

**Direction & Oversight Committee  
Meeting Agenda & Minutes**

October 27, 2017, 2:00-4:00pm

**Attendees:** Ann Frenkel, Chair (UCR), Beth Dupuis (UCB), Felicia Poe (CDL), Peter Brantley (UCD), Todd Grappone (UCLA), Catherine Friedman (UCSD), Julia Kochi (UCSF), Michael Kim (UCSB), Sarah Troy (UCSC), MacKenzie Smith, (CoUL-UCD), Josh Hutchinson (LAUC-UCI)

**Recorder:** Danielle Watters Westbrook

**Regrets:** John Renaud (UCI), Donald Barclay (UCM)

Zoom: <https://ucengage.zoom.us/j/8123706030>

Time	Lead	Activity & Notes	Actions
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10 min	AF	<p>DOC housekeeping</p> <p>Emily Stambaugh has accepted a position at the Lawrence Livermore National Laboratory Library. Ivy Anderson, CDL's Director for Collections and Collection Management, is taking interim responsibility for the shared print manager portfolio.</p>	<p><b>Action:</b> Poe will speak to CDL's director, Günter Waibel, and Ivy Anderson about who will act as <a href="#">the SPST chair</a> in the interim (CDL's shared print manager is the ex-officio chair).</p>
5 min	ST	<p>DOC Webinar report and planning for next webinar</p> <p>The DOC sponsored webinar on CKGs was well attended (52 attendees total) and well received.</p> <p><b>Decision:</b> DOC should aim to have winter and spring virtual brownbag webinars. Potential topics: collaborative tools, and the Systemwide ILS.</p>	
10 min	MS	<p>CoUL meeting update (Sept. and Oct.)</p> <p>CoUL voted to charge a working group to investigate a systemwide ILS implementation for the UC Libraries.</p>	

		<p>The group will begin by defining the technical scope and business case for a systemwide ILS. Subgroups will be charged to assist with this. An all-staff communication is forthcoming.</p> <p>CoUL continues its work on an alignment framework, and plans to develop working agreements to formalize how the UC libraries work together.</p> <p>CoUL aims to take stock of systemwide services to determine if an assessment is necessary. This is aligned with CoUL’s workforce development priority. This is likely something CoUL will partner with DOC on.</p> <p>CoUL reviewed the HathiTrust Shared Print program agreement; though changes to the agreement are desired, CoUL is excited about the program. Campus consultation with faculty is being carried out.</p> <p>CoUL discussed the annual library statistics process. Recognizing that it’s a complicated process to fix, and that ARL is currently reviewing its statistics model, CoUL is first investigating the data used by UCOP to confirm which data points are still required.</p>	
15 min	MS	<p><a href="#">CoUL Plans and Priorities</a> review</p> <p>CoUL streamlined <a href="#">the 2017/18 plans and priorities</a>. The year’s new project is “shared workforce development.” CoUL wants to develop a shared strategy and better understand where the system can share resources, including people.</p> <p>CoUL will charge DOC and John Chodacki (CDL) to draft a UC strategy/roadmap for digital preservation. The charge is currently being written by Günter Waibel and Steve Mandeville-Gamble.</p> <p>At the November CoUL meeting, the Roadmap to OA working group will present their draft roadmap.</p>	<p><b>Action:</b> Westbrook will ask the CoUL steering committee if DOC can review the digital preservation charge before it is finalized (to seek clarification and provide feedback).</p>
10 min	CRF	<p>ILL Courier <a href="#">SST</a> update</p> <p>The SST leader and coordinator have been hard at work to improve the Tricor’s service; both the team leader and coordinator report that they’re seeing documented performance improvement. The team</p>	

