

Shared Library Facilities Board (SLFB)

Minutes
Friday, December 15th, 2017

Chair: Erik Mitchell for Jeffrey MacKie-Mason
Note Taker: Danielle Westbrook

Members in attendance:

MacKenzie Smith (UCD)
Lorelei Tanji (UCI)
Virginia (Ginny) Steel (UCLA)
Haipeng Li (UCM)
Steve Mandeville-Gamble (UCR)

Tammy Dearie (UCSD)
Chris Shaffer (UCSF)
Alan Grosenheider (UCSB)
M. Elizabeth Cowell (UCSC)
Günter Waibel (CDL)

Erik Mitchell (NRLF), non-voting
Cathy Martyniak (SRLF), non-voting

Regrets: Dave Schmitt (UCSD), Ivy Anderson (CDL), Jeffrey MacKie-Mason (UCB), Thomas Cogswell (UCR)

Staff: Danielle Westbrook (CDL)

Agenda Item	Time	Duration	Responsible	Documents/Notes	Outcome/Goal
Shared Library Facilities Board (SLFB) Meeting					
1. RLF allocation procedures	11:00 – 11:15	00:15	Erik, Cathy	- Regional library facility annual allocation and exceptional deposit process	Final review and vote on endorsement.

Decision: The SLFB approves the RLF annual allocation and exceptional deposit process as-is.

Decision: The policy needs to be distributed to AULs for Collections (or equivalent staff who work with the RLFs on deposits), and should include a cover memo that outlines why and how the policy has changed. A webinar, or further outreach, might also be beneficial.

Action: Cathy and Erik will write a cover memo, highlighting the discussion from the Sept. SLFB meeting (re: why and how the policy was changed). They'll share the draft cover memo with SLFB for review and feedback, and will then distribute the new policy with the finalized cover memo in January to the AULs for Collections (or equivalent staff) at the campuses.

2. HathiTrust Shared Print Program discussion on next steps	11:15 – 11:45	00:30	Erik	- HT Shared Print policy change process - Response from HT ED - Draft letter from UC to HT	Decide if/how to move forward with participation.
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Decision: SLFB will write a cover memo to accompany the documents being sent to Provost Brown for his signature. The cover memo should explain UC's review process, the fact that Harvard's concerns mirror UC's, and that Mike Furlough, the Executive Director of HathiTrust, is in agreement with the UC-to-HT cover letter. The cover memo will also outline a timeline for reviewing and signing the documents. The entire package will be sent to Provost Brown via Vice Provost Susan Carlson.

Action: Erik will draft a cover memo to accompany the documents being sent to Provost Brown for his signature.