

## Systemwide Operations and Planning Advisory Group (SOPAG)

### SOPAG Meeting, March 2, 2001, Action Minutes

**Present:** P. Mirsky (Chair), A. Bunting, C. Howard, B. Hurley (Recorder), C. Johns, L. Kennedy, J. Kochi, S. Lessick, J. Ober, J. Tanno; K. Butter (Guest)

See also <http://libraries.universityofcalifornia.edu/sopag/>

#### 1. CDL Related Items:

##### **Request, CBS, Desk Top Delivery**

K. Butter brought SOPAG up to date on the progress of the Consortial Borrowing System (CBS) RFP. She expressed optimism that the RFP process will come to a successful conclusion, based on the functional requirements outlined in the RFP. She also reminded SOPAG that any final recommendation will be reviewed by the University Librarians, who would also consider the cost/benefit merits of the recommendation.

K. Butter also reviewed the desktop delivery committee report. Most of the discussion focused on the recommendation to wait for the conclusion of the CBS RFP process before moving ahead with desktop delivery. SOPAG clearly understands that it may be possible to provide the desktop delivery service through CBS software and that this could be very desirable from a workflow integration perspective. However, there was concern that this recommendation would delay the implementation of desktop delivery – perhaps by a year.

**ACTION:** SOPAG requested that K. Butter query the Desk-Top Delivery Committee as to the possibility of an interim service, perhaps using the software developed at Berkeley.

##### **Transitions/Melvyl and A&I**

J. Ober first reported on the Melvyl A&I Transition. The Committee has had its first meeting and is focusing on the A&I vendor selection process and outreach (e.g., how to gather input from and communicate with the campuses). A&I Transition Steering Committee members have been asked to arrange appropriate campus meetings to explain the transition to staff and users and describe feedback that will be sought. Steering Committee members may seek advice on audience and venue from their SOPAG member.

Bunting updated SOPAG on the CDL MEDLINE Transition Task Force work, which is proceeding in parallel, but coordinated with the A&I Transition Steering Committee. Milestone dates for the PubMed process are July 1st for a prototype and January 1, 2002 for production. It was noted that the current CDL Medline would be removed from service once PubMed was in full production. For more information, see <http://www.cdlib.org/libstaff/sharedcoll/a-i-trans/med/index.html>

J. Ober also updated SOPAG on the Melvyl Union Catalog transition process. He described the three teams that are being formed to implement the transition and the expertise required of the members. The teams are Database and Technology, Education and Usability, and Services.

**ACTION:** J. Ober will send an e-mail to SOPAG members requesting nominations for campus membership on the three Melvyl Union Catalog transition committees.

Finally, J. Ober requested that SOPAG, in its role as the Steering Committee for the Melvyl Union Catalog Transition consider a guideline on the ongoing loading of non-UC periodical records (e.g., from the Getty) into Melvyl.

**ACTION:** SOPAG endorsed the continued loading of non-UC periodical records into Melvyl, as long as these continue to come to the CDL in their current record format.

**Cataloging of State of California Internet documents using the Shared Cataloging Program**  
SOPAG reviewed and discussed the additional workload information it requested from the SCP Steering Committee.

**ACTION:** SOPAG reaffirmed its endorsement of the program to catalog State of California Internet documents using the SCP and recommends that the CDL pursue funding opportunities for this effort.

#### **Luna/Insight Opportunity**

J. Ober presented a CDL document that discussed the potential licensing of important art & architecture image content available through LUNA (*Saskia* and *Hartill* collections), as well as the potential for the LUNA software to provide other image-based CDL services – perhaps in time, even a visual materials union catalog.

**ACTION:** SOPAG endorsed negotiations with LUNA to license their collections, as recommended by the JSC. If the LUNA software is the best method of providing access to the LUNA collections, this should also be addressed in the negotiations. However, SOPAG recommends that any expanded visual material services should be driven by program needs. Once these needs are defined, it can be determined whether the LUNA software, or some other vendor's software, is best suited to provide these services. SOPAG encouraged the CDL to provide leadership in identifying university-wide service needs for digital visual materials.

