Regular Meeting of the
Members Council on Library Services (MCLS)

Agenda

Tuesday, June 14, 2016 – 8:30 to 5:00 p.m. ET

St. Pete College | Seminole Campus | Library Annex Conference Center (Building CC-316) |
9200 113th Street North | Seminole, Florida 33772

8:00 – 8:30  Continental Breakfast

8:30 – 8:35  Call to Order

Anne Prestamo

8:35 – 8:45  1. Recognition of Service: Lucy Harrison

Anne Prestamo, Julia Zimmerman

8:45 – 9:30  2. MCLS Business

A. Election of Officers

Anne Prestamo

B. New Standing Committee and Working Group

Anne Prestamo

Memberships

C. Updates from FLVC Standing Committees and

MCLS Committee Liaisons

Task Forces and Chairs

D. Update from Decision Making And Authority Working

Pat Profeta

Group

E. Future Meeting Dates and Locations

Anne Prestamo

1. September 8-9, 2016—Florida Atlantic University

2. November 30-December 1, 2016—University of

Central Florida

9:30 – 10:45  3. FLVC Business

Anne Prestamo

A. Innovation Institute Organization Chart

Pam Northrup

B. FLVC Update

C. Legislative Update

D. FALSC Executive Director Search

10:45 – 11:15  *****Break*****

11:15 – 12:30  4. FALSC Programs: Updates, Proposals, and Discussions

Rebecca Donlan, Shelly Schmucker

A. E-Resources

Kate Nevins

1. Budget Scenarios for FY2016-17

Lori Driscoll, Anne Prestamo

2. LBR for FY2017-18

3. E-Resources Reframing Working Group

Update

12:30 – 1:30  *****Lunch and General Information Session*****
1:30 – 2:00    **FALSC Programs: Updates, Proposals, and Discussions, Cont.**
   A. E-Resources, Cont.
      4. CSUL/FALSC Collaboration: Springer Negotiations      Claire Dygert, Judy Russell
      5. 2016-17 Group Licensing Program Proposal            Claire Dygert, Scott Schmucker

2:00 – 2:30    B. Statewide Delivery Service Proposal
      1. Data
      2. Models

2:30 – 2:45    *****Break*****

2:45 – 4:50    C. Sierra Encore Duet Implementation        Ellen Bishop, Dave Whisenant
      1. Project Updates (Timeline, Training Plans, etc.)
      2. Region User Meetings: Input from Attendees
      3. Proposed Guidelines for Legacy Product Support
      4. Working Group Updates
      5. Communications: Wiki Demo, FALSC Website,
         Upcoming Newsletter, Communications Plan

D. Library Services
      1. Other FALSC Updates                                     Kate Nevins, Linda McCarthy

4:50 – 4:55    5. New Business                                Anne Prestamo

4:55 – 5:00    Adjournment                                 Anne Prestamo
<table>
<thead>
<tr>
<th>Position</th>
<th>15-16 Current</th>
<th>16-17</th>
<th>17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past Chair</td>
<td>Janice Henderson (FCS) (Year 3 of 3-year term)</td>
<td>Anne Prestamo (SUS) (Year 3 of 3-year term)</td>
<td>Ray Calvert (FCS) (Year 3 of 3-year term)</td>
</tr>
<tr>
<td>Current Chair</td>
<td>Anne Prestamo (SUS) (Year 2 of 3-year term)</td>
<td>Ray Calvert (FCS) (Year 2 of 3-year term)</td>
<td>SUS Representative (Year 2 of 3-year term)</td>
</tr>
<tr>
<td>Chair-Elect</td>
<td>Ray Calvert (FCS) (Year 1 of 3-year term)</td>
<td>Officer: Elect SUS for 3-year term</td>
<td>Officer: Elect FCS for 3-year term</td>
</tr>
<tr>
<td>Secretary</td>
<td>Kathryn Miller (Year 1 of 1-year term)</td>
<td>Officer: Elect for 1-year term</td>
<td>Officer: Elect for 1-year term</td>
</tr>
<tr>
<td>SUS at-large representative</td>
<td>Bob Dugan (Year 2 of 2-year term)</td>
<td>Officer: Elect for 2-year term</td>
<td>SUS Representative (Year 2 of 2-year term)</td>
</tr>
<tr>
<td>FCS at-large Representative</td>
<td>Tracy Elliott (Year 1 of 2-year term)</td>
<td>Officer: Elect for unexpired term; year 2 of 2-year term</td>
<td>Officer: Elect for 2-year term</td>
</tr>
</tbody>
</table>
Excerpts from Operating Procedures:

