

Systemwide Operations and Planning Advisory Group (SOPAG)

SOPAG Meeting, 12/10/99, Action Minutes

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

A. CDL Related Items:

1. The Government Information Initiative

This effort, endorsed at the last joint UL/SOPAG meeting, will be led by Trisha Cruse of the CDL. The prototype service for a data warehouse is scheduled for July, 2000. An advisory committee comprised of UC and Non-UC members, as well as a project team, will be formed in the near future. SOPAG members should send ideas for organizations that should be represented on the advisory committee, as well as individual recommendations, to Trisha Cruse at pcruse@ucop.edu.

2. Online Archive of California (OAC)

CDL responsibility for the OAC program has been assigned to B. French, who will hire a permanent manager for the OAC. She shared a draft job description with SOPAG and asked for comments. SOPAG members should send names of candidates for possible recruitment to B. French.

An OAC Steering Committee will also be formed to provide overall direction to the selection of audiences, participants, and materials to be represented in the OAC. The CDL is currently overseeing two grants-- an LSTA grant for digitizing Japanese American Relocation materials and one from the IMLS to extend the EAD standard to museums. In addition, a UC project will be launched to digitize materials from the broad categories approved by the ULs, which were Ethnic Groups in California and the Arts and Entertainment in California.

B. Collaborative Strategies for Archiving Print Materials in the Digital Environment:

C. Johns reported that this task force was making good progress. She will ask the group to provide P. Mirsky with an update before the January 14th SLASIAC meeting. During their work, the task force identified a number of important issues that fell outside the scope of their charge. P. Mirsky will share this list with the ULs before their next meeting.

C. Regional Library Facilities

SOPAG identified the following RLF issues that P. Mirsky will send to the ULs before their next meeting.

- 1) Synchronize duplication and access policies between the northern and southern facilities.
- 2) Identify a mechanism to enhance RLF budgets to support workload increases caused by new or expanded programs.
- 3) Investigate the advantages and disadvantages of a combined Board for the two facilities.

D. Joint Steering Committee for Shared Collections

The current status of CDL journal licensing negotiations was reviewed by SOPAG. Note: this information is available on the Web for UC staff with the appropriate password. SOPAG asked

that CDL Technologies' post timelines for linking citation database records to journal articles for each publisher.

SOPAG also discussed the role of the print reference collection in a digital environment. P. Mirsky will forward this topic to HOPS.

E. Shared Cataloging of Digital Resources (formerly CCA)

The prototype project lead by UCSD and UCD was a success and the ULs endorsed the ongoing extension of this service. Campuses should contact Rebecca Doherty (rebecca.doherty@ucop.edu; 510-987-0569) to arrange to receive files of the records cataloged through this program.

F. All Campus Groups

SOPAG reviewed the minutes of the last HOPS meeting and then received a report on RSC activities from A. Bunting.

Action items include:

- 1) P. Mirsky will contact HOSC and request that they develop a qualitative and quantitative needs assessment for transporting special collection materials between campuses. Needs should include those for packing, frequency, quantities, locations, timeliness, insurance, etc. These will then be forwarded to RSC to determine the best methods for implementing these guidelines.
- 2) A. Bunting will ask RSC to develop a proposed outline and budget for a UC workshop on best practices in ILL. This proposal will then be discussed by SOPAG at its March meeting.
- 3) SOPAG endorsed the RSC plan to develop a checklist for campus libraries, which will help ensure uniform copyright compliance.

G. Digital Preservation and Archiving

SOPAG engaged in a preliminary discussion on how to: 1) raise the consciousness within UC libraries regarding issues surrounding the long-term retention of digital materials and; 2) provide library staff who will be working in this area with the appropriate skills. With regard to the first item, it was noted that the excellent video by Terry Saunders titled, "Into the Future: On The Preservation Of Knowledge In The Electronic Age," would be very useful. More information on this video can be found at <http://www.clir.org/programs/otheractiv/intro.html>

SOAPG also conducted a preliminary discussion on creating a Task Force to investigate digital preservation and archiving issues. B. Hurley will draft a charge for a task force, which will be used to further the SOPAG discussion. He will also alert the CDL Technical Architecture and Standards Committee to SOPAG's interest, as they also have responsibilities in this area. P. Mirsky will canvas special collection curators and archivists to see what problems they are encountering regarding preservation of material "born digital."

H. Communications

Some concern was expressed that the responsibilities of the CDL User Services Group were too broad to be handled by one person for each campus. SOPAG recommends that the CDL review the USG's charge and determine if the group is functioning as they expected.

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