

## **Systemwide Operations and Planning Advisory Group (SOPAG)**

### **SOPAG Meeting, 11/17/00, Action Minutes**

**Present:** P. Mirsky (chair), A. Bunting, K. Butter, C. Howard, B. Hurley, C. Johns, L. Kennedy, S. Lessick, L. Millsap, J. Tanno, B. French (Recorder); K. Coyle (guest)

#### **1. Privacy policies on library web sites**

SOPAG had reviewed a discussion paper on privacy policies on web sites prepared for CDL by Karen Coyle. SOPAG members reported that they had not yet addressed this issue locally and support CDL efforts to develop a model policy that could be adopted by campus libraries.

**ACTION:** With CDL providing a chair (Karen Coyle), SOPAG will appoint a Task Force to develop a model policy on privacy in library-provided services and to recommend practices to enable the policy. The model policy should be developed within the context of other relevant university policies and segments. The development of policy in this arena provides an opportunity to educate the community about privacy issues. The Task Force should have representatives from LTAG, the CDL Web Design Advisory Group, the health sciences sector, and faculty.

#### **2. RFP Update**

Chair Hurley reported that the RFP Evaluation Steering Committee will discuss results of the Visiting Team's consultations with customers and vendors and continue its work.

**ACTION:** If a vendor is selected as a result of the RFP process, SOPAG is prepared to 1) help communicate the reasons for the selection; and 2) advise on an implementation advisory structure.

#### **3. Government information and Shared Cataloging:**

The northern Government Information librarians forwarded a proposal to B. French for shared cataloging of State of California Internet documents (Andrea Severson's report to CDL on government information strategic options with minor revisions).

**ACTION:** SOPAG confirmed the value of cataloging these materials and recommended referring the proposal to the Government Information Steering Committee to recommend procedures by which the documents could be efficiently identified and to estimate the potential number of records involved-by next SOPAG meeting, December 15. The proposal will then be referred to the Shared Cataloging Steering Committee through HOTS to estimate, in consultation with Shared Cataloging staff at UCSD, the annual costs with a report back to SOPAG by end of January. Because of the potential benefit to the California State Library and the state in general, there may be potential for collaborative external funding.

#### **4. Moving A&I databases to external vendors-NLM PubMed proposal:**

The University Librarians endorsed efforts by the health sciences librarians to work with NLM to achieve additional functionality that would optimize PubMed for the UC community. Staff implications of this technical work needs to be specified.

**ACTION:** Bunting will contact Lucier for the name of CDL technical staff for the task force and the health sciences librarians for other members.

#### **5. Request:**

K. Butter reported that the undergraduate Request is proceeding well, that the Request Project Team has completed a "triage document" to help library staff solve Request anomalies, and that use of Request is increasing. The RFP for consortial borrowing software is moving forward with responses due November 17. The Desktop Delivery project team is investigating software from five vendors. Butter prepared a report on Request for SLASIAC that was well received. SLASIAC passed a resolution that "recommends that all UC library users be encouraged to use the WWW Based Request service as the preferred method for placing their UC intercampus library borrowing requests" and "that campuses make every effort to complete the transition to WWW Based Request by the end of the 2000-01 academic year." [Note: SLASIAC resolutions are formally communicated to the University's Provost with copies to the University Librarians. SLASIAC members, including representatives from the Academic Council UCOL, and LAUC, may communicate with their constituencies.]

#### **6. CDL Directory - campus contributions:**

Although not all campuses will contribute manual records to the Directory, SOPAG endorses the plan for CDL to enable shared Directory building.

**ACTION:** French to ask L. Farley to revise the Directory Update procedures, distribute them to SOPAG and to solicit SOPAG for the names of designated Directory record submitters.

#### **7. CDL Joint Steering Committee on Shared Collections/Shared Content**

a. Use data. B. French reported that CDL has had to defer the scheduled January provision of "click through" use data capability (i.e., number of "click throughs" from CDL Directory or article links) by journal title. Use data remain very important to the JSCSC for evaluating new resources in considering the next generation of business models for e journals. Analyzing vendor-supplied use data is a major task of the Resource Liaisons. They should be prepared to report 2000 use data between January 15 and February 15.

