

Public Copy of 03/20/15

Attendance

Date: 03/20/15

Note taker: *Eric*

Attended: Robin Chandler, Sara Davidson, Kristine Ferry, Catherine Friedman, Todd Grappone, Lynne Grigsby, Xiaoli Li, Patricia Martin, Eric Milenkiewicz, Marti Jean Kallal, Susan Boone, Sue Chesley Perry, Adrian Petrisor, Todd Grappone

Absent: *None*

Meeting Guest(s): *John Riemer*

Agenda

1. Attendance (Eric)
2. Approve public meeting minutes (Adrian)
3. Cataloging & Metadata CKG Update (John Riemer, 15 minutes)
4. Coordinating Committee Update via email (Robin Chandler to circulate)
5. CoUL feedback on Metadata Policy (Robin, 10 minutes)
6. Finalize [Melvyl Review Project Team Charge](#) and Identify Members (Patti, 15 minutes)
7. UCLDC: UC Collections representation in Calisphere (Eric, 15 minutes)
8. Review the SAG2 DAMS Subgroup Scope of Work (Robin, 15 minutes)
9. Review meeting minutes from previous meeting (Patti, 5 minutes)
10. Review Action Items (Eric)
11. If time... Lately I've been thinking of.....

Notes

Item	Notes	Decisions
1. Attendance	<ul style="list-style-type: none">• Completed	
2. Approve Meeting Minutes	<ul style="list-style-type: none">• Catherine made some updates	Approved
3. Cataloging and Metadata CKG Update	<ul style="list-style-type: none">• John Riemer, Head of Metadata/Tech Services at UCLA; Chair of this group since its inception• Approx. 20 members / monthly meetings• Primarily information sharing amongst campuses pertaining to developments in the field and things learned at conferences/workshops• Ongoing discussions regarding OCLC products• Reviewed UC Shared Print roadmap• Responded to SAG2 request on UC Shared Metadata policy• Chair will pass onto UC Merced this July 2015• CKG would be comfortable coming up with projects and passing along to SAGs (was unaware this option was available; will spread this information to his CKG)	

4. Coordinating
Committee
Report

Report to SAG 2 on Coordinating Committee (CC) Activities

March 20, 2015

Since the last SAG 2 meeting on 2/20/15, two CC meetings were held and the following information surfaced:

- 2/27/15
- 3/6/15

CoUL received and reviewed the Assessment Report on UCLAS from Katherine Kott, Consultant. CoUL also received recommendations from the Coordinating Committee responding to the consultant's report and data surfaced during the UCLAS survey.

CoUL members Lorelei Tanji and Ginny Steel met on 3/11/15 with Coordinating Committee Members and the SAG2 / CLS chairs to discuss the Assessment Report and CoULs proposal for restructuring UCLAS based on the ideas surfaced by the consultant and by the Coordinating Committee.

Lorelei Tanji will be distributing to the UCLAS membership the following documents (via CC Chair Rosalie Lack) after the March 20 CoUL meeting in two phases:

- Phase one:
 - Assessment Report from Katherine Kott
 - CC's recommendations to CoUL regarding the Assessment Report and survey
- Phase two:
 - CoUL's new UCLAS structure (developed in response to the ideas surfaced during the assessment process)

CoUL provided feedback to SAG 2 on the Metadata Policy. See separate SAG 2 Agenda item for detailed response and email from Robin to SAG 2 on 3/3/15.

CC endorsed the SAG 2 Melvyl Review Project Team, and while CC's approval is not needed for a SAG to form a project team, the CC appreciated being brought into the loop ("loop") and thought that this was a very good idea at this means to improve access for the user and also appreciates our light-weight process (i.e. communication something other than a white paper) See email from Robin to SAG 2 on 3/12/15.

UCLAS / LAUC Webinar Series (not yet formally announced):

- April 10, 2015: Sherri Berger, CDL will report out on the UCLDC Project

No CC response on SAG2 workplan; continue working on what SAG2 feel is important for now until response is received

