LT2 Charge

DATE:

TO: Sharon Benamou (UCLA), Sharon Scott (UCR),   Elaine McCracken (UCSB), Becky Culbertson (CDL)

CC: Susan Parker (UCLA SOPAG Representative), Diane Bisom (UCR SOPAG Representative), Lucia Snowhill (UCSB SOPAG Representative), Felicia Poe (CDL SOPAG Representative)

FROM: Vicki Grahame, SOPAG Sponsor, POT 6

SUBJECT: request to serve on Lightning Team 6.2

ATTACHMENT: HOTS Survey of UC Campus Library Backlogs July 2010

As you know, Next-Generation Technical Services (NGTS) is an initiative developed by the University Librarians and SOPAG to redesign technical services workflows across the full range of library formats in order to take advantage of new system-wide capabilities and tools, minimize redundant activities, improve efficiency, and foster innovation in collection development and management to the benefit of UC library users.

The Power of Three groups have been empowered to form short-term groups charged with conducting pilot projects or other specific, well-defined tasks that will assist the POT in completing the deliverables outlined in its charge. Composition of the Lightning Teams will depend on the scope of the task. The POT can tap any appropriate experts from within the UC system with consideration of UC location/geography, campus size and decision-making authority.

As recognized experts in the field, you have been selected to serve on a POT6 Lightning Team to develop and conduct surveys. As part of our work we are asking your group to identify the cataloging and processing backlogs currently in our campus libraries and understand more about the nature of these materials.   This will help guide us as we look to identify pilot projects and opportunities to engage UC Libraries more broadly in assisting each other through some of the activities that will come out of NGTS.

Your chair will be Sharon Benamou (UCLA). Tony Harvell (UCSD) will be your POT 6 liaison to facilitate communication and filter questions and concerns.. The details of the tasks and the charges may change, and new tasks may arise that need to be addressed.

For this team, the project tasks we've identified so far are listed below with target completion dates:

CHARGE: 1)   Attached is a survey prepared by HOTS in July 2010 to identify the cataloging backlogs in UC Libraries.   Evaluate the scope and format of that survey to see how it can be improved to allow for easier collecting and updating.

2) Determine the group to whom the survey should be sent.

3) Design and conduct a survey to identify the number of uncataloged and/or unprocessed monographs and serials, in all analog and digital format; materials destined for Special Collections as well as general collections in UC Libraries.   This should exclude unprocessed archival or manuscript materials. We would like to know the approximate title count, whether a monograph, serial or integrating resource, and the format and language of the material. If possible, please indicate whether the material needs original cataloging or has copy.   It would also be helpful if respondents might indicate why this backlog has developed (e.g. lack of staff in general, staff left and the position is unfilled, a large gift or purchase collection acquired at once, etc.). This information will help inform approaches that might be useful in eliminating these backlogs and preventing them in the future.

4) Recommend how often this survey should be updated, how it could more easily be updated, and identify who should assume the responsibility for updating this survey in the future.

TIME FRAME AND TARGET DATES:

October 21 – Begin work

November 4 -   Deliver draft survey to POT 6 for review

November 18 - Send survey out to campuses

December 9 -- Deadline for campuses to respond

January 6   -- Lightning Team completes data gathering, compiles responses, and analyzes findings from survey

January 13 -   Lightning Team prepares a report to POT 6 with an analysis of their findings, along with recommendations on how to improve the survey, how often it should be updated, and who should assume responsibility for maintaining the survey in the future.

Thank you for your willingness to serve UC Libraries in what we believe will be an important step toward improving technical services operations across the campuses.

Please acknowledge your willingness to participate by replying to this email by October 21, 2011.
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