UNIVERSITY OF CALIFORNIA
INTERLIBRARY LOAN ADVISORY GROUP (IAG)
TO THE RESOURCE SHARING COMMITTEE

IN PERSON MEETING, NOVEMBER 3, 2005
UC MERCED
MINUTES

PRESENT:

Anne Harlow (UCR), Kymberly Goodson(UCSD), Bob Freel (UCLA), Terri Mason (UCSF),
Keir Ready (UCSF), Jason Newborn (UCD), Gail Nichols (RSC Liason), Rose Harrington
(Stanford), Linda Michelle Weinberger (UCI), Pam La Zarr (UCI), Gary Johnson (UCSB),
Denice Sawatzky (Chair, UCM), Jon Edmondson (Recorder, SRLF), Jennifer Walker (UCSC),
Sara Troy (UCSC), Jutta Weimhoff (NRLF), Patrick Shannon (UCB).

AGENDA:

1. Approval of July 14th minutes.
2. RSC Report – Gail Nichols
3. VDX Record Retention Policy Recommendation Status – Gary Johnson
4. Best Practices Goals and Guidelines – Jennifer Walker
5. OCLC/ISO Update – Gary Johnson
6. Ariel 4.1 – all
7. Status of Docline – Bob Freel
8. Status on CCC Consortial Discount Application – Pam La Zarr
9. DDS Page Number Limits Policy Review
10. One Year Loan Policy Review
11. Next IAG Meeting

1. Approval of July 14th Minutes. Minutes for the July 14th, 2005 IAG meeting were approved,
and will be posted to the IAG website.

2. RSC Report – Gail Nichols
Changes in IAG membership that need to be made on the IAG web page should be reported to the
IAG Chair.

The final version of the Special Collections ILL report was accepted by SOPAG, and is ready to
be implemented for ILL. The UC ILL Guidelines need to be modified to include this as normal
practice.

There was a Media report among campuses, and the feeling was that this was not so much an IAG
issue as it was a collection development issue. Gail will ask IAG and the VDX Task Force to
collect data on how many items in media format are loaned. Stats are important to RSC to find
out how much of this material is loaned outside ILL. Q: Isn't much of this lending done outside
the library? A: It depends; RSC understands this, and won't be looking for stats for non-library
material. Some issues are fragile material, demand for quick turnaround, and licensing. SOPAG
wants to pursue licensing for loanable copies (backups) to be shared legally rather than sending
the originals.

Q: Will we be able to collect data on VDX? A: Hopefully so, but we would have to use media markers in VDX. Comment: OCLC only takes two kinds of markers (returnable or non-returnable) and media markers can cause problems with the OCLC link.

Dissertations are on the technical services agenda; all UC's but Merced require paper copies of dissertations. RSC is looking for other ways to keep this material. Q: What about using Proquest? A: the University wants to retain their own copy of dissertations. The library privacy liaisons say there are also privacy issues.

The CCC discount was discussed by RSC, and is supported by RSC.

Year long loans between the UC's were discussed. Some campuses prefer the year loans, and some still have reservations about implementing them. IAG will further discuss the library's loan period policy. It was suggested IAG add this topic to the agenda, which was agreed upon.

The CSU libraries have an interest in joining our consortium of ISO lending and borrowing. This would need to be set up in VDX if it were to happen. Data will be collected on CSU traffic from January to May of 2005. Q: Should other customers also be considered, like Australia, Mt. Zion, and other affiliate libraries? A: The CSU's are already using an ISO system, but many other affiliates suggested are not; they would be coming fresh into ISO. It was suggested that we might also want to come up on ISO Docline before we proceed with any CSU agreement. Other problems mentioned about other affiliates were that some are funded differently, that VDX is still not completely robust, and all UC campuses are not using VDX.

RSC discussed Tricor and other courier issues, and the bindery. There was a one year period where UC's did not pay overage charges, but monthly overages are again in place. UC's should pay any overage due to Tricor as soon as possible.
UC does not want to open the Tricor MOU right now, because it will probably cost us more to do so.
There is also a mass digitization project underway, and Tricor does not seem to be the best method to ship books for this project, although Tricor has the lowest bid.
The north and south binderies will be combined, the south bindery being closed and sold, with the money going toward RSC interests. Six staff positions will be opened in the north once they are combined.

SOPAG discussed the reserves blocking issue. This issue is contentious, and campuses seem locked as to implement blocking ILL requests for items on reserve or not. SOPAG is still waiting on a full report from IAG. It might be best to set this aside for now, and deal with it on a campus level, letting each campus derive its own policy. The data collected about ILL requests for reserves implied to SOPAG that it is a minimal issue, and does not warrant imperative action.

Tricor coordination should go through the RSC liaison (Gail Nichols). It was unclear who the present representative at Tricor was; Kate Hutton was the representative when the MOU was drafted. Q: Who should we contact to order bins and pouches? A: There are other sources for bins that are cheaper than Tricor. Gail will send out this contact information to IAG.

3. VDX Record Retention Policy Recommendation Status – Gary Johnson
The VDX database continues to compile requests, and something will eventually need to be done to either archive or purge them. Connie Williams looked at the old policies, which were 15 to 20 years old, which lead to this being an assignment. Originally, Gary Johnson (UCSB), Chris

Dechoretz (UCD), and Charlotte Rubens (UCB) made up a subgroup of IAG that initially looked at record retention. There are many issues and needs to this topic. CDL can do a single file structure for sending archived requests to campuses, and then campuses can format them as they like. To ascertain what information was needed for this file, a spreadsheet was sent out to IAG for UC's to fill out. The spreadsheet was a list of data elements that UC's could save, so each UC should put check marks next to the data elements it would like to retain. This spreadsheet will then be sent to CDL.

