

Re: UC Libraries Advisory Structure Bimonthly Report

To: UC Libraries Advisory Structure (for information)

Users Council (via Ellen Meltzer for information & distribution)

CoUL (for information)

LAUC (via Nick Robinson for information & distribution)

From: Coordinating Committee, UC Libraries Advisory Structure (via Marlo Young, Communications Manager)

Date: 19 May 2014

The following report provides a bimonthly update on UC Libraries Advisory Structure (UCLAS) activities for the period of March and April 2014.

[Coordinating Committee](#) (CC)

By the end of April 2014, the new UC Libraries Advisory Structure has been in place for 10 months. The advisory structure's Strategic Action Groups (SAG) and Coordinating Committee (CC) are working effectively cross-functionally, yet many administrative details associated with operating within a new structure, including processes and workflows, continued to be identified and documented. Additionally, the Coordinating Committee is beginning to prepare a year one assessment plan in order to measure progress, effectiveness, and areas of opportunity to improve within the advisory structure.

Noteworthy activities include:

- Conducted conversations with CoUL's UCLAS representative to help determine how best to approach a year one assessment and drafted a tentative plan that will be used as a discussion tool.
- Prepared a proposal to establish a public blog for advisory structure information, enhance timeliness of communications, organization, discovery and preservation of UCLAS information, and will obtain additional input from the SAGs.
- Identified and endorsed a communications pilot for the SAG3: Collection Licensing Subgroup to enhance its efficiency and workflow across the Strategic Action Groups with input from the SAG and CLS Chairs.
- Reviewed, endorsed, and revised Operations Teams documentation to include the role of the SAG Operations Teams Liaisons, which SAG2 drafted.
- Recommended that SAG Project Team documentation, including charges and reports, be included on the SAG public webpages going forward.

- Discussed, reviewed and provided input on a SAG3's draft of "Bibliographer/Collection Librarian Groups: Proposal for a New Structure".
- Consulted with SAGs and the CLS and prepared a proposal for administrative support that was submitted to CoUL.
- Approved one new [Common Knowledge Group](#), the Statistics CKG.
  - Also, drafted a CKG Frequently Asked Questions (FAQ), to assist those interested in CKGs and the Chairs in getting started.
  - Contacted all of the current CKG Chairs for informal input on the launch of their CKG and how they can best be supported.
  - Outlined annual reporting timeline and process and drafting a template for CKG annual reporting.

### [Strategic Action Group 1: Scholarly Research & Communication \(SAG1\)](#)

#### Major initiatives for SAG1:

- Collaborated with CLS and SAG3 to launch the Knowledge Unlatched pilot program. This includes chartering a pre-implementation group to gain a better understanding of the KU pilot project and the University of California participation, and make a recommendation regarding next steps for the implementation and pilot.
- Collaborated with CLS and SAG3 to charter the Transformative Publishing Models Review Team, to look at consistent processes to evaluate new publishing models, particularly open access ones.
- Collaborated with CLS to evaluate the Open Access Fund Pilot; charged a SAG1/CLS Project Team to manage the assessment of the pilot (report due June 2).
- Worked closely with CDL and the Office of Scholarly Communications (OSC) to initiate the permanent working plan for interactions of the interrelated groups. This includes a close working relationship between members of SAG1, the Scholarly Publishing CKG and OSC, starting in May. Sharon Farb (UCLA) will be the SAG1 representative, Mitchell Brown (UCI) for Scholarly Publishing CKG and Catherine Mitchell from CDL will regularly join the SAG1 conference calls.
- Began discussions of the current UC-wide data policy, and what plans there are for amending this plan in the future (current UCOP APM on data -- <http://www.ucop.edu/academic-personnel/files/apm/apm-020.pdf>).
- SAG1 is "co-sponsoring" the UC Code Camp with CDL (<http://www.eventbrite.com/e/uc-code-camp-tickets-10896787585>) scheduled for August, and will work with the group as the schedule emerges.
- Finally, SAG1 wishes Carol Hughes (UCI) and Lynne Cameron (Portfolio Manager) well as they both head to retirement. It also thanks Susan Borda (UCM) and Lisa Rowlinson de Ortiz (UCB) as they transition to new job duties that will take them from SAG1.

### [Strategic Action Group 2: Access, Discovery & Infrastructure](#) (SAG2)

Noteworthy activities include:

- The Request For Proposal (RFP) for the ILL Courier vendor was put out to bid, and a review team has been formed.
- A Metadata Policy Project Team, convened by Louise Ratliff and Claudia Horning, was launched and is the process of drafting a policy for discussion with stakeholders.
- SAG2 has completed a charge received by CoUL to Assess the Use of Single Sign-On via Shibboleth for Access to Licensed Resources. It consulted with experts within and beyond the advisory structure, and submitted a recommendation for the Coordinating and CoUL.
- SAG2 also met with the CDL UC-eLinks/Request Operations Teams explore group and approved the strategic goals of an exploration of potential improvements to the service. Also reviewed and endorsed the CDL Operations Team's Communication Plan for quarterly reports.

