

## Systemwide Operations and Planning Group (SOPAG)

### SOPAG Meeting, May 18, 2001, Action Minutes

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

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

#### I. ULs Advisory Structure:

P. Mirsky summarized responses to the recent inquiry about the ULs advisory structure. It appears that there is some confusion between the UL/SOPAG activities and those of the CDL. The main area of concern appeared to be communications. It was agreed that:

1. In the future, SOPAG will at each meeting designate material to be posted to its web site and will consider the communication aspects of issues discussed.
2. All SOPAG members to be responsible for reviewing the SOPAG web site and making suggestions about it.
3. To clarify the role of SOPAG liaisons to all campus groups and task forces, SOPAG and its chair will in the future communicate with group chairs through the group's SOPAG liaison. (It was noted that the expectation of these liaisons is that they might attend group meetings, but would not generally do so, unless also designated as a campus member.)
4. A link to the SOPAG site will appear in all SOPAG minutes.
5. SOPAG members will continue to facilitate communication on their campuses.
6. Mirsky will, via liaisons, ask chairs of all campus groups to provide a statement of 2001-2002 goals at the beginning of the next academic year.
7. Liaisons for the all campus groups will be:  
CDC C. Johns  
HOPS S. Lessick  
HOTS C. Howard  
LTAG B. Miller  
RSC A. Bunting
8. Mirsky will ask that ULs minutes be routed to SOPAG.

#### II. Workshops:

B. Hurley will be the new SOPAG liaison to the Metadata Workshop group and will ask the chair of that group for a status report.

S. Lessick led a discussion on the proposed HOPS/RSC proposal for a workshop on Copyright in the Digital Age, which was distributed prior to the meeting. The topic was chosen based on a survey of 25 UC library copyright experts as designated by HOPS/RSC. The planned event will have talks by K. Crews and M. Jackson in the morning session and a panel of UC librarians with copyright expertise in the afternoon. The event will be given once in the north for 100 attendees

and once in the south for 125 attendees. Allocation of seats to campuses will be according to the SOPAG standard formula. The budget for this event was approved.

**ACTION:** Mirsky will refer the proposal to the ULs. Lessick will inform the workshop-planning group of the discussion and suggest they communicate with the UC Copyright Committee about workshop plans and feedback.

J. Ober said that in preparation for the new MELVYL catalog (MELVYL-T), the CDL was planning November workshops (north/south) on usability testing for UC library staff evaluators. The event is planned for up to 35 attendees at each site; the audience being campus HOPS representatives, Evaluation Liaisons, other campus staff who might be involved in usability testing and appropriate CDL staff. In discussion, it was noted that

Some of the staff originally designated as Evaluation Liaisons have left, moved to other jobs, etc.

**ACTION:** Ober will consult with campuses to revise/update this group. Campuses will be asked to supply three names, in additions to the HOPS representative, for the Usability Testing Workshop.

### **III. Archiving/management of campus electronic records**

Mirsky led a discussion of the document prepared by the University Archivists Council on archiving of campus electronic records. It was agreed that for library participants in this discussion with campuses, it was important to distinguish clearly between the libraries' role in records to be kept permanently and/or those having historical importance and the quite different function of records management and fixed term retention to meet legal requirements.

**ACTION:** Mirsky will ask the Archivists to revise their document to provide education/explanation about these roles.

### **IV. CDL related matters**

Ober said that work on the campus management interface for the CDL Directory was almost done. Campuses that are going to input records are asked to provide a contact for this activity.

**ACTION:** Ober will send a call for Directory input liaisons and include relevant documentation.

Ober advised that the Request MELVYL function for Special Collections materials was not quite operational, but should be within a week.

B. Hurley reported that the RFP for the CBS is progressing well.

As of July 1, 2001, C. Bellanti has accepted a .25 FTE appointment as Operations Coordinator for Request MELVYL, replacing Tammy Dearie in that role, while Tammy remains on the project team. M. Heath will chair the Request project team, replacing Karen Butter who will step down from her role as CDL Senior Associate for Resource Sharing. The CDL expressed gratitude for the invaluable leadership provided by Tammy and Karen.

Bunting said that G. Werner had agreed to recommend to the ULs a distribution model for the money available for scanners needed to implement desktop delivery. The money thus allocated will be transferred to campuses. Each campus will receive a minimum of one Minolta 7000 workstation/printer.

