Systemwide Operations and Planning Advisory Group (SOPAG)

SOPAG Meeting, 6/4/99, Action Minutes (revised 6/17/99)

Present: C. Clark, M. Heath, B. Hurley, C. Johns, L. Kennedy, P. Mirsky, A. Ritch, B. Schottlaender, J. Tanno, J. Wilson, B. French (recorder)

CDL related items:

French reviewed the Request RFP situation. The unanimous opinion of the PIR Project Team, joined by Bernie Hurley, was that no proposals accomplished the major goals of the fulfillment service in a cost effective manner. The collaborative RFP development process was enormously valuable exercise and has provided us with a blueprint of what we want to accomplish. French is preparing a statement that explains the decision to halt the RFP process, the activities which can proceed regardless of this action (implementation of most Phase II policies and implementation of article Request through the CDL-hosted databases), and strategies which might be pursued to accomplish some of the same goals embodied by the RFP. Action: French will distribute the statement at the Updates and to the University Librarians the week of June 7 and place on the web
site after the first Update in Irvine on June 9.

French distributed preliminary results of the Request user survey which was distributed by campus staff in a two-week period of April 1999. Recipients of books ordered through Request were asked to respond. Action: SOPAG recommended that the Project Team develop an online questionnaire that would be administered periodically to users of the service. Although SOPAG recognizes the inherent self-selection bias, it should have an easy escape for those who already responded or do not want to respond.

French reviewed highlights from the forthcoming report, Extending Request to Articles in CDL-hosted databases: an Assessment of Issues and Potential Impacts, which will be complete in June. The purpose of the report is to provide background to SOPAG and the University Librarians in making decisions as to whether and when to extend Request to articles. If article Request is implemented, it will be important for all campuses to review procedures for tracking and paying royalties in accordance with CONTU guidelines. To avoid placing ILL requests for online articles, it will also be important for staff to have access to PE and local catalog records for titles with online articles.

ACTION: SOPAG will ask the Resource Sharing Committee to review and report to SOPAG on procedures for tracking titles borrowed. The Project Team will review potentials for automated collection of pertinent title data.

ACTION: French will distribute the report to SOPAG, the Resource Sharing Committee, and the Request web site by the end of June. SOPAG will consider extending Request to articles at its July 30 meeting.

OAC:

Schottlaender provided an update on plans for digitizing archival material across campuses that fall within the two themes chosen, the arts in California and ethnic groups in California. Digitization funds will not be distributed proportionately, but rather to maximize the usefulness of these virtual collections.

ACTION: Schottlaender will consult with the Joint Steering Committee on Shared Collections in making the selections of material.

A list of technical requirements will be in place. Digitization standards have already been prepared by the CDL Architectures and Standards Working Group. There will be performance standards for serving collections that reside on local servers. Guidance for evaluation of rights will also be developed.

Task Force on Collaborative Strategies for Archiving of Print in the Digital Environment.
ACTIONS: SOPAG will appoint: Sheryl Davis (R), Chair, Eric MacDonald (I), Barbara Schader (LA), Carol La Russa (D), Katie Frohmberg (B), Scott Miller (NRLF), and Catherine Nelson (SB). Cecily Johns will serve as SOPAG Liaison. The Task Force will be asked for a status report November, a preliminary report January, 2000, and final report, March 15, 2000.

Follow-up to University Librarians discussion of TFER2 report and recommendations.
The University Librarians reached consensus and an approach for the bibliographic portion of the TFER2 cataloging guidelines. Action on the holdings portion of the guidelines is deferred until after the Cataloging Pilot. It is expected that campuses will begin following the bibliographic guidelines immediately.

ACTION: SOPAG will direct HOTS to disseminate the bibliographic guidelines to the campuses for implementation and to develop appropriate mechanisms for resolving interpretation questions.

ACTION: SOPAG recommends that the CDL promulgate the bibliographic guidelines to non-General library contributors to the union catalog and requests that CDL explore automated mechanisms for monitoring compliance.

Cataloging Pilot.
In addition to assessing workloads of both the catalog record creating and receiving libraries, the Cataloging Pilot will emphasize displays. In addition, Laine Farley has charged a small group (Ken Firestein-D, Frank Gravier- SC, and Janice Contini-LA) to help develop displays that are feasible toimplement.

ACTION: Display options resulting from these efforts will be widely reviewed, especially by public services groups. These efforts are expected to take one to two months. SOPAG is concerned that campus catalog records for systemwide electronic resources (e.g., e journals) not be uploaded into the union catalog until after the Cataloging Pilot is complete and display issues are resolved.

Pinyin conversion.
SOPAG endorsed HOTS recommendation to appoint a task force to cooordinate conversion to Pinyin from Wade-Giles for catalog records.

ACTION: SOPAG will appoint the following members to a Pinyin Conversion Task Force: Bruce Miller (SD), Convenor, Karl Lo (SD), Yu-Lan Chou (B), Sarah Elman (LA), Karen Coyle (CDL). Bernie Hurley will serve as SOPAG Liaison.

SOPAG and Systemwide Library Planning web site.

Gary Lawrence has confirmed server space for linking a SOPAG site to the Systemwide Library Planning website.

ACTIONS: L. Kennedy will confer with Gary Lawrence to determine exactly what steps SOPAG needs to take to implement the site and will consider design of the site. B. Hurley will attempt to locate a Web Master to implement and maintain the site. First priority will be to mount SOPAG minutes and related documents.

All campus groups.
HOTS.
SOPAG agrees that there is a need for librarians to understand digital library objects and all the associated metadata pertaining to these objects. SOPAG is supportive of the HOTS request, particularly for arranging for the OCLC workshop as a first step. Action: HOTS and LTAG will be jointly charged to develop a curriculum for a series of workshops that will expand UC library staff knowledge of digital object metadataincluding descriptive, administrative, and structural metadata. The series of workshops should take place at a single site for participation by all campuses.

Heads of Special Collections and UC Archivists Council.
SOPAG must necessarily limit the number of groups reporting directly to SOPAG. Actions: HOSC and UCAC will be Common Interest Groups and report to the Collection Development Committee. They should bring issues outside of CDCs purview to other All-campus Groups including SOPAG as needed. Mirsky will ask UCAC to clarify some aspects of its charge. Mirsky will ask HOSC to coordinate work on a number of its objective with appropriate All-Campus Groups such as the Resource Sharing Committee and specifically in examining insurance limits, size limitations, and handling issues that might have prevented the use of TRICOR for transport of special collections materials (see below).

Resource Sharing Committee.
University Librarians have named its members and LAUC its representative. Actions: Venita Jorgenson (R) will be chair. The RSC will be asked specifically to identify and monitor issues of quality control, insurance, and limitations that are hindering use of TRICOR for interlibrary transport. Specifically, they should identify potential contract modifications.

Preservation Advisory Committee.

ACTION: PAG will be a Common Interest Group, report to Collection Development Committee, and bring issues to other All-Campus Groups as appropriate.

Collection Development Committee.
ACTION: Mirsky will discuss the charge with Chair C. Howard.
CDL Forums.
SOPAG supports having single site forums in the future (rather than north/south) with focus on a single digital library topic.
Sopag notes 6.4.99 baf
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