Fretwell Downing says the database is stable for now, but we should be looking at how we want to archive the data. The privacy liaisons, CDL, and others still need to look at this topic thoroughly, and it will probably take years to fully develop a policy.

Q: Can the data be varied in the report by year? That is, if one campuses policy is to keep data for 1 year, but another's policy is to keep it for 3 years, can CDL accommodate this? A: The file will be uniform from CDL, and each campus can tailor it as they like.

The frequency of these reports has yet to be decided. It was suggested we look at NLM as a model for this. Records will probably be kept for three years.

The issue of names and other personal information being retained in the records came up. The impression is that SOPAG would want the patron name and any patron barcode removed before it was even sent by CDL. Jennifer commented that patron information is often held elsewhere, for example the notes field, and that it would be more difficult to remove it from there. The circ retention policy will probably line up with current administration policies as a model.

All UC's should check off their preferences on Gary's spreadsheet and return to him as soon as possible so that he can forward it to CDL.

Q: Will we have a chance to see the final report before production? A: Yes, but again, it could be quite a while until this is implemented.

Q: Could UCOP stats be taken from this report, rather than having to have UC's report them? A: Gary Lawrence from UCOP is working on something like this presently.

4. Best Practices Goals and Guidelines – Jennifer Walker
This is an attempt to make ILL operations better between the 10 libraries, and make a more streamlined workflow. Some lists that were brought were discussed by IAG. Each campus should forward their list of best practices to Jennifer if they have not done so. Jennifer will then compile the lists and see where they overlap, and will work on a mission statement.

5. OCLC/ISO Update – Gary Johnson
Gary handed out the VDX Lending manual that UCSB has been compiling. The VDX Task Force was supposed to sunset this December, but they decided to continue for another year until VDX is robust. Campuses may now also have two representatives if they wish. Gary's 50% commitment to CDL has ended. Ellen England is retiring from CDL soon, and it will be hard to replace her. Mary Heath is still the main contact in CDL about VDX. If we have problems with VDX interacting with OCLC, we need to go to OCLC with these problems collectively.

6. Ariel 4.1 – all
Ariel 4.1 has been installed in three libraries, UCSB, UCSD Biomedical, and SRLF. It has been installed in UCSB and SRLF on Minolta PS5000c scanners. Both libraries have had problems. UCSB installed a later version, 4.1.1, but could not get it to work.

Ariel 4.1 has been in testing in UCSD's Biomedical Library since August 2005, although it is only installed on a "send" machine, and was a new install, rather than an upgrade. Despite serious glitches sending to SBC and Groupwise email accounts, overall the testing has gone well.

In October 2005, the unit also tested the Ariel 4.1.1 patch, which fixed the SBC and Groupwise glitches from 4.1, but introduced new ones as well. Nonetheless, the BML unit feels that the current production version is working well following the patch. The other ILL units at UCSD have not yet installed Ariel 4.1.

SRLF needs to set up an FTP server to get Ariel running on the PS5000c, and Relais is not working well on it because of large files being generated by the new color scanner (45 megs per page). Workarounds will need to be figured out.

7. Status of Docline – Bob Freel

Docline 2.6 has been released and is ISO compliant, but Loansome Doc is not. As of November 1, the UCLA Document Delivery system has left Wings, and gone on to VDX. It is working for the most part, but some items are going into the idle queue, and there are routing issues. Testing needs to be done with Docline before an agreement can be made, and VDX and NLM need to come to some agreements first. UCLA is currently using Clio to fill Loansome Doc requests. A tweaked version of UCSB's invoice buddy is being used for billing in the new UCLA Document Delivery system.

8. Status on CCC Consortial Discount Application – Pam La Zarr

If the UC's make a consortium with CCC they will receive a discount of one dollar per transaction. The CCC fees went up to $3 from 30 cents per transaction, so this discount will bring the price down to $2 per transaction. The cost in general has gone down due to electronic journals. CCC needs a minimum cost of $10,000 to set up the consortium, but the UC's should easily meet this. It was agreed this was a good thing to pursue, and RSC is behind it. Send your campus information to Pam by November 14th. Gail will talk to John Tanno that IAG would like to participate.

9. DDS Page Number Limits Policy Review

The present limit on the number of pages that can be scanned and sent via DDS is 30. IAG put this under review and came to the general consensus that it should be raised to 50 pages. It can be left to campuses whether they would like to send more than that, and that 50 pages should not be a hard fast rule, meaning, articles within reason should be sent, say, to 70 pages. The change still needs to be made to the ILL Guidelines. The goal here is to get as many articles directly to patrons who want DTD as possible, as quickly as possible.

10. One Year Loan Policy Review

RSC would like campuses to consider giving one year loans to other UC's if they do not already. Campuses that have one year loans to other UC's: Merced, Santa Barbara, Santa Cruz, Riverside, SRLF.

Campuses that do not: Berkeley, Davis, Irvine, UCLA, San Diego, San Francisco, NRLF currently gives one year for northern UC ILL's, and three months for southern UC ILL units and affiliated UC ILL's.

The IAG Goals document says to review our loan periods. The campuses that use year loans have seen no difference in billing. Gail Nichols says UC Davis does not want to lend items to other campuses for periods that are longer than what is offered to UCD faculty.

Gary pointed out that there are really two loan periods, first from the lender to the borrower, and second from the borrower to the patron. The patron often doesn't even see the year long date, but

it makes it easier for borrowers to do renewals from lenders. It is a local campus policy issue, and campuses will take it back to their units and discuss, for review by IAG again in January.

11. Next IAG Meeting
The next conference call will be held in the last week of January, and IAG meets quarterly. Denice will send out some dates we can agree on.

Donald Barclay, AUL for Public Services in UC Merced, gave a tour of the Kolligian Library.