<div align="center">**Systemwide Operations and Planning Advisory Group (SOPAG)**</div>

Action Minutes, SOPAG Meeting (10/26/98)

Present: B. French, M. Heath, B. Hurley, C. Johns, L. Kennedy (LAUC), P. Mirsky (Chair), A. Ritch, J. Tanno (Recorder),
J. Wilson

A. CDL Related Items:

1.   PIR Update. French, Heath, and Johns reported that the update sessions led by Tammy Dearie went well. Wilson passed out copies of the packet which was used for the update sessions. There remain concerns regarding workload and staffing, how many items a patron can request at a time, and turn around time. These issues can better be addressed after experience is gained when the pilot project begins in January. There was also discussion about cataloging backlogs of monographs and analytics for serials which could result in patrons using PIR for items which are available at the home campus.

ACTION: SOPAG Chair will alert HOTS to the technical processing issues related to PIR implementation.

2.   User Services Group. French presented a draft charge by Laine Farley for a CDL users group which was favorably received. This group will serve the function of communicating information between the campuses and the CDL and informing CDL staff of problems as they are discovered. The Services Working Group, in contrast, will be focused on finding solutions to problems.
ACTION: French will return the draft to Laine Farley for revision and submission to SOPAG for review at its next meeting.
3.   CDL's Role. The Group discussed how the CDL website will integrate campus resources into the "Directory of Collections and Services." The CDL website will have a "campus viewpoint" feature and Brian Warling will develop a mechanism for campuses to integrate resources.. SOPAG agreed that the Joint Steering Committee on Shared Collections be responsible for criteria and policies for the content of these integrated collections.

B. All Campus Groups:

1.   ILL Group. Wilson presented a draft charge for the Interlibrary Loan Committee.

DECISION: It was concluded that the ILL Group will evolve into a Common Interest Group to deal with operational issues related to the movement of materials among campuses.

Wilson presented draft recommendations from the ILL Group for gathering and reporting UC-wide ILL statistics, which was favorably received.

ACTION: Wilson was asked to revise the recommendations in light of the discussion and include a recommendation for handling non-UC transactions. The revision will be distributed via email prior to the next SOPAG meeting. The revision, after approval by SOPAG, will be referred to the Joint Steering Committee with the recommendation that it be implemented by July 1, 1999.

2.   Communication with All Campus Groups.

ACTION: The Chair reminded SOPAG members of the importance of sharing information with their colleagues in order to improve communication across the university.

C. Follow up on TFER Report. A draft charge and membership roster for an Electronic Resources Cataloging Task Force was submitted by Cynthia Clark.

ACTION: The draft was approved, with the following modification to the last sentence of the charge:

Rather than ask you to endorse the TFER recommendations or develop new ones, CDL staff under Laine Farley's direction will consult broadly with appropriate Public Services staff and identify display change options that could be implemented in the near future.

ACTION: The Chair of SOPAG will appoint a convener to schedule the first meeting and the Task Force should select one member to serve as Chair.

D. Joint Committee on Collections. French reported that a Website for shared collections should be announced in the next CDLINFO. She handed out a CDL "In Process" Update which will be available as a restricted feature on the website.

E. Government Information. It was agreed that EGIIG will continue to serve as an advisory group while SOPAG considers the priorities and options for providing electronic access to government information. SOPAG confirmed that developing a systemwide approach to government information is a high priority for the campuses.

ACTION: French was asked to prepare a proposal for the role of the CDL in developing a systemwide strategy for providing access to electronic government information.

F. CRL/UC Workshop. There will a CRL workshop at UCLA on November 12; the morning session will be open to non-UC institutions and the afternoon session will only be for UC.

G. Next Meetings. The following dates have been set for future meetings of SOPAG:

November 20
January 8
February 26
April 9
April 29
June 4

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