

# 2014-01-22 Meeting Agenda and Minutes (Published)

## Date

22 January 2014

1pm-2:30pm

## Attendees

- Diane B. Bisom (Chair, UCR)
- Myra Appel (UCD)
- Marcia Barrett (UCSC)
- Heather Christenson (CDL)
- Judy Consales (UCLA)
- Elizabeth DuPuis (UCB)
- Vicki Grahame (UCI)
- Martha Hruska (UCSD)
- Polina E Ilieva (UCSF)
- Emily Lin (UCM)
- Janet Martorana (UCSB)
- Angela Riggio (LAUC)
- Leslie Wolf (Portfolio Manager, Note Taker)
- Jean McKenzie (CLS Liaison)

## Guest

- Mary Elings (UCB), Collaborative Digitization Subgroup

## Goals

## Discussion Items

Time	Item	Who	Discussion Notes	Decisions/Actions
5min 1:00-1:05pm	Call to Order	Diane	Time Keeper – Myra volunteered	

<p>15min 1:05-1:20pm</p>	<p>Collaborative Digitization – Update, Discussion, Endorsement of new members</p>	<p>Heather</p>	<p>CDS Members joined the call for this agenda topic.</p> <ul style="list-style-type: none"> <li>• Heather walked us through an update: <a href="#">1/22/14 Update for SAG3</a></li> <li>• The group expects to present a proposal to SAG3 for a brief survey to update collection information in February 2014.</li> <li>• Group plans to present project team proposals to SAG3 once we have solidified them. We are targeting the first for early Q2 2014.</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Heather Christenson will recruit the following additions to the CDS group:.</li> <li>a. A candidate to be recommended by UCLA collections group (UCLA)</li> <li>b. Marlayna Christensen (UCSD)</li> <li><input checked="" type="checkbox"/> Heather Christenson (with Marcia) will pursue the addition of Sue Perry (UCSC) as the SAG2 representative.</li> <li><input type="checkbox"/> Heather Christenson will draft a current charge for the group to review.</li> <li><input checked="" type="checkbox"/> Diane B. Bisom and Leslie Wolf will add to the 2/26 Agenda:</li> <li>a. Review the draft charge</li> <li>b. Review the brief survey to update collection information</li> </ul>
<p>10min 1:20-1:30pm</p>	<ol style="list-style-type: none"> <li>1. Agenda Review, Announcements, Updates</li> <li>2. Coordinating Committee – Update</li> <li>3. Shared ILS/RMS Investigation Subgroup – Update</li> </ol>	<ol style="list-style-type: none"> <li>1. Diane</li> <li>2. Martha</li> <li>3. Vicki</li> </ol>	<ol style="list-style-type: none"> <li>2. Coordination Committee Update <ul style="list-style-type: none"> <li>a. UL's approve the Shelf-ready report accepted and we may formally discharge the task group</li> <li>b. SAG3 discussion about managing SAG3-related CKGs - doesn't need to be immediate. Will check in 6 months.</li> <li>c. CC response to CLS – Suggestion from Beth to monitor, and revisit in May – this is OK with SAG 3 members</li> </ul> </li> <li>3. Shared ILS/RMS: <ul style="list-style-type: none"> <li>a. Proposal sent to 4 vendors.</li> <li>b. Preparing to send survey with 8 questions for February 14 deadline.</li> <li>c. Letter to campuses sent out ULS but not yet distributed to all campuses.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Diane B. Bisom will thank and discharge the Shelf-Ready Pilot task group.</li> <li><input type="checkbox"/> Diane B. Bisom and Leslie Wolf will find a place to store the Shelf-Ready TG's documents.</li> <li><input checked="" type="checkbox"/> Diane B. Bisom and Leslie Wolf will add to Agenda:</li> <li>1. Wait about 6 months to check in about coordination of CKGs that are related to SAG3.</li> <li>2. We will wait and monitor SAG3/CLS coordination progress in May or June.</li> </ul>

