

Systemwide Operations and Planning Group (SOPAG)

SOPAG Meeting, Friday, March 19, 2004 -- Action Minutes

Also posted at <http://libraries.universityofcalifornia.edu/sopag/>

Present: P. Cruse, T. Dearie, B. Hurley, J. Kochi (recorder), K. McGirr, B. Miller, P. Mirsky, M. Moody, T. Ryan, L. Tanji, J. Tanno (chair), S. Wittenbach,

1. ERMS Planning Meeting—Debriefing

SOPAG thanked Wittenbach (chair) and the ERMS planning committee for their work in planning the ERMS Planning Meeting and congratulated them on a very successful and productive meeting. Although major steps were taken in determining campus and system needs for an Electronic Resource Management system, consensus on a number of issues, such as what information needs to reside in the OPAC versus an ERM or who is the authoritative source for various information, still need to be reached.

Any planning does not need to take the 2005 renewal process into consideration. CDL probably will develop a temporary system to deal with the 2005 renewals since their need is too immediate to be able to wait for a pilot project.

Next steps identified for the task force:

1. Develop a detailed definition of the immediate needs.
2. Prioritize the immediate needs within the context of the entire needs statement.
3. Develop high-level functional specifications that address the immediate needs.
4. Test functional specifications against available options.
5. Deliver recommendations of next steps to SOPAG by July 23, 2004.

Proposed Members

Bernie Hurley (B), chair
Tony Harvell (SD)
Martha Ramirez (SC)
John Riemer (LA)
Beverlee French (CDL)
Steve Toub (CDL)

ACTION: Hurley will revise the draft charge, and Tanno will appoint and charge the task force.

ACTION: Wittenbach will get the final report of the Electronic Resources Management Planning Meeting to SOPAG by April 9.

2. All Campus Groups—Update

2.1. CDC (Mirsky)

The Elsevier/ACM Pilot Assessment report is in draft form and is almost ready to be sent to SOPAG. CDC decided to go ahead with the shared print archive for Kluwer, Wiley, and Nature Specialist titles because they are similar enough to the Elsevier/ACM pilot collection, and a “ship to” address was needed.

ACTION: Mirsky will find out status of ACM/Elsevier report.

2.2. HOPS (Moody)

HOPS is meeting in a couple of weeks. SOPAG is still waiting to hear back from the ULs concerning the request to add a LAUC representative to the Information Literacy CIG.

2.3. HOTS (Miller)

SOPAG discussed the HOTS recommendation that an Acquisitions Advisory Group (AAG) be created that reports to HOTS. HOTS felt that an AAG would allow campuses to better coordinate on acquisition issues. Since acquisition issues cross so many areas, the AAG would report to HOTS but would be available to any of the ACGs in an advisory capacity.

SOPAG recommended changes to the charge:

1. Remove “automatically” from the membership statement and change it to “anticipated” so it reads “The individual in charge of the primary acquisitions process...is anticipated to be a member....”
2. In the membership statement, remove the sentence about LAUC (LAUC is not represented on CIGs).
3. Membership has to be approved by SOPAG.
4. Under recommendation/decision process, remove first line.
5. Change name from Acquisitions Advisory Group to Acquisitions Common Interest Group to conform to other SOPAG groups.

A related discussion took place about the agendas of Common Interest Groups but was deferred until the next in person meeting in May.

ACTION: Tanno will inform HOTS of the recommended changes to charge. Once the changes have been made, the CIG is provisionally approved for a year. Tanno will inform HOTS that the CIG needs to come up with an action agenda on what issues they will address for the year. HOTS should inform SOPAG of the agenda. Tanno will ask HOTS to provide SOPAG with a list of recommended members.

ACTION: Tanno will add a discussion of CIGs to the agenda of the May meeting.

2.4. LTAG (Ryan)

Ryan has been working on SOPAG’s SharePoint instance. SOPAG will use it to develop the bullet list for the strategic directions document (see item 4.1).

Directions on using SharePoint

URL: libteams.library.ucla.edu/sopag/

Domain: library

Logon screen will have either User ID/Password/Domain or just User ID/Password. If the system doesn’t ask for a domain, you need to put “library*your User ID*” in User ID field.

ACTION: SOPAG will use SharePoint to create the bullet list for the strategic directions document.

ACTION: SOPAG members should try to upgrade to Office and Windows 2000 for optimal use of SharePoint.

ACTION: Moody will add Merced to the SOPAG list of members.

Tanno asked if LTAG has discussed how to share UC developed software. Ryan reported that LTAG is working on it but has not yet developed a proposal.

2.5. RSC (Dearie)

Dearie shared SOPAG's feedback concerning the advanced mechanisms for document delivery document with RSC. The chair of the task force is on extended leave, so the RSC Chair (C. Bellanti) is looking for another member to lead the process.

