

Systemwide Operations and Planning Group (SOPAG)

Action Minutes

Thursday, November 18, 2004

Noon - 5:00pm

UCSB Davidson Library, - Room 2523c (AKA - 2nd Floor Conference Room)

Recorders: Stefanie Wittenbach/Lorelei Tanji

Present: Bernie Hurley, Chair(UCB), John Tanno (UCD), Terry Ryan (UCLA), Kate McGirr (UCSC), Julia Kochi (UCSF), Patricia Cruse (CDL), Marilyn Moody (UCSB), Susan Starr (UCSD), Stefanie Wittenbach (UCR), Patrick Dawson (LAUC), Lorelei Tanji (UCI)

Absent: Bruce Miller (UCM) at ULs mtg.

1. Task Force on Visual Resources-Next Steps

Numerous issues have been raised both by the SOPAG DVR-TF Report and the CDL Image Demonstrator experiment. An advisory committee reporting to SOPAG and CDL which could provide advice and direction to both the ULs and to CDL regarding the roll out of an image based services program on campuses, would allow many of these issues to be addressed. An "Image Services Development Roll-out" Advisory Committee would keep SOPAG in the loop, and in turn, SOPAG would keep the ULs abreast of any issues requiring action by them.

SOPAG noted that, as part of its mission, CDL conducts research and seeks/develops technological innovations that support UC library collections and services. The proposed Advisory Committee would assist CDL in understanding the needs of the campuses for image based services and how the CDL's exploratory image services research can be applied. The proposed committee would serve as one model for the roll out of other CDL projects that provide services to UC faculty and students.

ACTION: SOPAG will propose the concept of a SOPAG Image Services Rollout & Advisory Committee to the ULs. If the ULs approve the concept, then SOPAG will need to develop a charge and include a diverse membership (i.e. representatives from the educational technology and visual resources communities) on the committee.

2. SOPAG Electronic Resource Management System Task Force (Bernie)-Discussion

Bernie gave an update on the ERMS-TF. SOPAG discussed the ERMS-TF proposal to send out an RFP. Essentially, the RFP will be an RFI with a stronger section on consortial support.

ACTION: If the TF proposal to send out an RFP is approved by the ULs, SOPAG will distribute the TF proposal to the ACGs to begin the process of managing expectations. SOPAG will propose that the RFP be issued no later than March 17, 2005.

Workflow analysis will be critical, and SOPAG discussed bringing someone in for training/workshop once we pick an ERMS to provide a general workshop on workflow analysis.

ACTION: Kate will follow up with potential consultants with the idea of creating a workshop proposal for workflow analysis in relation to VDX, ERMS, etc.

ACTION: Stefanie will share information on R2 Consulting with SOPAG.

3. All Campus Groups-Update

3.1. CDC (Lorelei) – No action required

3.1.1 Principles for acquiring and licensing information in digital formats

3.1.2 Guidelines for Managing the Elsevier SDOL Contract

3.2. HOPS (Marilyn)-Update

No action required.

3.3. HOTS (Bruce)

SOPAG discussed the responses from Bev French and from HOTS on the two 3.3 agenda items. No further action is required at this time.

3.3.1. HOTS' Suggestion re the Expansion of SCP Responsibilities

3.3.2. HOTS Proposal for Classification of SCP Electronic Monographs

3.4. LPL (Julia)- Update

SOPAG discussed the LPL's goal for updating the records disposition table and will recommend that the LPL consult with experienced records managers and consider legal/business-related aspects regarding records retention in addition to the privacy issues.

ACTION: Lorelei will draft a message for Bernie to send to LPL.

3.5. LTAG (Terry)-Update

No action required.

[Note, UC Library software sharing materials moved to the "PENDING" section]

3.6. RSC (Susan)-Update

3.6.1. Interlibrary Loan of Media (John)

No action required at this time.

4. Report on CDL Related Items (Trisha)

4.1. CBS/Request/Desktop Delivery--Update (with Susan for RSC)

No action required at this time.

4.2. MELVYL-Update

The Melvyl Survey is available through November 19, 2005: http://websurveyor.net/wsb.dll/2734/melvyl_survey2004.htm). The Melvyl Team sent the survey to Users Council for wide distribution to campus library staff, In addition an article about it appeared in CDLINFO. The response from the campuses and all sections of the Library has been good. The Melvyl Team will gather the data, which will then be analyzed by the CDL Assessment Team. Look for a final report to be completed by the end of November 2004. This survey will provide a baseline from which we can measure future staff satisfaction with the Melvyl Catalog.

4.2.1. Uniform Title Sort & Display in MELVYL-Update

A memo regarding Uniform Title sorting was sent to the chairs of the Music and Literature Bibliographers on November 3 for input by those groups, with a response date of November 29, 2004. No action is required by SOPAG at this time.

4.3 Shared Services Project Update

Trisha provided an overview of the status of the Metasearch Infrastructure Project. The overview was also distributed separately to SOPAG. The Project seeks to develop a robust set of tools for crafting tailored search interfaces to diverse information resources. One major goal of the project is to have an easily customizable metasearch infrastructure that can be used to craft tailored services for particular audiences and needs. SOPAG requested information on the project's timeframe that might impact the campuses.

ACTION: Trisha will supply available project timelines that might impact campuses.

5. Systemwide Library Planning (Trisha)

SOPAG commends SLP on preparation of the ARL statistics, and will urge SLP to continue providing these statistics on an annual basis.

ACTION: Trisha will convey our request for ongoing receipt of these statistics.

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

6.1. Government Information Workshop--Update [new description send via email on 7/19/04 by Marilyn] (Marilyn)

ACTION: As a follow-up to the successful GI Workshop and the issues raised at the workshop, SOPAG will add to its next agenda a discussion of government information in relation to the workshop, CSL, digitization, shared collections, etc. Certain areas can be highlighted as needing work. SOPAG (Marilyn) will prepare a summary report and next steps for the ULs.

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

6.2.1. Investigation of a High Volume Digitization Infrastructure

CDC is planning to give SOPAG a list of potential collections for a demonstration digitization project. As requested by the UL's, the CDC list will focus on potential use/high impact collections rather than on those easiest to do. The ULs will receive the proposal and, if accepted, will need to decide how to fund it.

6.3. Print Collection Planning: Possible Collaboration with the State Library (John)

Documents:

- o Email from Tanno on 6/15/04 re: conversation with John Jewell
- o CSL/UCB Meeting Notes - e-mail from Tanno to SOPAG on 11/12/04

John reported on the first meeting with the CSL that was both cordial and informative. As a regional depository, the CSL sees its mission to provide access to a "last circulating copy" of federal documents, as opposed to a "copy of last resort." While collaboration to create a shared print archive of federal documents may not be feasible, a second meeting is being scheduled to explore the possibility of a collaborative project dealing with state documents.

7. RLF Persistence Procedures (Bernie)

SOPAG discussed the draft charge, potential membership, and made suggestions as to which activities should be in Phase 1 or Phase 2.

Deadlines: Phase 1 report due Feb 28th; Final report due April 15th.

ACTION: Trisha will check to see who is the most appropriate CDL person to serve on this TF. Bernie will revise the charge and proposed membership list.

8. Joint UL/SOPAG Meeting -- Agenda Items (Bernie)

No further action needed at this time.

PENDING FUTURE SOPAG DISCUSSION

RSC: Recommendation on Request functionality in UC-eLinks

CDL: Link Resolver Planning-Update

LTAG (Terry) - UC Library Software

SOPAG (Marilyn): Review of government information status and next steps.