Systemwide Operations and Planning Advisory Group (SOPAG)

Minutes: 29 October 2004, Oakland, Kaiser Building, Room 612

Present: Patricia Cruse (recorder), Patrick Dawson, Bernie Hurley (chair), Julia Kochi, Kate McGirr, Bruce Miller, Marilyn Moody, Lorelei Tanji,John Tanno, Stefanie Wittenbach

Absent: Terry Ryan and Susan Starr

Guests – All Campus Group (ACG) Chairs: Cindy Shelton (CDC), Donald Barclay (HOPS), Gail McClenney (HOTS), Amy Kautzman (LPL), Stephen Schwartz (LTAG), Claire Bellanti (RSC)

REPORTS AND DISCUSSION WITH ACG CHAIRS

ACG chairs provided a summary of ACG activities and discussed current activities and future projects. SOPAG offered assistance to chairs to clarify their roles, activities, etc. It became clear throughout our discussion that there is a need to develop lines of communication between ACG chairs.

Action: Cruse will establish a listserv for ACG and SOPAG chairs.

Collection Development Committee

Cindy Shelton reported on CDC's current and future activities. The group generally meets once a month by phone. Current activities include: renegotiation of the Blackwell contract and related activities; advising the Director of Share Print on development of the shared print collection, including establishing criteria for when to negotiate for a shared print copy; contributing to the JSTOR project, including facilitating the identification of titles to contribute to the collection; advising the CDL on response to the East Asian White Paper paying particular attention to the special needs and challenges to support the activities outlined. In addition, CDC prepared and distributed guidelines for selector groups. Future activities include: Using GOBI from YBP to explore collaborative collection development focusing on a particular subject area or monograph series and planning a workshop for selectors that focuses on the concept of shared print.

Cindy Shelton also provided information on CDC's common interest groups (CIGs): Heads of Special Collections (HOSC) and the Preservation Advisory Group (PAG). There was a discussion on what appears to be a new goal for PAG regarding responsibility in advising CDL on digital preservation activities. It is not clear that PAG had the required set of skills to provide this advice.

> > **Action**: Shelton will query PAG to obtain a better understating of what areas they feel they can provide advice.

> The UC Archivists Council (UCAC) did not submit a report to CDC. SOPAG suggested it may be possible to combine HOSC and UCAC, as there is considerable overlap between membership/

> > **Action**: Shelton will contact HOSC and UCAC to see if it is feasible to combine the two groups.

SOPAG expressed concern that there is confusion about the reporting of bibliographic groups, review of the collective list of recommendations from the annual call, and the role of CDC vs. JSC in working with the recommendations. A document describing the process is needed.

> > **Action**: CDC will work with JSC to create a document that outlines the roles and responsibilities of each group, the interactions between the two groups, and the process for making decisions.

CDC proposed a modification of its charge to add the Director of Shared Print to its membership.

Action: SOPAG approved the new CDC charge

Heads of Public Service

> Donald Barclay reported on HOPS' current and planned future activities. One of the primary roles of HOPS is to communicate and disseminate information that relates to public services. This activity consumes much of HOPS' time. This past year HOPS was involved with CDL on evaluating user interfaces for various services. A question was raised about HOPS involvement in UC-eLinks. There is a need to distribute and receive feedback from public service staff on UC-eLinks. There is also a need for HOPS to interact with other ACGs and CIGs about UC-eLinks. Since UC-eLinks, as a "shared service," cuts across the activities and responsibilities of several groups there is a need to better understand how to support these types of services.

> > **Action**: SOPAG recommends that Cruse consult with CDL colleagues on the specific feedback needed on UC-eLinks and report back to SOPAG.

> There are three Common Interest Groups under HOPS: Digital Reference Common Interest Group, Information Literacy Common Interest Group, Web-based Services Common Interest Group. The Digital Reference CIG has been

active and is involved with a pilot project on shared digital reference. The Information Literacy CIG is very active and involved with information literacy issues. Even though the proposal was not funded by SOPAG, the group is still interested in holding an information literacy workshop and is looking for alternative sources of funding. If a source is found SOPAG will be alerted. The Web-based Services CIG is not active.

>**Action**: D. Barclay will formally thank and disband the Web-based Services CIG. The listserv will continue to be available, as long as it's active.

Heads of Technical Services

Gail McClenney reported on HOTS' current and future activities. There are several issues on the horizon that will benefit from all campus input. Gail outlined future activities that include analyzing Melvyl and develop a better understanding how the campuses use and benefit from the system. For example – do campuses do things differently and is there a way to work collectively to be more efficient and produce better results. HOTS will also look at the Shared Cataloging Program and how the campuses are utilizing the program. Specifically HOTS would like to look at the benefits of SCP and how the SCP benefits the campuses individually and collectively. In all HOTS is ready and willing to look at things from a technical processing standpoint and advise as appropriate. HOTS proposed modifying their charge to position them as a more proactive group.