<p>25min 1:30-1:55pm</p>	<p>POT 7 LT2</p> <p>1. "Role of the Collections Librarian" Report</p>	<p>Myra, Beth, Emily</p>	<p><b>Proposed letter for CoUL/CC</b></p> <p>a. Beth reviewed the proposed letter, which we approved.</p> <p>b. Note: Discussion of Bibliographer Groups/Charges will be deferred to the February 12th Agenda.</p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Myra Appel and Elizabeth DuPuis will send out the final version of the letter and the report.</li> <li><input checked="" type="checkbox"/> Diane B. Bisom will send the letter to CoUL/CC.</li> <li><input checked="" type="checkbox"/> Diane B. Bisom and Leslie Wolf will add to the 2/12 Agenda: Discuss Bibliographer groups/charges</li> </ul>
<p>15min 1:55-2:10pm</p>	<p>NGTS P-4 Pilot: Non-Book Pilot Project</p>	<p>Martha</p>	<p>1/20/2014 email from Martha:</p> <p>As we discussed on our December 18 call, the NGTS P-4 Non-Book Pilot Project has now completed its work. The final report can be found at: <a href="https://wiki.library.ucsf.edu/pages/viewpage.action?pageId=326405847">https://wiki.library.ucsf.edu/pages/viewpage.action?pageId=326405847</a></p> <p>It has been shared and reviewed by interested music catalogers throughout the library system. The next steps we decided at our meeting were for SAG 3 to:</p> <ul style="list-style-type: none"> <li>• review the document and share with any others on your campus who may be interested. As detailed in the report, we have learned that cataloging of compact discs using surrogates at a single campus location can be an attractive option for eliminating cataloging backlogs, producing cataloging that is both cost-effective and performed at a higher level of quality and adherence to UC standards than cataloging produced by vendors.</li> <li>• inventory any significant local backlogs in this format</li> <li>• consider whether eliminating these backlogs remains a priority, and if there would be interest in taking advantage of such a service at a single campus</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Diane B. Bisom and Leslie Wolf will add to the 2/12 Agenda: Review Martha's 1/20 email and report on the NGTS P-4 Non-Book Pilot Project.</li> <li><input type="checkbox"/> Diane B. Bisom will thank and discharge the Non-Book Pilot task group.</li> <li><input type="checkbox"/> Diane B. Bisom and Leslie Wolf will find a place to store the Non-Book Pilot TG's documents.</li> </ul>

			<ul style="list-style-type: none"> <li>consider the value of pursuing a 'Center of Expertise' model for special format or language cataloging at a designated campus.</li> <li>determine where long term access to the Standards document should be archived? Documents section of SAG 3 website.</li> </ul> <p>Please review by Feb. 5. So that we can discuss on our Feb. 12 agenda.</p> <p>I would recommend that regardless of the outcome of these next steps, we plan to thank and dismiss the Pilot Project task group. Should there be interest in pursuing such a model, we can then take it up as a new project, and consult with ASAG on how to plan for staffing and other resources.</p>	
15min 2:10-2:25pm	<p>New Items</p> <ol style="list-style-type: none"> <li>LAUC membership on SAG groups: when, how</li> <li>SAG 2 Metadata Policy Task Group Charge and Membership</li> </ol>	<ol style="list-style-type: none"> <li>Diane/Martha</li> <li>Diane</li> </ol>	<ol style="list-style-type: none"> <li>LAUC membership on SAG groups <ol style="list-style-type: none"> <li>This issue is bigger than SAG3 and should go to the CC to discuss on 1/31</li> <li>When is appropriate to have a LAUC rep? We need some criteria.</li> </ol> </li> <li>Email from Patti Martin/SAG 2 forwarded to SAG 3 1/14/2014: <a href="#">Metadata Policy Task Group Charge_1102014.docx</a> <ol style="list-style-type: none"> <li>SAG1 has already responded and proposed two people. We need to nominate candidates.</li> </ol> </li> </ol>	<input checked="" type="checkbox"/> Everyone to read the charge and send names (with reason why) by end of day 1/23 <input checked="" type="checkbox"/> Diane B. Bisom will send names to Patti Martin (SAG2)
5min 2:25-2:30pm	Action Items/Recap	Leslie (Note Taker)		