

Systemwide Operations and Planning Advisory Group (SOPAG)

SOPAG Meeting, 4/3/00, Action Minutes

Present: B. Hurley, P. Mirsky, L. Millsap, S. Lessick, L. Kennedy, J. Tanno, K. Butter (recorder), B. French, A. Bunting,

A. CDL-related items

1. Request: K. Butter distributed several documents for review prior to the meeting:

PIR Summary 2000-2001; SOPAG requested more information on the development and maintenance of the Directory. Would campuses be able to import records from their catalogs and not have to update records manually? B.Hurley requested a workload analysis. The Report lists as a planned feature the initiation of Requests using blank web forms. SOPAG questioned whether we really want to do this – it could have significant workload implications for those who want to avoid searching A&I database. In considering extension to undergraduates the issue is one of workflow not technology. ILL units have suggested that patron authorization, consortial borrowing software, and a net lender reimbursement formula should be in place before undergraduate use.

ACTION: Butter will ask RSC and IAG to review the draft Summary.

ACTION: Butter will ask L. Farley to develop a document that describes the process for creating and updating the Directory for review by SOPAG.

ACTION: SOPAG will ask RSC to investigate the issues of blank web forms and make a recommendation.

ACTION: SOPAG will discuss the priorities for undergraduate use at the next UL/SOPAG meeting.

PIR Project. Interlibrary Loan Needs Assessment. Final Report, Survey Form and Participants; and a Resolution on Consortial Borrowing Software. This report was discussed at the previous SOPAG meeting and serves as the foundation for the Resolution which recommends moving forward with the procurement of centralized consortial borrowing software as part of the Phase III release.

Resolution: SOPAG noted that it was difficult to reach a final decision on use of a single centralized consortial borrowing software until more information on the features of the recommended software and its impact on campus ILL operations are known. SOPAG endorsed the Resolution in principle and recommends that the PIR group begin work on selecting a vendor for Consortial Borrowing Software.

ACTION: K. Butter will send SOPAG the current specifications for Consortial Borrowing Software. (an update of the 1999 Fulfillment RFP)

Telnet Request: K. Butter presented statistics showing significant decline between 1999 and 2000 in use of Requests through Telnet. Telnet 'Requests' are received as an email message and must be entered into other systems for processing/fulfillment.

B. Digital and Other Preservation Issues

1. Revised Committee Draft Charge: B. Hurley reviewed the revised draft charge distributed on 2/8/00. Campuses have been asked to nominate members for the two committees.

ACTION: P. Mirsky will send the report to the UL's for approval.

2. Project Planning Working Group for the Library Collection Management Initiative. The Mellon planning proposal is due by 4/15/00. This will provide \$30-50,000 for planning over the next six months. The next stage would be a request to Mellon for implementation beginning next year.

C. Desktop Delivery

A. Bunting presented the Revised Proposal for Documents to the Web/Desktop Project which includes scanning time comparisons. Using the recommended higher quality equipment the cost for 23 machines for all-campus implementation is \$368,000. This does not include the cost for the staff server. To use the system libraries would need to supply pentium workstations. One model might be a cost-sharing arrangement.

ACTION: Each campus is asked to review the number of workstations requested in the initial proposal. Workstation allocation to campuses would be based upon the amount of UC ILL activity with a minimum of 1 workstation per campus.

ACTION: SOPAG will ask RSC to add an evaluation section (including software) and to address the issue of sustainability (in terms of local equipment support and maintenance and staffing.)

D. Electronic Access to ILL and DD by Undergraduates

A. Bunting presented the report prepared by the IAG.

E. Jt. Steering Committee on Collections

SLASIAC: B. French noted that there was substantial discussion about collections at the SLASIAC meeting. They reviewed the government information initiative, OAC transition document and grants, and the co-investment principles. French mentioned the challenges ahead in managing the co-investment so that CDL can continue to use its funds strategically.

JSC meeting (north): A repeat of the southern meeting with bibliographers is scheduled for April 17. They will focus on using the licensing toolkit. In addition to humanities and social sciences, the north will include science selectors north and south. JSC is now reviewing top ejournal publishers in psychology, economics, business and social sciences in order to assure that they are represented in the sitewide journal licensing priorities.

Licensing Issues: French described the negotiations/issues for OED, Britannica Online, and the AP Photo Archive.

F. Agenda for Jt. UL/SOPAG Meeting:

- Resource Sharing: Campus Policies on PIR Access by Undergraduates, PIR Summary 2000-2001, CBS Resolution, Net Lender Report, ILL statistics
- Review Structure of SOPAG
- Digital Archiving Report
- Desktop Delivery Proposal

G. Dates for Future SOPAG Meetings:

July 28

September 15

October 20

November 17

December 8

H. Best Practices Workshop

This workshop is a joint effort of HOPS and the CDL Education Working Group. Final agenda to be distributed on June 1. CDL will pay for the facilities and the campuses are responsible for travel.

SOPAG then discussed process for determining attendance at officially sponsored workshops.

ACTION: A. Bunting will develop attendance formula based upon size of staff.

I. Metadata Workshop

This officially sponsored workshop will be repeated in May twice in the north and south

ACTION: Mirsky will follow-up with Heath on limitations on number of attendees and sending out the announcement.

ACTION: SOPAG will send out the official notice with copies to UL, LTAG and HOTS.

J. RSC ILL Workshop (two regional UC-wide workshops for UC Interlibrary Loan staff and a statewide follow-up meeting that refocuses on goals/priorities)

ACTION: SOPAG will send out the official notice with copies to other appropriate groups.

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