

**University of California Interlibrary Loan Advisory Group (IAG)
To the Resource Sharing Committee (RSC)
Conference Call, April 15, 2004**

Present: Jo Lynn Milardovich, UCB; Christine Dechoretz, UCD; Pam La Zarr, UCI; Linda Michelle Weinberger, UCI; Bob Freel, UCLA (Chair & recorder); Ann Harlow, UCR; Barbara Slater, UCSD; Terri Mason, UCSF; Gary Johnson, UCSB; Kerry Scott, UCSC; Jennifer Walker, UCSC; Jon Edmondson, SRLF; Jutta Wiemhoff, NRLF; Patricia Rose Harrington, Stanford.

AGENDA

1. Approval of January 22, 2004 minutes
2. VDX Update
3. Providing Access to UCL Material in the SRLF (Elsevier & ACM Journals).
4. Would IAG like to revisit implementing one-year loan amongst UC?
5. Subcommittee updates
 - Developing Standards and Best Practices for scanning.
 - Investigate changes in Billing
 - Advanced Delivery Mechanisms
6. Campus updates

1. Approval of January 22, 2004 Minutes.

Minor changes were made to the minutes. Bob Freel will edit and post on the IAG website.

2. VDX Update.

Gary Johnson provided the following VDX update:

- All campuses are up on VDX lending!
- Version 2.6 had many improvements which included the routing of requests from VDX into OCLC.
- The Windows version is much faster than the one demonstrated by FDI in training over a year ago. Batch updating in the Windows client incur fewer problems than batch updating in the web version.
- UC has been having difficulty getting barcodes to print on VDX requests. Although barcodes are printing on bookstraps and picklists, these cannot be read by barcode scanners. This issue is being worked on by FDI.
- Version 2.7 is due out in late May.
- 2.7 will offer a de-duping feature that will identify and mark all duplicate requests for staff evaluation.
- 2.7 will allow CDL to modify the VDX web request dropdown menu. CDL will eliminate all of the selections that are not relevant to UC.

Gary also suggested using "tracking software" for keeping track of reported bugs, workarounds, and requested enhancement. A tool like "tracking software" could help us all manage the complicated transition to VDX more efficiently. IAG agreed tracking

software would be valuable. Gary will take this suggestion to the VDX implementation team.

3. Providing Access to UCL Material in the SRLF (Elsevier & ACM Journals)

IAG reviewed the draft recommendation that Bob Freel had sent out. Several good suggestions were incorporated into the report. Bob will forward the final recommendation to RSC's Claire Bellanti.

4. IAG revisited implementing a one-year ILL loan amongst UC.

Several campuses have already implemented a one-year loan period: Santa Barbara, Santa Cruz, SRLF, and NRLF (upon request by two depositing campuses). Comments from these representatives were along the lines of "we spend significantly less staff time handling renewals and bills because of the longer loan period" and "loss of library materials is unrelated to the length of loan periods".

Other IAG representatives expressed a willingness to explore the possibility of a pilot to extend UC loan periods to one year at their campus: Los Angeles, Riverside, and San Diego.

Note: Medical and health science library materials are not being considered for one-year loan periods by any campus.

5. Subcommittee Updates

A. Developing Standards and Best Practices for scanning.

Barbara Slater reported on the discussion held at the Southern Campus ILL meeting on April 13, 2004. The Southern UC's agreed upon these Preferred Desk Top Delivery practices:

- We will promptly send a notification to the borrowing library when an item has been delivered via DTD. This primary notification can take the form of a scan of the cover sheet sent via Ariel with a note saying "Sent via DTD" or an e-mail that includes the ILL number, the patron name and pages, or an e-mail generated via Relais.
- In addition to the above notification, we will also update VDX/OCLC/DOCLINE with the notification that the item has been delivered via DTD.
- When sending a notification to the borrowing library using e-mail we will make sure that the communication is clearly labeled DTD notification...rather than the subject line including only a Document ID # which might indicate an item is intended to be forwarded.
- We will review our text that we send to the patrons and make sure that the patron ID and password are very prominent (maybe bold).
- One library uses the patron last name as the password and tries to avoid logins that include zeros, the letter "o," the number one and the letter "l" to avoid confusion. Other libraries were interested in trying this technique to minimize patron difficulties.

- UCLA will cite the patron name and either the TQ or OCLC number when sending a notification of a DTD transaction that has been completed using Relais. Some libraries reported having a difficult time when only the Relais number is sent with the notification. Please notify UCLA if you receive a notice that only includes the Relais number.
- When filling items which are being requested by RESERVES units, we will provide scans with pages that have the same orientation (all right side up) and we will include no cover sheet. The RESERVES unit can not open the file and modify it, so please send the document in a format that the RESERVES unit may post for patron use.
- The patron trouble shooting website has moved. All units should check to make sure that their message to the patrons includes the correct URL.

B. Investigate changes in Billing

Bob Freel tabled this for later in the year.

C. Advanced Delivery Mechanisms

Bob Freel reported on RSC's Subcommittee on Advanced Forms of Digital Delivery, chaired by Charlotte Rubens. This report was requested by the University Librarians, through SOPAG, to explore how shared collections could be digitized in lieu of circulation, particularly those collections stored in the RLFs.

The report noted that 99% of materials received by the RLFs, and therefore candidates for shared print collections can be digitized with existing equipment and delivered by existing procedures. The report also identified materials that are not currently adequately served, including items with important use of color, maps, microfilm, microfiche, oversized materials and special collections.

The subcommittee has now been asked to pull together the list of preferred high end equipment.

Next IAG Meeting July 22, 2004.