

## **Final Minutes -- SOPAG Meeting, November 27, 2007**

Systemwide Operations and Planning Group (SOPAG)

Tuesday, November 27, 2007

Time: 11:30-5:00pm

Recorder: Trisha Cruse (CDL)

Meeting Participants: Diane Bisom (UCR), Luc Declerck (UCSD), Terry Ryan (UCLA), Julia Kochi (UCSF), Mary Linn Bergstrom (UCSD, LAUC Rep), Trisha Cruse (CDL), Bernie Hurley (UCB), Lorelei Tanji (UCI, SOPAG Chair)

### 1. Agenda Review & Announcements– (Lorelei Tanji)

1.1 Discuss w/ Terry Ryan and Luc Declerck if we need to do anything in preparation for the demo of Basecamp and Sharepoint at the January in-person mtg.

SOPAG will discuss the use of Sharepoint at our January 2008 meeting. This will include evaluating SOPAG's core needs and the functionality of Sharepoint and Basecamp.

Action: Cruse will secure a projector for the meeting.

### 1.2. Principles or guidelines for using Basecamp

The group discussed how to more effectively use Basecamp for SOPAG business.

Action: If a SOPAG member is responsible for an agenda item they are also responsible for uploading related materials to Basecamp. Additionally the materials should be shared as attachments via the SOPAG listserv. The documents should be named to reflect the item being discussed.

### 2. All Campus Group Reports 2.1 CDC Report (Julia Kochi)

RLF De-Duplication Task Force will send a draft document to CDC by the end of Nov. 2007 for discussion

CDC is working on criteria for the purchase of shared print collections. In the coming months CDC will evaluate resources to support and manage new shared print collections.

In their upcoming conference call CDC will discuss e-book task force report. In addition there is a rise in the cost of online newspapers and the issue of newspaper subscription renewal is also on the agenda.

Title adjustments will be conducted using a new model and will be evaluated campus by campus and usage will also be considered. The old method based title adjustments by subject.

Value based pricing activities have spun off from CDC to CDL and is assisting the Shared Collections Program in purchasing decisions and negotiations.

Action: Ivy Anderson will be invited to attend January SOPAG meeting to discuss the shared print criteria and title adjustment activities.

## 2.2 SCO Report

The SCO representative, Gail Yokote was attending the simultaneously scheduled UL meeting. However Kochi reported that SCO has confirmed that they should remain an all campus group as scholarly communication is a very relevant topic on the campuses.

There is a Task Force that is establishing principles for participating in transformative scholarly publishing models. A draft is available and will be discussed.

## 2.3 HOPS Report (Patrick Dawson)

Patrick Dawson, the HOPS representative, was attending the simultaneously scheduled ULs meeting. SOPAG briefly discussed the HOPS workshop on the Future of Public Services. It was observed that marketing and assessment remains an overarching need. SOPAG will present the output of the workshop to the ULs at the joint November UL/SOPAG for discussion. The overall goal of the discussion will be to leverage the good work that HOPS has undertaken as part of the workshop process.

## 2.4 HOTS Report (Luc Declerck)

Luc reported that HOTS has met and is working on analyzing the OCLC reports for cataloging. HOTS is also looking ahead and considering new methods for cataloging. HOTS has discussed the mass digitization activities and recommended against loading the mass digitization records in local ILS. HOTS is also looking at reclamation projects and impact on MELVYL. HOTS was very pleased with the exciting bindery report and felt that the recommendations were very reasonable.

## 2.5 LTAG Report (Terry Ryan)

LTAG had a conference call and discussed how to engage with systemwide activities. Each member of LTAG will be assigned to an ACG and will evaluate the goals of each specific ACG and how their activities might relate to LTAG activities and how they might work together.

## 2.6 RSC (Gail Yokote)

RSC discussion was deferred since Gail Yokote, the RSC representative, was attending the simultaneously scheduled UL meeting.

## 2.7 Role of SOPAG liaisons to ACGs (discussion)

Lorelei Tanji provided a draft document that outlined SOPAG/ACG liaison roles and responsibilities roles including communicating with SOPAG and other ACGs. The group provided feedback on the document. Action: Lorelei will revise the draft and share with SOPAG for comment.

## 2.8 Collaborative communication tools for ACGs and SOPAG

SOPAG discussed the need to centralize the sharing of documents and calendars, etc.

