

HOTS DRAFT Meeting Notes

March 8, 2010

Present: Armanda Barone, Mary Page (recorder), Vicki Grahame, John Riemer, Jim Dooley, Manuel Urrizola, Martha Hruska, Anneliese Taylor, Brad Eden, Lai-Ying Hsiung (chair), Patti Martin, Lisa Rowilson de Ortiz, Joan Starr (guest)

Joan Starr joined us to discuss the Project Management Team, which she chairs, and specifically the Project Management Skills Survey. Joan is the Manager of Strategic and Project Planning at CDL. The survey was targeted to 200 UC library staff that were identified as having project management skills, and there was a 65% response rate (considered very high). The results revealed that the survey participants rated themselves highly in listening skills, problem solving, and analytical tasks. They viewed themselves as weak in project tracking, change management, and risk management. The committee is charged to recommend a plan for SOPAG to assign project management expertise system wide. The goal is to build strong project management skills throughout the organization. The committee will be following up with individuals who indicated on the survey that they would like further training. Joan requested feedback on how to organize the list of skills (handout distributed before the meeting) or anything relating to project management. Contact Joan at joan.starr@ucop.edu.

Lai-Ying announced that we should try to end our meetings at 3:30 p.m. instead of 4:00 p.m. because everyone is too busy. [After subsequent discussion, we decided to retain the 2-hour time slot.]

We should expect another survey from the Link Type subgroup of NGTS on how we use the 856 field.

We discussed the report from the NGTS Non-Roman Backlogs Reduction sub-group. The report supports the concept of "good enough," i.e., cataloging records do not have to be perfect. The goal is to provide access to books that are currently hidden from library users. There's a focus on strategies to process the backlogs throughout the system. The report recommends that we apply minimal level cataloging treatments to these materials, which raised the question of whether individual campuses could choose to catalog at a higher level. HOTS members thought that the report should also be discussed with Special Collections people. Ultimately, HOTS members decided that we support the report in principle, but that it must be vetted by other groups, especially collection development. A few recommendations need to be reworked, and Armanda will make some revisions and redistribute the report.

Brad reported on the progress of the shelf ready study. The group has had two conference calls thus far. Brad reminded us to reply to the survey as soon as possible.

Martha noted the status of NGTS as communicated by Bruce Miller in his email update announcement: The 'Next Steps' document was endorsed for action by the University Librarians at their meeting on 24 February 2010.

The NGTS Exec Team, Steering Team, Resource Team chairs, and a liaison from SOPAG will meet on 12 March to develop the specific charges and composition for the task groups noted in the actions for each recommendation. Next steps for the original Resource Teams will be reviewed at that time.

NGM LHR: John had distributed a “best practices” document for managing LHRs. Several campuses have loaded their LHRs, and UCSF has submitted a first batch of LHRs to OCLC.