

*Library Technology Advisory Group*  
*Telephone Conference Call Meeting Minutes*  
**Friday – July 17, 2009**

**Call to order**

Declan Fleming (Chair) called to order the meeting of the Library Technology Advisory Group at 2 p.m. on 7/17/09 by way of ReadyTalk telephone conference call.

**Roll call**

The following persons were present:

- UC San Diego - Declan Fleming (chair)
- UC Berkeley - Lynne Grigsby
- UC Irvine – Adrian Petrisor
- UC Los Angeles - Vicki Terbovich
- UC Riverside - Terry Toy
- UC Santa Cruz – Eric Mitchell
- CDL – John Ober
- UC Davis – Dale Snapp
- LAUC – Sue Perry
- UC Merced – Emily Lin
- UC Santa Barbara – Ana Fidler

The following person(s) were absent:

- UC San Francisco – Ann Dobson
- SOPAG – Diane Bisom

**Open Issues**

1. UCTrust/Shibboleth

Review of John Ober's proposal for SOPAG regarding Shibboleth

CDL – David Walker is still leading the UC Trust working group. At the last meeting, they went over the use case proposal. They stand ready to start their own working group to respond to the UC libraries further declarations/questions as to what we think should be done. David Walker will form

a working group to respond to the libraries questions/proposals/requests for help and advice.

CDL – Everyone is able to provide the identity provider for Shib/UC Trust. Campuses need to set up a process for SSO. John doesn't know that every campus has done this, but knows every campus is able to provide.

UCLA – Does not have active directory authentication in place. Should be ready by the first quarter. This is a top project in the active directory area.

UCSD – Suggests that we should pass the proposal to SOPAG in its current form.

CDL – Regarding SOPAG LTAG members. John (as a named CDL member) is fine with being a part of the group. It makes sense because a number of challenges LTAG would like to address involve system wide services.

UCSD – We should add a couple of bullets to the proposal that include 2 or 3 LTAG member names and also include CDL member.

UCD – Regarding the charge/timeline at the end of the draft proposal. LTAG/SOPAG should set the timeline. 1. To confirm that pursuing SSO/Shib will yield benefits. 2. Define the technology path/partners.

UCSD – We should seek guidance from SOPAG.

**ACTION:** John will send out one more copy of the draft proposal and send to Diane to present at the SOPAG/ACG meeting on 8/31.

2. SOPAG and ALL Campus Group Chairs meeting – August 31<sup>st</sup>.  
LTAG Annual Report Guidance

UCR – Summarizing what we've done over the past year is sufficient. Terry was LTAG chair years ago and will submit what she did before for comparison.

**ACTION:** Declan will send annual report draft to the group and share at the 8/31 ACG meeting.

3. Update from John Ober on VDX client-server architecture (for ILL), especially with managed desktops.

CDL – Months ago, John asked for help to assemble a list of IP ranges. The VDX system has both a web client and a Windows-based client. The Windows-based client includes some features not available on the web client. It's possible every campus is using the Windows client. Client configuration, changes, and trouble-shooting (e.g. for a recent case where some campuses reported slow client response) may present a local problem with software installation, configuration, and management, especially for a managed desktop environment. There will be a new client coming out sometime next year. Who should CDL be going through if any ILL staff needs to ask for something outside of normal business? Would a troubleshooting request that required a particular change to desktops, alerting LTAG members be sufficient?

UCSD – Any ILL staff can submit a service desk ticket and IT can help. Tell the people having trouble that they can contact the service desk.

UCD – When you inform the ILL group, they submit a help desk request and they take care of it.

UCR – Notifying LTAG members is helpful so that they have a heads up.

UCLA – The new Windows-based client is interesting. Vicki would like to be notified when talking about any deployment timeframe.

**ACTION:** Ober will alert CDL's Bib Services group that a courtesy notification to LTAG along with specific instructions/requests to affected ILL staff should be conventional practice. LTAG members will facilitate local response as necessary.

#### 4. Libraries IT Projects Lists

LTAG was charged with submitting a link to their libraries' projects they have in place.

UCSD – Declan has received projects list from about half of the group. We need a Wiki or some central area to place this; however, some are not sure if they want it to be public. Ana at UCSB has some space sitting in Confluence.

UCSB – Ana is more than happy to share Confluence space to those with access. Does the group have any interest in using it?

CDL – UCOP has not rolled out system wide Confluence.

**ACTION:** Ana Fidler will find out if LTAG can have permanent Confluence space at least for the next four years. Declan will see if he can set up a nice space. Ana will need updates on membership to update the accounts.

#### 5. Round-Robin on security issues or efforts

CDL – John attended the UCCSC (Dale Snapp present also) and it was all about security, including the fact that hacks now are aimed at applications more often than at OS vulnerabilities.

UCLA – New person just joined and he is working with some of the perceived security holes that UCLA has.

UCD – Has cyber safety policy that campus mandates. Started this as best practices then developed into actual policy.

UCSC – Campus has subset of compliance plus additional requirements. Working toward writing a policy.

UCSB – actively informed of issues but no written policy. Has explicit internal security but works with campus directly.

UCM- Follows campus IT policy.

UCSD – Follows campus minimum security policy.

UCR – Has no separate policy follows the campus minimum security policy as well.

CDL – Considering how closely to codify the local security plans and procedures and their compliance with UC policies. How do we meet obligation to train staff so they are aware of the policies and their responsibilities?

UCI - Any policies regarding what staff is accessing? Any boundaries?

**ACTION:** None

## 6. Updating the UC Libraries LTAG into Google Docs Spreadsheet

UCI – One of the LTAG’s last action items was for Adrian to come up with a procedure to get people to look at the Google docs spreadsheet. He will be sending out reminders. Adrian suggested that we should also investigate what new things we want to track.

UCD – Dale prefers something else. He uses an application called SmartSuite. Google goes through your stuff and they also index it. They can also pull content out. Dale is not

objecting to Google but will only put the things he wants to share.

**ACTION:** Adrian will add line a row with a “last updated” date field.

### **Future Agenda Items**

- Archiving digital objects with sensitive data
- Green computing/Sustainability/power savings
- Formalizing projects/elements sharing space. (Google docs, confluence, WIKI etc)

### **Adjournment**

- Declan Fleming adjourned the meeting at 3:20 pm
- Minutes submitted by: Michelle Harris, Administrative Assistant – UCSD Libraries
- Minutes approved by: Declan Fleming, IT Department Head, LTAG Chair – UCSD Libraries