Article III: Membership of the Board -- The current chair and the chair-elect serve on the Board of Directors by virtue of their offices.

Article VII: Library Services Members Council

Section D. Officers of the Library Services Members Council

Officers. The officers of the Library Services Members Council shall consist of the Chair, the Vice Chair (Chair-Elect), and the Past Chair.

Chair. The Chair shall preside at all meetings of the Members Council and shall have the authority to call any special or emergency meetings of the Board. The Chair shall serve as the official spokesperson of the Members Council.

Vice Chair (Chair-Elect). The Vice Chair shall perform the duties of the Chair and have the same power and authority in the absence or disability of the Chair.

Secretary. The Secretary shall record, prepare and submit minutes of all member council meetings as well as collect and submit minutes of all Library member council Standing Committee meetings.

Section F. Committees

Executive Committee

(a) Membership: The Chair, Vice Chair (Chair Elect), and the Past Chair of the Members Council will serve as officers of the Executive Committee for the duration of their terms as officers of the Members Council. In addition, the Members Council shall elect two at-large representatives for two-year terms on the Executive Committee. Terms will be staggered, with a new representative being elected each year. As with the Chair and Vice Chair (Chair Elect), these two additional representatives shall be selected so that one is from the Florida College System and one from the State University System. In the first year of its operation, the Executive Committee of the Members Council on Library Services will consist of the members of the transition team. The 2012 co-chairs of the transition team will serve as the Chair and Vice Chair. The first Chair will be from the FCS while the Vice Chair will be from the SUS. The four at-large members of the Executive Committee will consist of the other two members of the transition team representing FCS and SUS institutions, respectively. After the first year, nominations and elections to the Executive Committee will proceed in the manner described in these bylaws.

(b) Election Process:

- Establish a nominating committee
- Seek candidates
- Conduct election

The Members Council will hold an annual election for its officers. The Chair and Chair Elect shall alternate between members from the State University System and the Florida College System. One representative may not serve concurrently in more than one office. The term of office shall commence on the first day of July each year. Each officer shall serve for one year. Each spring the Members Council shall seek members to serve on a Nominating Committee. The Nominating Committee will seek candidates from the Members Council and recommend a slate of candidates to be voted on at the Annual Member’s Council Meeting in June.
# NGILS Working Group Membership