## 3. A Structure for Implementing UC Libraries Collaborative Projects

Bernie Hurley led the discussion on the final documents on a Structure for Implementing UC Libraries Collaborative Projects. SOPAG commended the work of Kate McGirr and Bernie and thanked them for helping SOPAG move forward on this issue. Bernie will present the output of the activities to the ULs at the joint November UL/SOPAG for

discussion. Action: SOPAG requested that we take up the topic of project management at a future SOPAG meeting.

#### 4. e-dissertations (Trisha Cruse)

Trisha presented the draft SOPAG ETD TF draft charge for discussion. SOPAG suggested that the task force activities be broken into two phases. The first phase will be a pilot working with only campuses that are submitting electronically (UCSD and UCSF). Cruse will report activities to SOPAG throughout phase 1. Phase 2 will be informed by the activities of phase 1 and will include other campuses that are interested in submitting ETDs electronically. Cruse will present that draft charge to the ULs for discussion at the joint November UL/SOPAG meeting and revise the charge as necessary. The revised charge will be shared with SOPAG.

#### 5. Task Force Reports

##### 5.1 Bibliographic Services Task Force (Terry)

###### a. UC/OCLC Pilot Update to the ULs

Terry Ryan provided an overview of activities related to the UC/OCLC Pilot. Ryan shared and SOPAG discussed overall and individual campuses timelines (excel spreadsheets with will be posted on the on the project webpage . It is a dynamic timeline and will change. It is a tool to communicate with people about the UC/OCLC Pilot. A CDL tab will be added that reflects CDL activities.

Ryan communicated that the campuses will need to get ready for the upcoming pilot. There are a number of actions that each campus will need to take in preparing for the pilot – see the project webpage for details. These activities break down into four areas:

- A. Think about reclamation projects. (see document on project website that provides guidelines for identifying reclamation project and the advantages for doing now or after the pilot).
- B. Test and configure the local system for Z39.50 integration with OCLC, based on the experience of the lead implementers.
- C. Confirm WorldCat Local settings that will be used to create the campus-specific WorldCat Local instance.
- D. Announce the pilot and prepare to support users that will work on marketing and communication. Two task group help and user support and user communications have been appointed.

#### 6. Digital Library Workshop (Luc Declerck, Julia Kochi, Trish Cruse, and Bernie Hurley – planning team)

The planning team discussed the current plans for the Digital Library Workshop. The team suggested holding the workshop in conjunction with the joint UL/SOPAG meeting in March 2008. Action: the team will recalibrate the participants, activities, and agenda for the workshop and share with SOPAG. The team will also confirm the date and begin securing resources for the workshop.

#### Report on CDL Related Items (Trisha Cruse)

Trisha shared with SOPAG new version of the Melvyl Catalog with upgraded software, which will be released on December 10, 2007, may display a UC-eLinks button on the Full Record display for online resources. SOPAG asked about the backlog of record loading. Action: Cruse will determine the status of backlog records and share with SOPAG.

#### Shared Services Projects

Cruse shared information on the Scholarly Publishing group's recently launched Mark Twain Project Online. We invite you all to visit the site early and often at [www.marktwainproject.org](http://www.marktwainproject.org)

#### Update on Funding for the Digital Preservation Program

Cruse shared information on the small team that is looking at the costs associated digital preservation. The University Librarians are discussing a draft document and it will be shared with SOPAG soon.

#### Image Services

SOPAG discussed the need to expand the image service to include materials beyond art images. Specifically there is a need to better understand the implications when adding science and technology to ArtStor. Action: Cruse will work with CDL on the need to consider science and technology images.

#### 8. Systemwide Library Planning

Cruse shared with SOPAG information on some of the restructuring activities underway at UCOP. There is a website that outlines restructuring initiatives: <http://www.universityofcalifornia.edu/future/>.

#### 9. SOPAG Communications

##### 9.1 UC Libraries Website/SOPAG Web Design / Master Task List

Julia Kochi reported that she is working with staff at UCSF to update the SOPAG website.

#### 10. UC Library Bindery Work Group Report

SOPAG briefly discussed the report. The report will be discussed at the UL/SOPAG joint November meeting.

#### 11. Future SOPAG and UL meetings – Agenda topics & Documents

SOPAG discussed future meeting dates.