### *SAG2 Specific Project Updates*

1. The second release (Anteater) of the UC Libraries Digital Collections (UCLDC) project has been completed on 2/28/14, with the following main accomplishments:
  - Established and tested processes for batch-loading files and metadata, and subsequently began the work of loading collections.
  - Refined the scope and requirements of the public interface.
2. The third release (Banana Slug) of the UCLDC project is underway, with the following main goals:
  - Bulk-loading of additional collections into DAMS.
  - Make progress on the user interface design

For more information about the UCLDC project consult their wiki <https://wiki.library.ucsf.edu/display/UCLDC/UCLDC+Implementation> or contact the project team at [ucldc@ucop.edu](mailto:ucldc@ucop.edu)

### [Strategic Action Group 3: Collection Building & Management](#) (SAG3)

Noteworthy activities include:

- SAG 3 Task Force: Shared ILS/RMS Investigation Task Force
  - The TF reviewed proposals from prospective consultants, and provided a recommendation to CoUL.
  - CoUL approved engagement of Consultant Marshall Breeding

- The selection of Consultant Marshall Breeding was communicated to the UC Libraries community via email from Marlo Young, UCLAS Communications Manager, on April 8, 2014.
- Marshall Breeding, working with the Task Force, developed a questionnaire to gather preliminary information from the campuses and CDL. SAG 3 members will coordinate the responses from their campuses/CDL, and return the completed questionnaires by May 6th.
- Shared Print Strategy Task Force (SPSTF)
  - Shared Print Manager, Emily Stambaugh, joined the April 23<sup>rd</sup> SAG 3 call to present the TF's quarterly report and draft Road Map.
  - The SPSTF Quarterly report has been posted on the Shared Print website: [http://www.cdlib.org/services/collections/sharedprint/docs/UCSharedPrint\\_StrategyAndOperationsTeams\\_Q12014statusreport.pdf](http://www.cdlib.org/services/collections/sharedprint/docs/UCSharedPrint_StrategyAndOperationsTeams_Q12014statusreport.pdf)
  - SAG 3 members shared the Road Map with their campuses, and will discuss further with Emily Stambaugh in May.
  - SAG 3 appointed Catherine Friedman (UCSD) as SAG 2's representative to the Shared Print Strategy Team.
- Collection Librarian/Bibliographer Groups Proposal
  - SAG 3 has developed a draft proposal for redefining and re-charging the bibliographers groups within the UCLAS structure: "Bibliographer/Collection Librarian Groups: Proposal for a New Structure."
  - This draft proposal was distributed to SAG 1, SAG 2, CLS, and the Coordinating Committee, with feedback and comments requested by May 16<sup>th</sup>.
  - Following incorporation of feedback and comments, SAG 3 will distribute the draft broadly to the UC Library community for comment.
  - Following this review, and once the proposal is endorsed by CoUL, SAG 3 will develop an implementation plan with the goal of implementing this new Collection Librarian group structure by July 1, 2014.
- NGTS Follow-up
  - NGTS Pilot 4: Cooperative Cataloging of Non-print Formats (Audio CDs) Pilot Task Force
    - SAG 3 accepted the TF Report and thanked and concluded the Pilot TF.
    - The TF report was posted to the NGTS Documents website: <http://libraries.universityofcalifornia.edu/ngts/documents>
- SAG 3 Task Force: Audio/Visual Preservation Task Force
  - SAG 3 developed a charge, and identified potential members.
  - The draft charge was shared with SAG 2 and the Collaborative Digitization Task Force for comment and additional membership suggestions.
  - SAG 2 comments have been incorporated, and following comment from the LAUC Executive Board, the Task Force will be appointed by mid-May.
- SAG 3 Wiki Updates
  - The SAG 3 internal wiki was reorganized to facilitate tracking SAG 3's portfolio, deliverables, timeframes/due dates, and collaborations with other SAGs and CLS.
  - Portfolio Manager Leslie Wolf presented webinars to the Coordinating Committee Chair, Communications Manager, and SAG 2 Portfolio Manager on SAG 3's wiki structure, and

how this structure is used to coordinate the SAG meetings, events calendar, and project initiatives.

[Strategic Action Group 3: Collection Licensing Subgroup](#) (CLS)

Noteworthy activities include:

- CDL proposed and CLS endorsed a June 2015/ALA Resource Liaison in-person meeting.
- CLS reviewed CDL's recommendations for and endorsed CDL moving forward with a series of licensing orientation recordings/informational content that can be used across campuses.
- The CLS Scopus group crafted a brief user survey for CLS review and approval. The survey will be linked from within the Scopus database for our database users to fill out. Results of the survey will help campuses determine if there is enough local interest in Scopus to go in on a renewal as a Tier 1, Tier 2, or, locally on their own next FY.
- CLS endorsed The CLS ebook Framework Lightning Team report and is working with the Coordinating Committee to identify how to most effectively distribute the report and obtain additional input as needed.
- CLS collaborated with SAG 1 to craft a Transformative Publishing Models Pilot group, the charge was endorsed on 4/25 and membership is being sought by both CLS and SAG 1.
- CLS and SAG1 to launch the Knowledge Unlatched pilot program. This includes chartering a pilot evaluation group to monitor and evaluate the program through its first year.

Additional details pertaining to the activities of the UCL Advisory Structure's Coordinating Committee and Strategic Action Groups can be found in public minutes regularly posted online:

<http://libraries.universityofcalifornia.edu/about/advisory-structure>

Any questions about advisory structure activities can be directed to campus and LAUC representatives on the Strategic Action Groups or directly to the Coordinating Committee at CCC-L [at] ucop [dot] edu