catherine Gardiner, FGCU representative [CSUL – Attachment 7]
   A- **MetaData Group Subcommittee Report**, November 2007 [CSUL-Attachment 7.A]
   B- **Authorities Subcommittee Report**, November 2007 [CSUL-Attachment 7.B]

8. **Technology Advisory Group Report**, December 2007 [Action & Information] **–** Selma Jaskowski, UCF [CSUL-Attachment 8]
   A - ACTION:
   (1) **Action Item:**
   Approval of the charge to the Digital Initiatives Subcommittee [CSUL-Attachment 8.A.(1)]
   B - Information:
   (1) **FCLA Visit:**
   FCLA spent the entire day making every level of its staff available to TAG for questions and information gathering of TAG's choosing. This was a most welcome initiative, and very much appreciated by TAG. Key interests to pursue derived from the FCLA visit:
   a. Universal authentication
   b. Communication protocols between systems (ALEPH and Course Management Systems, ALEPH and campus financial data)
   c. Having a single bibliographic file for all SUL participants in ALEPH
   d. Implications of ALEPH having critical operating elements based on proprietary software rather than a commercial relational database
   e. Problems with getting reports from the ALEPH data
   f. Harmonizing FCLA Digital Library Services (FDA, DigiTool, etc.) with the needs of SUL Libraries' local digital initiatives
   g. Suggesting new technologies for FCLA to explore, based on current initiatives in SUL Libraries
   h. Evaluating broad technology approaches (like Web 2.0) for appropriate applicability in SUL projects

9. **Executive Session** – FCLA Governance

10. **Information Systems of Florida (ISF) Assessment of FCLA Report –** Jim Corey
    Next steps.

11. **Directors' Discussion** [Information Exchange]
    A. **Remote/Joint Storage Facility Update –** Judy Russell
    The Board of Governors approved the LBR for funding for the Joint Remote Storage Facility. A committee is needed to develop policy and procedural

recommendations for a facility. Among issues are shared governance, collection management, and delivery methods. Need to:

    (1) Explore the possibilities for naming the facility and obtaining an endowment for operations (not building the facility).

    (2) Discuss the desirability and feasibility of accelerating the schedule for building the facility.

B. **SUL Salary Report Update –** Shirley Hallblade

C. **FCLA Budget Priorities –** Judy Russell

    (1) **Allocation of Reduction in Funds -** Should this be the same in all categories?

    (2) **Policy Review of FCLA Funded Databases** – Should CSUL review and/or approve committee recommendations?

D. **FCLA Licensing Negotiations** – Bill Miller

E. **Florida Federal Depository Update** – Judy Russell

12. **Adjournment**