

Public Copy of 04/11/14

Attendance

Date: 04/11/14

Note taker: Todd

Attended: Sara Davidson, Kristine Ferry, Catherine Friedman, Todd Grappone, Lynne Grigsby, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: Robin Chandler, Gary Johnson

Meeting Guest(s): Louise Ratliff (UCLA), Leslie Wolf (CDL)

Agenda

1. Attendance call (Patti, 1 min)
2. Approve public minutes from last meeting (Michele, 1 min)
3. Metadata Policy Task Group Survey (Louise Ratliff, 15 min)
4. [UC-eLinks/Request Operations Teams Communication Plan - SAG 2 Communication Plan](#) (Leslie Wolf, 10 minutes)
5. Digital Reference Operations Team [charge](#) update (Catherine, 5 minutes)
6. ILL RFP update (Kristine, 15 minutes)
7. Discussion of ILS/RMS [charge](#)/ clarification of Operations Team Liaison (Patti, 10 minutes)
8. Review of [items from previous meeting](#) (Patti, 10 min)
9. Review today's action items (Todd, 2 min)

Agenda

Notes

Item	Notes	Decision/Action
Approve notes from last meeting	Group should review a few days before we meet	Approved.
1. Metadata Policy Task Group Survey	<p>Team is reviewing charge and needs more information. Created a survey to ask; Can SAG2 send to appropriate campus and CDL? What kind of MD do we create? What kind of usage on campus? What kind do we receive from Campus (in library and from scholars)? What mechanisms are used to make MD available? ILS, DAMS? What policies are used to cover MD?</p> <p>Team will reformat the survey before sending it out. How will survey data be used?</p> <p>Q: To whom will the survey be distributed? Louise: SAG2 has all campus representatives. SAG2 should know who to send it to. Example would be head of Cataloging and Metadata. Xiaoli: Best way to distribute would be through SAG2.</p> <p>Catherine: Would like to talk about the role of SAG2 in distributing information to campus.</p> <p>Lynne:: Concern about the amount of work needed to fill in an 8 page survey. A lot of people will need to weigh in.</p> <p>Patti: Could the survey be targeted?</p> <p>Sara: There would be a lot of overlap with campus and CDL.</p>	<p>DECIDED :</p> <ol style="list-style-type: none">1. Sent the survey back to the team for revision.

Catherine: What was the goal of the group given the overlap?

Louise: Experts are on campus. Hadn't considered the method to coordinate. Considering the content of the survey. Do campuses dealing with the same vendors have the same contractual language?

Lynne:: I don't know, but some vendors say "don't share" would assume it's the same for all campuses. Q: What are the questions you are trying to answer?

Xiaoli: Would like to know if any campus has shared metadata restrictions. What MD providers are used by each campus.

Lynne:: The list of vendors would be a snapshot in time. Will not be relevant in a month. Just a snapshot.

Louise: Task group is interested in use and restrictions of MD. Would like to know what restrictions there are. Perhaps we could ask for a number of vendors. Would like to know if there is a right to know if it can be shared. This is sort of an environmental scan. We don't know what policy to shape without understanding what is being used and how. Would like to have all metadata under a cc0 license and be able to share.

Catherine: Perhaps a targeted series of conversations with experts would be more effective.

Louise: Like developing use cases? C: Yes. That's just an idea.

Todd: Research? Xiaoli: We did. None could articulate with how the policy was created.

X: We could revise the survey to narrow the scope. Lynne:: What is it that you really need to know? This would be overwhelming. Perhaps just narrow the survey down to restrictions. Number of vendors not as important as # of records.

Lynne: Also ask about policies. X: Good suggestion. L: we could simplify by focusing on things with restrictions. How large a percentage does that represent?

Todd: Use cases like "HathiTrust" coupled with policy docs would be helpful.

P: Don't limit to library. Lots of MD created outside of library. Look beyond the library.

Louise: Broadens the scope.