3. Report on CDL Related Items

3.1. Uniform Titles

CDL has tested the ability to sort by uniform title, and it looks promising. They have discovered a configuration bug that requires help from Ex Libris to solve. However, re-indexing of the database will not be required, so it may be possible to release after the bug has been worked out. The sorting feature will solve some problems but not all of them. It is not the "Harvard solution." Cris Campbell will write up a synopsis for distribution.

ACTION: Campbell will write up a synopsis of the sorting feature and distribute it to SOPAG.

3.2. CBS/Request/Desktop Delivery

CDL has negotiated with UCLA to continue Jennifer Lee's appointment at 50% through May and 25% through October to assist with VDX implementation. ILL statistics, general statistics and billing reports still need to be developed. Also a patron interface must be developed before Santa Cruz can use VDX to borrow. The blocking of materials that have electronic equivalents has been turned off in Request.

3.3. Streamlining Link Resolver Services for UC

CDL is discussing the issues and is visiting stakeholders to understand their needs. After discussions with stakeholders, CDL will develop a problem statement and share with SOPAG for wider consultation. The problem statement probably will be ready for distribution next month.

ACTION: CDL will draft a problem statement and distribute it to SOPAG.

3.4. CDL Updates in the Spring

E. Meltzer and J. Ober would like SOPAG to coordinate who will attend the CDL Updates. SOPAG discussed how spaces should be allocated. It was decided to use the same method as deciding slot allocation for workshops. Notices about the Updates will be sent to Users Council and included in CDL-INFO, but staff will be directed to talk to their SOPAG representative if they are interested in attending. Mirsky asked if CDL is considering videoconferencing or taping the Updates so people who cannot attend can still see the presentations. Cruse will investigate the possibility.

SOPAG recommended that CDL change the name since "Update" has a long history and there are preconceptions on how an Update will function. Wittenbach suggested that a feedback session be included in the Update, but it was decided that a better method of gathering this information would be a survey by Users Council.

ACTION: Cruse will look into videoconferencing or videotaping presentations.

ACTION: Cruse will take back to CDL the suggestion of doing a feedback survey of how communication with the campuses is working.

ACTION: Ryan and Mirsky will update the workshop allocation formula and apply it to

determine the attendance of each campus.

ACTION: SOPAG will send E. Meltzer the names of campus participants by May 10.

(NOTE: This was later changed. Northern campuses should send names to Bernie Hurley, and Southern campuses should send names to Terry Ryan. Campuses can send a wait list if interest outweighs allotted slots.)

4. Systemwide Library Planning

4.1. Strategic Directions Document

The latest draft was endorsed by ULs at San Diego meeting. CDL has developed “skins” (customized summaries) from the strategic document for various audiences. They want to develop one for library staff in time for the Updates and need SOPAG to identify what’s important for library staff and the ACGs.

ACTION: SOPAG will identify bullet points that are important to library staff and the ACGs. The initial list needs to be completed in time for discussion at the April 23 SOPAG meeting. Final bullet list is due to Cruse by May 1.

ACTION: SOPAG will use SharePoint to create the bullet list.

ACTION: Cruse will send faculty, budget, and finance “skins” to SOPAG.

4.2. Scholarly Communication

Campus library and CDL staff will meet on April 28 to discuss a scholarly communication plan. Issues for discussion: share information about campus/OP based scholarly communications efforts, initiatives, and plans; review the libraries' agreed scholarly communication strategy meeting and review implementation details opportunities; and to develop effective mechanisms for leveraging our distributed efforts. The hope is that the meeting will confirm and clarify the need for some ongoing structure or group to support collaboration and collective activities related to scholarly communication.

5. Task Force on Visual Resources—Next Steps

Tanno is working on a summary of the comments from the ACGs and campuses to inform SOPAG 's discussion of next steps to take with regard to digital visual resources. Laine Fareley will review the summary and comment on where the Image Demonstrator Project responds to or addresses the concerns expressed in the comments.

6. Implementing Shared Collections of Government Information—Update

6.1. Judy Russell (Superintendent of Documents) letter

Cruse will meet with Russell next week and have discussion with her, Linda Kennedy and Sherry DeDecker about shared federal depository collections and ownership. Cruse will follow up the meeting with a letter that summarizes their discussion.

ACTION: Dearie will send revised letter to SOPAG.

6.2. Selected Titles

SOPAG determined the Task Force should go through SOPAG representatives to solicit holdings for the shared collection. The shared collection titles should be made the copy of last resort.

ACTION: The Task Force will contact the SOPAG representative on each campus to solicit holdings for the shared collection.

6.3. Government Information Workshop

SOPAG discussed the proposal of the government information workshop entitled “The New Government Information Landscape: UC Opportunities for Shared Collections and Collaboration.” It was recommended that lunch be included to allow more information to be covered. SOPAG agreed that the workshop should be scheduled so Judy Russell can be the keynote speaker. SOPAG endorsed the proposal.

ACTION: Tanno will inform ULs that a government information workshop is being planned.

Next Meeting: afternoon conference call on April 23, 1:00-4:00