		<p>leader recommends that UC continue to work with TriCor to see if their performance continues to improve, though this shouldn't preclude UC from exploring alternatives.</p> <p>Friedman reported that UCLA Purchasing was consulted with. The current courier agreement does not stipulate financial penalties or recourse for non-performance. UC can only terminate the contract (with 90 days' notice).</p>	
10 min	CRF/PB /MS	<p>Report on ILS Planning group and next steps</p> <p><b>See CoUL update.</b></p>	
10 min	FP	<p>CDL launch of a DPLA Service Network.</p> <p>CDL already acts as a DPLA Content Hub and will take on additional tasks <b>*if*</b> they receive funding from the Knight Foundation (via DPLA) to do so; this has been presented by CDL to CoUL and was endorsed by CoUL in principle. CDL is encouraging interested UC campuses to possible partnership with CDL on the project (managed by Adrian Turner at CDL). See two documents uploaded to BOX:</p> <ol style="list-style-type: none"> <li>1) Presentation to CoUL on DPLA Service Network proposal (reviewed at the June meeting): <a href="https://app.box.com/file/241358049374">https://app.box.com/file/241358049374</a></li> <li>2) DPLA Service Network updated to be distributed by DOC members to campus digital library teams: <a href="https://app.box.com/file/241358071317">https://app.box.com/file/241358071317</a></li> </ol> <p>At the June CoUL meeting, CoUL endorsed CDL becoming a DPLA Service Hub in principle, noting that it's a CDL initiative.</p> <p><b>Decision:</b> DOC members are interested in the impact and success of UC acting as a DPLA Content Hub.</p>	<p><b>Action:</b> DOC members will forward the "DPLA Service Network in California: UC Libraries Participation" document to individuals/teams on their local campus that may have interest in participating. DOC members should be cognizant of the turnaround time (first week of November).</p> <p><b>Action:</b> Poe will ask Adrian Turner if usage stats, performance indicators, and/or an annual report related to usage of UC content within DPLA is available. Poe will report back to DOC, and then DOC will decide whether to invite Turner to answer subsequent questions related to UC's participation in DPLA.</p>

15	AF	<p><b>CKG guidelines</b></p> <p>CoUL has requested the DOC send an annual notice to CKG chairs that outlines the CKG guidelines, that they're unfunded groups (though discretionary/PD funds can be used), and that systemwide projects require authorization.</p> <p><b>Decision:</b> The existing annual notice to CKG chairs (sent by the DOC CKG liaison) will be revised to include CoUL's recommendations. The CKG guidelines should also be reviewed to more clearly indicate when a CKG needs authorization for a project (and how that's done). The guidelines might note that it's difficult to obtain clearance for student and faculty surveys at UC.</p> <p>DOC discussed the training, resources and certification currently available to librarians around research and professional development. Several members noted that at both the local and systemwide LAUC levels, there is a fair amount of research and development training.</p>	<p><b>Action:</b> Barclay will redraft the annual notice to CKGs and the CKG guidelines.</p> <p><b>Action:</b> Hutchinson will consult with LAUC, re: improving awareness of research and development training opportunities.</p>
20 min	BD	<p><a href="#">Interim report of the Federal Documents Archive Implementation Oversight Team.</a></p> <p><i>Based on DOC's feedback we may send this report as is to CoUL for their November meeting or Dupuis can revise/add information as DOC suggests.</i></p> <p>Dupuis noted that the new database to manage federal document records isn't yet complete. The team acknowledges that there are potential future ties between the database and Zephir, in terms of a matching algorithm. For the time being, connecting those two complex systems is not a high priority.</p> <p>DOC felt that the statistics provided were sufficient. Individual campuses may track separately the number of items they send to Google, the number of items Google rejected, the number of items digitized in-house, etc.</p> <p>Frenkel noted that additional funding was key for UCR's participation. More information about this from CDL will be added to the final report.</p> <p>Several DOC members observed that a campus-by-</p>	<p><b>Action:</b> Dupuis will ask Paul Fogel to include a paragraph/section on Google funding.</p> <p><b>Action:</b> Dupuis will add more detail about how the UC FedDocArc project dovetails with the HathiTrust Federal Documents project.</p>

		campus approach for monographs and serials makes sense right now, particularly given the project management and workflow processing required. In future, when fewer unique items remain, a JACS-like approach might be useful to complete the last few campuses in a batch process.	
5 min	BD	<p><a href="#">Linked Data working group</a> update</p> <p>The group meets twice-monthly via zoom, and has established a <a href="#">github</a> site and SLACK channel. The group submitted a proposal to UC DLF, where they hope to develop use cases and gain a better understanding of UC campus’s linked data projects.</p> <p>The group is considering whether to survey the UC libraries (internal – staff only). A DOC member noted that many UC campus libraries participated in a recent national survey on linked data projects.</p>	<b>Action:</b> Dupuis will investigate UC participation in the national linked data survey and will notify the working group.
<b>CONSENT</b>			
NA	AF	<p>Confirm that DOC is recommending forming an OER CKG. This group will share information and strategies, and also discuss system wide needs or initiatives that could be proposed to DOC.</p> <p>DOC has identified Rachael Samberg (UCB Scholarly Communications Officer) and Elizabeth Salmon (UC Merced Research Services Librarian) to Co-Chair. They will have a draft charter ready for DOC review for our November meeting.</p> <p><b>Decision:</b> confirmed (not discussion).</p>	