<p>2. UC-eLinks/Request Operations Teams Communication Plan - SAG 2 Communication Plan</p>	<p>Guest: Leslie Wolf.</p> <p>Questions from the Cedilla team.</p> <ol style="list-style-type: none"> 1. how often should reports be sent? Catherine: Quarterly reports are good. Adrian: Agreed. SAG in agreement. 2. what other triggers are needed to send reports? Catherine: questions about the role of SAG in supporting operational activities. Would like to have a discussion about SAG role in narrow communications to campuses. 	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. Quarterly reports are good
<p>3. Digital Reference Operations Team charge update</p>	<p>Catherine gathered feedback, made changes and sent it back to the Ask a Librarian Manager to share with the team. Waiting for feedback from team. If changes are okay with team, we will consider it final, and get it posted for the public. Not sure where Ops Team charges go? On the wiki or should Ops Teams charges also or only live on the public web?</p> <p>P: Should be on the public web. K: agreed.</p> <p>Adrian: Someone from the SAG took training on posting. Will look into it. Sue: Michelle can you post? M: the context of the training was for posting minutes. Don't know if I can do anything else. A: We should have a backup for Michelle. I can be the backup.</p> <p>Suggestion to use the wiki to create charge for version control. Publish charges to open web.</p>	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. Formalized Operation Team charge documents will live on the public web until changed. Not on the wiki. 2. Wiki will be used for version control.
<p>4. ILL RFP update</p>	<p>RFP sent. Months end participants will join conference call.</p> <p>Q: Do we need a face to face meeting with all campuses to meet with vendor who is chosen to discuss rollout? Who do we ask to authorize travel to the meeting?</p> <p>Catherine: Are you thinking we need to put together an implementation plan?</p> <p>Need to figure out details. Need a project plan and project manager.</p> <p>Catherine: the meeting needs to be part of the project plan. We need a project plan. Should be the project team to move forward, develop a project plan. Should be developed by the ops team. SAG Agrees.</p> <p>Operations team will develop a project plan and bring it to SAG2 for approval. Can we approve? Todd: We should "endorse" a plan for CoUL approval.</p> <p>Patti: RFP team. should they be dismissed?</p> <p>Incorporate SLA into contract. Will share with SAG2 about expectations. Once that's done the TF could be discharged.</p> <p>Patti: I'd like to review because that will govern the contract.</p> <p>Kristine: Will send to SAG for future agenda discussion.</p> <p>RFP went out on the 31st.</p>	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. The SLA content will be incorporated into the RFP. 2. Project plan, project manager and implementation plan are needed.

<p>5. Discussion of ILS/RMS charge/ clarification of Operations Team Liaison</p>	<p>Clarification of the role of the liaison on the operations team. Operations team overview was updated.</p> <p>Lynne provided a link to the correct document.</p> <p>Eric: Operations team should take communication to liaison who will bring issues back to SAG.</p> <p>Catherine: Take this to all of our Operations Teams.</p> <p>P: Operations Teams should push issues to liaison. Catherine: I agree. The responsibility should not lie only with liaison. Operations team should be proactive and liaison should work this out with their Operations team.</p> <p>P: Do all assigned liaisons believe they can connect with Operations Teams? Xiaoli: Yes. Should we update our list of Operations Teams and liaisons? Put a real name on the page. Update the form to make it clear.</p> <p>Sara: Are all the Operations Teams and liaisons listed? In the minutes, and in the wiki. A: The column is empty and needs to be updated. Lynne will update.</p> <p>Adrian will run the meeting on April 22nd.</p>	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. Operations Teams should push issues to liaison. 2. Adrian Petrisor will run the SAG meeting on 4-22-14.
<p>6. Review of items from previous meeting</p>	<p>Michelle will update public minutes. All action items were completed from last meeting. Group hug.</p>	
<p>7. Review today's action items</p>	<p>Metadata policy project team and mechanism for Catherine SAG concerns.</p> <p>What is our role as a strategic action group? Looking at requests from Operations Teams for access to campus for projects, not sure this is what we want to do. P: If additional resources are needed Operations Teams need to come to SAG. Catherine: Cedilla wants to request assistance to recruit members. This is a communication need not for SAG 2. Are they looking for approval for an intent to recruit or a request to help recruit. Catherine: Need to learn roles and responsibilities with Project and Operations Teams. Lynne: Shortcoming of the new SAG design if Teams need contacts on campus that don't exist. Patti: The charge of the SAG states that we are empowered to add members to the group when needed. Catherine: Like we do to invite people to the conference call. Patti: I read it a different way. Xiaoli: We need to tell the team what to do. Catherine: Project Teams should assume the authority to talk to campus. Adrian: I agree.</p> <p>Xiaoli: What should I bring back to the group? What's the next step? P: We cannot condone this survey, it's too long it needs focus. Xiaoli: Will ask them to rethink and resubmit.</p> <p>P: need to define our role as strategic.</p>	<p>DECIDED :</p> <ol style="list-style-type: none"> 1. Project Teams should assume the authority to talk to campus. 2. The Project Teams need to articulate communications and take appropriate action.