#### **Committee memberships (Tools and Services Working Group; Request Team)**

SOPAG reviewed Tools and Services Working Groups progress report and updated charge. CDL seeks 2-3 replacements for open positions on this group.

**ACTION:** J. Ober will send an e-mail to SOPAG members describing the expertise needed to fill the vacancies on the Tools and Services Working Group and solicit nominations from the campuses.

J. Ober also alerted the group that we will need replacements for Karen Butter and Tammy Dearie on the CDL Request Project Team. SOPAG wishes to thank both Karen and Tammy for their commendable service on this important team. The CDL is looking for replacements with project management and facilitation expertise, and/or demonstrated knowledge of UC ILL policies and procedures.

**ACTION:** J. Ober will send an e-mail to SOPAG members requesting nominations for candidates to replace Karen and Tammy.

### **Intersections between the CDL advisory/working groups and SOPAG groups**

This discussion was deferred to a future meeting

## **2. Workshops:**

### **Develop guidelines for workshops**

S. Lessick presented the draft guidelines she developed for groups that wish to request SOPAG endorsement and/or funding for workshops.

**ACTION:** SOPAG reviewed the workshop guidelines and approved them, as modified in this discussion. S. Lessick will revise the guidelines and have them posted on the SOPAG website. Once they are posted, P. Mirsky will bring these to the attention of the All Campus Committee Chairs. Posted at

<http://libraries.universityofcalifornia.edu/sopag/SOPAGworkshopguidelines.html>

### **Metadata Workshops**

The SOPAG discussion on Metadata Workshops uncovered two separate needs: 1) more general metadata training and; 2) specialized metadata training for digital library developers and project managers (e.g., metadata use in the CDL Object Standard and the Open Archives Initiative).

**ACTION:** Mirsky will review the SOPAG discussion with Millsap and determine next steps.

### **Copyright Workshop--proposal**

SOPAG discussed the Copyright Workshop Proposal, presented by S. Lessick, and voiced some concern over the broad scope of the topic and audience addressed

**ACTION:** S. Lessick will take SOPAG's comments on revising and re-thinking the proposal back to the workshop's developers.

## **3. HOPS--draft charge for the TF on Digital Reference Service:**

**ACTION:** The charge, as presented by S. Lessick, was endorsed by SOPAG and will be sent to the University Librarians for their approval. S. Lessick will send an e-mail to SOPAG members to solicit nominations.

## **4. Task Force on CRL Future Directions--follow up to ULs action:**

The final report was submitted to the University Librarians and the Task Force was discharged with thanks. No further action is required.

## **5. ULs Advisory Structure:**

### **SOPAG membership**

**ACTION:** P. Mirsky will send the UL's Steering Committee the names of the SOPAG members who are at the end of their terms. She will also itemize the expertise SOPAG would like in new members to ensure proper balance of functional representation within the group.

**Develop process for our part of the evaluation**

**ACTION:** P. Mirsky will send the evaluation questions to SOPAG's All Campus Groups. She will also follow-up with the University Librarians to ensure each campus has input into this evaluation.

**UL/SOPAG communication issues**

**ACTION:** P. Mirsky will continue to pursue this with the UL's Steering Committee.

**6. Collection Management Initiative:**

C. Johns reported on the progress of this initiative, including the well-received and highly successful campus visits she undertook. No action is required from SOPAG at this time.

**7. Resource Sharing:****Counting RLF loans**

**ACTION:** SOPAG approved the RLF recommendation to count ILL transactions instead of ILL requests. As this differs from the campus ILL practice, which counts requests, P. Mirsky will contact Gary Lawrence to see if he wishes to footnote the UC library statistics.

**Special Collections Pilot**

A. Bunting reported this pilot is on schedule and will begin in mid-March. No additional action from SOPAG is required.

**CDL Request for Undergraduates**

A. Bunting reported that the new 20 books and 20 article limits for undergraduates was approved and is being implemented.

**8. Digital Preservation and Archiving Committee:**

B. Hurley has sent out the e-mail inviting the nominated members to join the committee.

**9. Next meeting: April 27, 2001 Joint Meeting with University Librarians at UC Irvine.**

[Go to SOPAG home page](#)