Action: SOPAG approved the new charge.

Library Privacy Liaisons (LPL)

Amy Kautzman provided an overview of LPL's current and future activities. Generally the group deals with two or three major issues a year. This past year LPL was successful in establishing a privacy page specifically for the UC Libraries and performing a privacy audit on all UC Libraries but Merced. This year LPL will be consumed with "Review the University Records Management Disposition Schedule to determine what library records are currently covered in the schedule and what library records should be included which are not in the schedule." Kautzman indicated that she would need to consult with each campus to complete the "Review". RSC offered to help the communication effort. Kautzman will consult with RSC.

Library Technology Adv. Group (LTAG)

Stephen Schwartz provided an overview of LTAG's current and future activities. This past year LTAG completed investigations on content management systems, the PID server and web-conferencing systems. SOPAG requested that LTAG monitor possible solutions for making conference calls more productive.

Resource Sharing Committee (RSC)

Claire Bellanti provided an overview of RSC's current and future activities. This has been a very active year for RSC. One of their major activities has been implementing the consortial borrowing system. All campuses are currently using VDX to lend to other campuses. Some (but not all) are using it for borrowing. A VDX task force was established, which effectively engaged staff that is primary involved with VDX activities. RSC is also reviewing campus ILL periods with the goal of lengthening lending periods.

SOPAG AGENDA ITEMS

1. Task Force on Visual Resources-Next Steps

Hurley drafted a letter to the ULs on visual resources. Hurley met with P. Brantley, L. Farley, and R. Chandler to discuss the draft letter. Based on feedback from the group Hurley will revise the letter and emphasize SOPAG's desire to assist CDL in developing and assessing production services.

Action: Hurley will revise letter and send to SOPAG for review.

2. SOPAG Electronic Resource Management System Task Force

Hurley, the chair of the task force, provided a verbal report to the group. The task force has completed the evaluation of existing resource management systems. A report will be forthcoming in the next couple of weeks that will recommend: the development of an RFP, the cleanup of the CDL MIS database, and the addition of Terry Vrable to the task force.

Action: SOPAG approved the addition of T. Vrable.

3.0 All Campus Groups – Update

3.1 CDC

3.1.1 Principles for acquiring and licensing information in digital formats

The group discussed the "Principles" document and clarified that the document is intended for external use. SOPAG had previously requested changes to the document, which were made. A question was raised if similar documentation exists for internal (more detailed in character) consumption on licensing principles. CDC members indicated that such documentation exists. A recommendation was made to draw together

information on licensing principles for both external and internal audiences.

> **Action:** SOPAG approved the document and it will be transmitted to the ULs.

> **Action:** CDC will gather the appropriate licensing information for internal and external users and make it available on its website.

3.1.2 Guidelines for Managing the Elsevier SDOL (ScienceDirect Online) Contract

CDC has formulated guidelines that are designed to contain the cost of the SDOL contract. The guidelines were informed by the Elsevier negotiation. In addition there is a timeline and procedures document that provides information on how the selector groups will be involved. SOPAG recommends appending the timeline and procedures to the document.

> **Action**: SOPAG approved the document and it will be transmitted to the ULs.

3.2 HOPS – No items for discussion

3.3. HOTS

3.3.1. HOTS' Suggestion re the Expansion of SCP Responsibilities

SOPAG endorsed and sent to B. French suggestions on the expansion of SCP responsibilities. French and Kushigian (Shared Print) responded that there are a number of logistics to consider. It should be clarified that the SCP is for shared purchases not for shared collections. SCP is willing to consider an expansion of responsibilities but will need more information. HOTS will work directly with Kushigian and provide suggestions for items that are beyond SCP's traditional purview.

3.3.2 HOTS proposal for classification of SCP Electronic Monographs –

SOPAG endorsed and sent to B. French a proposal for the classification of electronic monographs. This is an item for the SCP advisory committee to consider. SOPAG recommends that B. Miller take the proposal to the advisory committee. The advisory committee will need to develop a process to respond to proposals.

Action: Miller will take the proposal to the SCP Advisory Committee.

3.4. LPL - No items for discussion

3.5. LTAG (Terry)—UC Library Software

LTAG has established a site to share UC developed software.

3.6 RSC – proposal for message to users who get caught in UC e-links.

Claire Bellanti provided a proposal for a UC-eLinks user message.

> **Action:** SOPAG approved, but recommended that RSC work with HOPS on message content.

3.6.1. Interlibrary Loan of Media (John) - No items for discussion

3.7. Scheduling Next Year's SOPAG Meetings

> **Action:** The group agreed to the following meeting dates:

> January 21, 2005

> February 25, 2005 (conference call 1-4)

> March 18, 2005

> April 22, 2005

> May 5 and 6, 2005 – Los Angeles (ULs/SOPAG joint meeting)

> June 10, 2005

> July 15, 2005

4. Report on CDL Related Items

4.1. CBS/Request/Desktop Delivery--Update

Cruse shared via email prior to the meeting (21 Oct 2004) current VDX status report, which included:

- o a replacement for Jennifer Lee has been found to provide CDL VDX implementation assistance to the campuses; an announcement will be made about this in early November (the details are not firm yet).
- o The VDX Team is meeting bi-weekly, and has had 3 meetings thus far. They are proving invaluable in consensus building and decision making relating to VDX!