<p>5. CoUL feedback on Metadata Policy</p>	<p>Metadata Sharing Policy</p> <p>CoUL Discussion February 2015</p> <p>The University Librarians of CoUL reviewed the Policy and accepted it with no comments. However, CDL provided the following feedback:</p> <p>“Process – the policy doesn’t speak to how we make decisions about metadata that is managed collectively at a Systemwide level. It does address data contributed by an external organization, giving UC license to treat it under its own policy discretion, but doesn’t speak to how we as UC collectively manage our own UC data. That may not be the purview of the policy per se, but it would be helpful to have guidance on that issue. I’m thinking about bib metadata sent to Google, for example, or UC Libraries metadata in Calisphere. The policy implies that each UC library would make individual decisions about metadata sharing, but some of these services have to operate collectively.</p> <p>One interpretation might be that if a collective metadata sharing issue arises, and it meets the criteria in the policy, it can proceed without additional approval. If any campus wishes to opt out, that might need to be evaluated in terms of effect on the collective purpose and reviewed by CoUL.</p> <p>Otherwise, CDL is fine with the policy and glad to have it.”</p> <p>CoUL asks SAG 2 and the Metadata Policy Project Team to consider the following:</p> <ul style="list-style-type: none"> • Broadening the policy to include how the UC Libraries make decisions about metadata that is managed collectively at a systemwide level, i.e. bibliographic metadata shared with an organization like Google, or UC Libraries digital asset metadata in Calisphere. If a campus library determines to opt out, and this impacts the collective purpose, how is this resolved? By CoUL? • SAG2 consensus is that policy is complete as it is and it is believed that the current policy covers this. Metadata Sharing Policy Project Team will be asked to draft a response to CoUL’s comment for SAG2 to review • "If metadata is shared it is shared"; if campus wants to opt out they can though • "All in or All Out"; either you share with Hathi, DPLA, etc or you don't; the choice for each campus is there 	<p>DECIDED :</p> <p>1. After approval from SAG2 it will be submitted to CC and CoUL</p>
<p>6. Melvyl Review Project Team Charge</p>	<ul style="list-style-type: none"> • Putting all tiers into a single interface OR each campus can choose which tiers to surface; both are changes to the current model and we want to see which is better for UX • Suggest changing Item #2 in Charge; take out last sentence and reword first sentence • Discussion of changing team name as the current name does not adequately describe the team's function <ul style="list-style-type: none"> • Re-do the title and the small project team can propose a change through email • Team membership discussion (see Action items) 	<p>DECIDED :</p> <p>1. Lynne Grigsby will be SAG2 liaison to the Melvyl Review Project Team</p>
<p>7. UCLDC: UC Collections representation in Calisphere</p>	<ul style="list-style-type: none"> • The CDL project team would like SAG2 to weigh-in on whether there is a need for the corpus of UC digital content to be displayed as a unified whole on Calisphere with its own faceted search. Basically, does UC digital content (from across campuses) need to be brought together for in Calisphere for discovery/display? • Original intent was to bring UC digital content together so YES this is still important • Bring in Collection Development officers to weigh-in on this • SAG3 should be brought into this discussion moving forward for the collections perspective • Can UCLDC bring together a landing page for all UC content in time for the upcoming launch? 	

<p>8. SAG2 DAMS Subgroup Scope of Work</p>	<p>SAG 2 DAMS subgroup</p> <p>Scope of Work (DRAFT)</p> <p>March 18, 2015</p> <p>The UCLAS SAG2 DAMS subteam has been established to consider the digital asset management needs for the UC Libraries in conjunction with the Summer 2015 release of the UC Libraries Digital Collection DAMs (UCLDC). Work of the subteam includes:</p> <ul style="list-style-type: none"> • Inventory and assess UCLDC's Phase One functionality at the time of public release; • Create a gap analysis of the requirements established for the creation and implementation of UCLDC to meet the needs of the UC campus Libraries by the NGTS POT 1 Lightning Team 1A. • For Phase Two of UCLDC Development: <ul style="list-style-type: none"> • Refresh and prioritize for future development and implementation the remaining functional requirements • Develop and test campus user workflows for pushing pulling objects through the system including UCLDC, Merritt and other 3rd party software to be identified • Investigate the treatment of all content equally, regardless of source • Propose new functionality for the UCLDC outside the original scope of requirements including but not limited to the management and discovery of digital objects and associated metadata (locally digitized and born digital collections) and conduit to other systems including preservation repositories and broader discovery platforms, such as but not limited to DPLA, Aeon and ArchivesSpace • Suggest co-development directions and models for the California Digital Library and the UC Libraries for future UCLDC development • Articulate the need for developing a business plan for UCLDC to coordinate migration of all digital objects and divestment from licensed and/or homegrown content services by campuses that choose to use UCLDC as their content management system. In this context, a business plan includes 1) a detailed project plan developed by a campus and CDL to migrate digital objects into UCLDC, test all required functionality, launch as a production service, cease subscribing to a vendor provided service or use of a homegrown service; and 2) finalizing a service level agreement for the UCLDC between a participating campus and CDL referencing a sustainable funding plan, and identification of resources to sustain production service. 	<p>DECIDED :</p> <p>1. Focus of next meeting will be future of UCLDC with CDL folks if available</p>
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