**ACTION:** SOPAG asked to be notified of the call to Resource Liaisons with reference to the list of Resource Liaisons.

b. Publisher negotiations. B. French reported that Taylor & Francis (Routledge, Carfax, etc.) paper subscriptions in UC libraries increased 5.6% between 1999 and 2000. Such increases in revenue will decrease the CDL's leverage in obtaining systemwide access to all titles for all campuses.

c. Serials aggregator. CDL has completed its agreement with Ebsco to negotiate systemwide access and licenses for a selected number of e journal publishers.

d. OAC. SOPAG confirmed names of campus Project Managers for the California Cultures Project.

## **8. Resource Sharing issues**

a. Regional Library Facilities counting.

**ACTION:** SOPAG will refer draft "Guidelines for Recording ILL Lending Transactions for the Regional Library Facilities" developed by SRLF and NRLF to the Resource Sharing Committee for comment, especially on the differences between RLF and campus counting.

**ACTION:** Mirsky to refer to RSC.

b. ILL workshop; Hughes report follow-up. A. Bunting reviewed all of the 1996 "Hughes Report" recommendations on interlibrary loan. Nearly all have been accomplished.

**ACTION:** A. Bunting will modify the report and distribute it to SOPAG and RSC for additional comment. The final version will be reviewed by SOPAG in December, prior to transmittal to ULs.

c. Circulation Advisory Group. SOPAG supports development of a "best practices" workshop for circulation staff.

d. Special Collections ILL guidelines. Bunting reported that RSC will be revising the guidelines developed by HOSC. Jorgensen will attend the upcoming HOSC meeting to gather more background information on HOSC concerns/intent. RSC will prepare a final version of the guidelines for SOPAG's December meeting.

## **9. Workshops and groups**

**ACTIONS:** P. Mirsky will send reminders to all-campus groups that if they and their subgroups are planning to propose all-campus workshops they should plan early and submit plans and budget proposals as soon as possible. Such workshops should not all occur in June. SOPAG will consider guidelines for all-campus workshops at its next meeting.

a. Metadata Workshop committee.

**ACTION:** Larry Millsap will be the SOPAG liaison to this group.

## **10. Digital Preservation Task Force**

Chair B. Hurley reported that the group is on hold until the RFP evaluation is completed.

## **11. Collection Management Initiative**

C. Johns reported that the CMI proposal has gone to the Mellon Foundation. She is prepared to visit the campuses to discuss the initiative with library staff and faculty.

**ACTIONS:** SOPAG members will supply Johns with campus contacts to arrange these meetings. Johns will arrange for CMI documents to be posted on the Systemwide Library Planning web site.

### **12. Merced gift procedures**

CDC Chair Johns reported that Frank Carothers at UC Berkeley is assuming a role in evaluating potential gifts for the Merced campus planners. The role of campus libraries is less clear.

**ACTION:** Mirsky will seek clarification from the University Librarians regarding the role of campus libraries in savings materials for Merced.

### **13. CDC's Task Force on Future Directions for CRL**

Johns reported that the task force is in contact with CRL and needed more time to complete its work.

**ACTION:** Because of the expected new leadership and direction at CRL, a new deadline of January 15 is in effect.

### **14. Task Force on Access Integration**

**ACTION:** SOPAG will discuss possible membership on email before the next meeting.

### **15. Communication**

L. Kennedy noted the importance of finding relevant documents relevant to SOPAG discussions on the Systemwide Library Planning, SOPAG, and CDL pages.

**ACTION:** As possible, SOPAG recorders will link to pertinent documents from the notes. The SOPAG notes will regularly carry the addresses of the above sites. When distributing background documents, SOPAG members will label them "SOPAG Meeting" in the subject line.

Next SOPAG meeting is December 15, 2000.

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