- The public interface to VDX is now available; UCSC has a small group of patrons that they are trying it out on.
- A trainer from Fretwell-Downing spent 2 days at the CDL helping us work through configuration issues and problems, and this was extremely useful.
- Version 2.7.3 is now in test and is being evaluated.
- There are currently 5 campuses doing borrowing through VDX.

4.2. MELVYL—Update

4.2.1. Uniform Title Sort & Display in MELVYL-Update

The Melvyl team is actively working on the UT sort, trying to resolve some anomalies, and hope to shortly be able to invite the music and lit bibliographers to review it and provide feedback.

4.2.2. Melvyl Survey

Melvyl has been in production for over a year now. Staff has had a chance to work with it themselves, teach it in classes and across public service desks. The CDL has received hundreds of feedback messages via the Melvyl feedback link, had conversations with campus staff, and has integrated some of the suggestions for changes our users have requested.

Beginning later this month, the CDL will be conducting a brief survey of library staff with the aim of measuring Melvyl user satisfaction, surfacing issues that haven't yet been voiced, and creating a basis from which to measure future satisfaction, as we conduct Melvyl surveys on a regular, periodic basis.

The URL for the online survey will be distributed via Users Council <http://websurveyor.net/wsb.dll/2734/melvyl_survey2004.htm> and will be available through November 19.

4.3 Shared Services Project Update

Cruse provided a brief description of shared services at the CDL. A document was distributed that outlines the "Current Issues in Implementation of Shared Services." These issues are the product of feedback and information gathered at the May and June 2004 CDL sponsored workshops and the September 27th presentation to the University Librarians. Cruse also provided an overview of the current state of development of the UC Libraries Preservation Program and the Digital Preservation Repository (DPR). The DPR is currently in an internal test phase, which will last through December 2004. This phase will test the digital preservation repository's infrastructure by depositing content, evaluating systems, and making refinements. During this period, training and needs assessment will

take place for all 10 campuses. In January, four pilot campuses will begin using the digital preservation repository as a test phase while training and needs assessment continue. The full rollout of the digital preservation repository to all campuses commences in March 2005. Cruse requested a contact(s) on each campus to begin the DPR assessment activities.

> **Action:** SOPAG members should send Cruse names of campus representatives for the digital preservation program.

5.0 Systemwide Library Planning - No Items for Discussion

6. Shared Collections—Government Information—Update (Marilyn)

Tanno updated the group on a meeting held at the CSL in September to discuss CSL's role in serving as the backup for print government information in lieu of UC developing its own shared print collection. Overall it was a productive meeting but there was a mutual recognition that the California State Library could not serve as the "Collection of Last Resort" because it has a different mission – that is to provide a circulating collection.

> **Action**: Minutes of the meeting were provided and Tanno will send out an electronic version to SOPAG

6.1. Government Information Workshop--Update

Moody provided an overview of the workshop and stated that the she received positive feedback from those that attended. The workshop-planning group will digest the information generated at the workshop and provide a formal report to SOPAG.

6.2. Proposal to Develop Digitization Centers at the RLF's for Government Information and Other Shared Print Collections

6.2.1. Investigation of a High Volume Digitization Infrastructure

The high volume digitization investigation came out of a discussion related to government information at the May 2004 UL/SOPAG joint meeting. SOPAG requested CDC's assistance in identifying a specific set of material that would test the viability of contracting out materials for digitization. Bruce Miller shared information about Merced's involvement in the Million Books Project and the possible synergies between it and a test of high-volume digitization.

> **Action**: CDC will assist SOPAG in identifying materials that will test the viability of contracting services for high

volume digitization. The information will be shared with the ULs.

7. SOPAG at LAUC Fall Assembly—Discussion

The group discussed and clarified logistics for the LAUC Fall Assembly at UC Berkeley on November 4, 2004.

8. Persistent Deposit

The ULs have charges SOPAG to initiate a process to develop procedures for persistent deposits. The group discussed membership and agreed that the charged task force should include a mix of depositors and partners – a member from both RLFs and a member from HOTS.

Action: Hurley will draft a charge.

9. Joint UL/SOPAG

The group discussed and agreed on the draft agenda items for the joint UL/SOPAG meeting on 11/19/04:

a. Purchasing/licensing principles (from CDC)

b. Elsevier guidelines (from CDC)

c. Meeting with CSL on last copy management of government documents

d. Report on the October meeting with All Campus Group chairs

e. Image services

f. Electronic Resources Management System (ERMS)

g. High-volume digitization

h. Report on the Government Information Workshop, 11/28