ILS Data Cleanup (ILSDC) Task Force Charge

Approved March 6, 2019 by SILS project co-chairs

Introduction

The need for data cleanup activities across the UC Library system prior to implementation of a systemwide ILS (SILS) has come to the attention of the SILS Working group (WG). Proposed Co-chairs Aislinn Sotelo (UCSD) and Lynne Grigsby (UCB) suggest a process whereby representatives from across the UCs meet regularly to determine what data cleanup activities may need to be undertaken.

If any common terminology is needed by the group, it will be determined at meetings.

Reporting

The ILSDC reports to the SILS Working Group. Co-chairs will update SILS WG on ILSDC progress regularly.

Charge

This group will:

1. Identify data cleanup that can be done prior to knowing what SILS system we will migrate to.
2. Identify if data cleanup project requires coordination beyond technical services, and identify which units.
3. Identify data cleanup that will need harmonization decisions and will thus be move into the larger SILS harmonization workflow (yet to be developed).
4. Once a system is selected identify data clean up needed to migrate to the selected SILS.

Timeline and frequency

1. Initial ILSDC work (Focus on Charge #1 only) : April - May 2019

2. Ongoing ILSDC work: This group's charge can be revised and extended after the first deliverable is done, and more information on #s 2, 3, and 4 is available.

3. Frequency (at least monthly) and length of meetings will be determined at the kickoff meeting by members.

Deliverables

1. A list of data cleanup activities that can be accomplished prior to knowing what SILS system will be implemented.
   a. Deadline: End of May 2019
   b. Including some way to track who is doing what from the list (for future reference)
2. A rolling list of data cleanup activities / ideas that will need harmonization decisions → to be coordinated with Harmonization team.

Membership

Aislinn Sotelo, Co-chair
Lynne Grigsby, Co-chair
Caitlin Nelson, Harmonization Liaison
Other members, representing the 10 campuses, the RLFs, CDL Acquisitions, and the Shared Cataloging program.

Members shall be deeply familiar with their local catalog and the feasibility of various possible data cleanup efforts. Members may have the following job duties, database manager, authorities manager, etc. SILS Cohort members, particularly from Cat/Met, Systems and Acquisitions, will be considered first as potential members. Cat/Met CKG members may also be recruited.

Anticipated effort is one hour per week. The work that comes of the group should be able to be folded into member's jobs.

Communications and Workspace
- Google Team Drive SILS Data Cleanup: https://drive.google.com/drive/u/1/folders/0AFFQm5RMgXgiUk9PVA
- Listserv: SILS-DataCleanup-L@listserv.ucop.edu
- Slack channel: #ilsdc