<div align="center">**Systemwide Operations and Planning Advisory Group (SOPAG)**</div>

SOPAG Meeting, 7/30/99, Action Minutes

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

Absent: B. Hurley

A. CDL Related Items:

Request and Articles
SOPAG discussed the timeline for expanding Request to include articles, taking into account the analysis documents developed by Bev French, the Resource Sharing Committee's recommendation, and input from each campus. Bev's investigation revealed UC is in a unique situation. No other university system or consortium with such a long history in resource sharing and an already established base of interlibrary lending has yet developed a comprehensive online patron initiated intercampus lending system as we are seeking to do. This background is making it difficult for us to project what sort of increased activity level we might see after the implementation of Request.

SOPAG discussed the possibility of disabling MELVYL Request in lieu of developing telnet functionality further and recommends considering this action only after articles are available from Request.

ACTION: SOPAG endorses extending Request to include articles by January 2000. French will send this recommendation to the ULs for their next meeting agenda. CDL tentatively scheduled the test phase for articles to begin Nov. 3rd.

Cost Analysis:
It was agreed that further analysis of costs due to increased Request traffic resulting from the expansion to articles needs to be monitored. We also need projections of undergraduate ILL use (books and articles) for planning purposes in extending Request to undergraduates. How copyright compliance is handled on each campus needs to be reviewed to determine the degree to which practice varies.
ACTION: Mirsky will ask the Resource Sharing Committee (RSC) to conduct an environmental scan on each campus of undergraduate ILL borrowing and implementation of copyright. The RSC will also be asked to follow up on the cost analysis work begun by Mirsky, Hurley, and Tanno.
Electronic Government Information:
A. Sevetson presented her report, reviewing each of the proposed actions with us. She explained that although the initial focus suggested by R. Lucier and B. French was on U.S. government documents, the UC GILS were very concerned about the lack of activities to archive and provide access to California and local documents. GILS strongly advocated for proposals to be included for these categories of documents, in some cases building on pilot projects initiated by individual campuses. The Joint Steering Committee on Shared Collections, with which Sevetson also met, endorsed all of the projects.

SOPAG recommended that revisions be made to provide more background and explanation for some proposals so that the current environment and the proposal objectives will be more clearly articulated. Suggested changes include: adding persuasive text as to how each of these projects plug into the stated goals, identify what's launched as a pilot already and why it needs support, and identify strategic political action. A. Sevetson was also asked to provide more background about the need for work on California and local government documents projects.

ACTION: A. Sevetson will make changes based on SOPAG and GILS input. Following these revisions, the proposals will be distributed to the ACGs for review and comment. They will be sent to the University Librarians Steering Committee for discussion at the Joint ULs/SOPAG meeting in November.

B. Request for Adjustment in the Risk Management Unit Replacement Values for 35 mm Slides.
SOPAG members queried their campuses and all are supportive of the UC Slide Curators proposal.
ACTION: SOPAG endorses the request from the UC Slide Curators to adjust the unit replacement value for 35mm slides to $12.00 from the different unit values previously used by each campus.

C. Jt. Committee on Collections
B. French has asked STIC to confirm whether there is still interest in purchasing CAS collectively. The license and business issues may require major effort.

B. French is planning a meeting with bibliographers who are involved with negotiating license agreements on their campuses. It will be limited to 25-30 people, by invitation only. The focus will be on licenses not included in the core list of databases everyone wanted, but those for which there was some expressed interest. B. French expects to develop a license toolkit and a package of resources to provide background. Co-investment and other UC-specific issues will be covered.

D. Follow up on SOPAG and Its Committees and groups on the Systemwide Library Planning web sites
L. Kennedy distributed a mock-up of a prototype web page where SOPAG action minutes and the minutes of All Campus Groups (ACGs) can be posted. Lisa Weber, UCB, has agreed to serve as Webmaster.
ACTION: SOPAG endorsed the prototype design. L Kennedy will review existing CLP site policies and inform SOPAG and the ACGs of appropriate protocols for submission of content.
E. All Campus Groups:
1. Activity Reports
We discussed whether there is a need to have the ACGs and task groups regularly report their activities to SOPAG. We concluded that we get regular reports in the form of minutes. Goals identified for the year also give us a sense of what each ACG is working on. Task groups will typically be given charges that include interim and final reporting deadlines.
ACTION: We will ask the ACGs to report on accomplishment of stated goals at the end of each year and will continue to ask task groups we charge to give us regular progress reports.
2. SOPAG reviewed the revised HOPS Charge.
ACTION: SOPAG approves the HOPS charge and goals for the year.

3. Charge to Develop Metadata Workshops

SOPAG reviewed the charge drafted by M. Heath and B. Alan to LTAG and HOTS to develop workshops on digital object metadata. In order to develop the curriculum, it is recommended that other workshop offerings be reviewed and considered for the UC series. We further recommend that the target audience be identified as the UC library community with an initial emphasis on the technical processing community. This is in line with our thinking that it is desirable to organize a workshop series that covers the range from basic to advanced skills.

ACTION: Mirsky will ask B. Alan and M. Heath to revise the charge for distribution to HOTS and LTAG. The target timetable for the workshop series is Spring 2000. SOPAG wants a proposal from HOTS and LTAG by its November meeting.

F. Central Cataloging Agency (CCA) Report:

SOPAG received a status report from Crystal Graham, UCSD. UCSD sent records for e-resources that they cataloged to CDL-T who will be responsible for developing the mechanism to output the records for UCD, the test recipient campus. The test is anticipated to conclude within a few weeks. We acknowledged that each campus is anxious to begin providing bibliographic access to CDL licensed resources in campus OPACs and MELVYL.

As this was Brian's last meeting, the group wished him well in his new assignment as UCSD's UL. A new representative from UCLA will be appointed.

Recorded by C. Clark

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