Ober said that the CDL has received advice to negotiate for access to replacement databases as early as possible, as decisions are made in the A&I transition. Early access allows a jump-start on instruction and migration of use. This has prompted work to begin on the design of CDL-hosted workshops that address education issues of collaboration, effectiveness, and information literacy in a timely fashion for the transition. Such workshops may be proposed for the September timeframe;

**ACTION:** Ober will consult with SOPAG on developments as early as possible.

**V. Ober referred to the recommendation on advisory and implementation roles previously distributed:**

SOPAG agreed to serve as the advisory group for both the Catalog and the A&I transitions. They endorsed the proposal that the A&I transition steering committee continue as an implementation committee for the A&I transition. They further endorsed the proposal that the CDL Users Council serve as the primary communication path for the Melvyl Transition as the Melvyl-T implementation teams make progress.

**VI. Cris Campbell joined the meeting to explain the current status of the transition from MELVYL to MELVYL-T:**

CDL staff has been assigned a project manager and a technical consultant by Ex Libris and have met with them. An initial load of software is expected the last week of May, slightly ahead of the project timeline.

Campbell advised that numerous policy issues would arise and need decisions during the implementation process. The first of these concerned the structure of the database, including the merge of CAT and PE and the CDL agreement with the Library of California to continue providing access to non-UC serials records (from CULP). SOPAG concurred with the recommendation that the MELVYL catalog be structured as a single database, incorporating CAT, PE and CULP.

The single MELVYL-T database will draw heavily upon the CAT/PE merge discussed a few years ago. Both CAT and PE records will be in the same database responding to the same search commands. CDL staff is working to develop the best display options for search results in the new merged catalog.

Campbell further explained that the transition would explore fully the flexibility of the Ex Libris software, for example in delimiting searches by location(s), genre, or format(s). It was observed in discussion that while full utilization of such flexibility could eventually be quite useful, it was advisable to begin with a simple array of choices comparable to those now in MELVYL.

A second recommendation, which was endorsed by SOPAG, was to continue to include in the catalog the journal analytics records submitted by various campus contributors. The Melvyl

Transition Team will investigate the possibility of using the Ex Libris Aleph software to link analytic records to the appropriate serial or book records in MELVYL, so that a user will be able to quickly discover the availability of the item at locations other than the library that created the analytic.

In the third policy-related discussion Campbell explained that MELVYL Request would work better if it had access to circulation information for materials stored in the RLFs. Since this circulation information is in the RLFs' systems, it was proposed their location code be designated as the location in Melvyl-T. Hurley suggested that if this were done, we would like also to be able to store the owning location somewhere in the record. SOPAG agreed with the importance of the objective, but identified potential problems and asked that other solutions also be considered.

#### **VII. Collection Management Initiative:**

C. Johns explained that the database of publishers/titles suitable for the CMI had been revised and that publishers not able to provide data on electronic use have been removed. The final database will be sent to campuses the evening of May 18th. There has been discussion by the CMI team of the number of titles needed from participating campuses. Campuses are asked to supply 50 experimental titles and 50 control titles. It is expected that there may be some duplication of titles among the first lists from campuses and that some negotiation about specific titles may follow. Campuses will record titles for which they volunteer on a spreadsheet at a URL to be distributed shortly.

#### **VIII. Electronic Books:**

There was discussion of the report of the Task Force on Electronic Books, which had been forwarded to SOPAG by the JSC. Howard said that the report had been forwarded for any comment SOPAG might have on it and to inform members of the current status of a format that JSC thought would likely become important for CDL and for UC libraries. SOPAG was appreciative of the recommendations and strategies suggested in the report, and interested in what next steps will be suggested by the Joint Steering Committee on Shared Collections. No specific SOPAG action was requested or suggested at this point.

#### **IX. Task Force Updates:**

Hurley reported that the Digital Preservation Task Force had held a first meeting and that the Open Archival Information System (OAIS) model will be the basis for future discussions. A second meeting has been scheduled at UCLA. Lessick reported that the Digital Reference Task Force is at work. Mirsky said that the Privacy Task Force, led by K. Coyle was very active and had some documents posted on the SOPAG web site. J. Kochi reported that the Access Integration Task Force was also active and had met twice.

#### **X. All Campus Groups:**

Bunting was asked to convey to the RSC a question from the last ULs meeting as to whether the present three month intercampus loan was working well and whether it would be possible to extend this loan period.

B. Miller reported that at the last LTAG meeting there had been discussion as to whether there should be LTAG representation on all groups that had CDLT representation. In discussion there was not agreement that this was necessary in all cases, but it was concluded that SOPAG should be mindful of campus systems representation in constituting groups.

Johns noted that CDC had discussed the CRL Task Force Report at its last meeting and that the only action from this had been appointment of P. Briscoe to replace J. Paquette on CRL's Collection Development Officers committee.

**XI. Meeting schedule:**

Mirsky mentioned that the meeting scheduled for November 30th conflicted with the CNI meeting and asked if this could be changed. The meeting date was moved to December 7th.  
[Minor corrections added 06.07.01(psm)]

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