<table>
<thead>
<tr>
<th>Working Group</th>
<th>Member</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisitions/Serials</td>
<td>Donna Alsbury, <em>FALSC Liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Cindy Campbell</td>
<td>Florida SouthWestern State College</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Jennifer Codding</td>
<td>Valencia College</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Natalie Henri-Bennett, <em>FALSC Co-liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Ernestine Holmes</td>
<td>Florida Agricultural and Mechanical University</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Raimonda Margioni</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Aminta Mayorga</td>
<td>Florida International University</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Michelle Monteleon</td>
<td>Hillsborough Community College</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Natalie Polson</td>
<td>University of South Florida</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Jan Rothhaar</td>
<td>Broward College</td>
</tr>
<tr>
<td>Acquisitions/Serials</td>
<td>Ying Zhang</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Jo Ann Bailey</td>
<td>Florida Gateway College</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Daniel Cromwell, <em>FALSC Liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Zhonghua Du</td>
<td>Florida International University</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Christine Dunleavy</td>
<td>University of South Florida</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Annie Glerum</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Susan Massey</td>
<td>University of North Florida</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Silvia Perez-Barraza</td>
<td>Broward College</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Jeanne Piascik</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Bonita Pollock</td>
<td>University of South Florida</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Melissa Stinson, <em>FALSC Co-Liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Cataloging/AUTH</td>
<td>Dave Van Kleeck</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Eric Biggs</td>
<td>St. Johns River State College</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Christine Cogar</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Rita Dickey</td>
<td>Tallahassee Community College</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Wendy Ellis, <strong>FALSC Liaison</strong></td>
<td>FALSC</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Peggy Glatthaar</td>
<td>Florida Gulf Coast University</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Elaine McCreary</td>
<td>Florida Agricultural and Mechanical University</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Lindsey Ritzert</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Brenda Rutten, <strong>FALSC Co-Liaison</strong></td>
<td>FALSC</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>LeEtta Schmidt, <strong>Chair</strong></td>
<td>University of South Florida</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Dan Schoonover</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Circ/Resource Sharing</td>
<td>Anthony P. Valenti</td>
<td>Florida SouthWestern State College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discovery Configuration</th>
<th>Dominique Bortmas</th>
<th>University of South Florida</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discovery Configuration</td>
<td>Laura Gayle Green</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>Elaine Henjum, <strong>FALSC Co-Liaison</strong></td>
<td>FALSC</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>Athena Hoeppner</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>Lynn McCormick McDonald</td>
<td>St. Petersburg College</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>Allison Jai O'Dell, <strong>Chair</strong></td>
<td>University of Florida</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>Margarita Perez</td>
<td>Florida International University</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>Jamie Rogers</td>
<td>Florida International University</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>John Sandstrum, <strong>FALSC Liaison</strong></td>
<td>FALSC</td>
</tr>
<tr>
<td>Discovery Configuration</td>
<td>Jenny Saxton</td>
<td>Miami Dade College</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Discovery Interface</th>
<th>Deborah F. Anderson</th>
<th>Eastern Florida State College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discovery Interface</td>
<td>Jeremy Bullian</td>
<td>Hillsborough Community College</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Alexis Carlson, <strong>Chair</strong></td>
<td>Indian River State College</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Alvin Dantes</td>
<td>Florida International University</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Sheri Edwards</td>
<td>Florida Atlantic University</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Elaine Henjum, FALSC Co-Liaison</td>
<td>FALSC</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Chad Mairn</td>
<td>St. Petersburg College</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Cherie McCraw, FALSC Liaison</td>
<td>FALSC</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Jean Phillips</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Danielle Rosenthal</td>
<td>Florida Gulf Coast University</td>
</tr>
<tr>
<td>Discovery Interface</td>
<td>Colleen Seale</td>
<td>University of Florida</td>
</tr>
<tr>
<td>ERM</td>
<td>Rich Ackerman</td>
<td>Broward College</td>
</tr>
<tr>
<td>ERM</td>
<td>Anjana Bhatt</td>
<td>Florida Gulf Coast University</td>
</tr>
<tr>
<td>ERM</td>
<td>Tina Buck, Chair</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>ERM</td>
<td>Elizabeth Lightfoot</td>
<td>Florida International University</td>
</tr>
<tr>
<td>ERM</td>
<td>Cherie McCraw, FALSC Co-Liaison</td>
<td>FALSC</td>
</tr>
<tr>
<td>ERM</td>
<td>Jenna Miller</td>
<td>Santa Fe College</td>
</tr>
<tr>
<td>ERM</td>
<td>Laura Pascual</td>
<td>University of South Florida</td>
</tr>
<tr>
<td>ERM</td>
<td>Scott Schmucker, FALSC Liaison</td>
<td>FALSC</td>
</tr>
<tr>
<td>ERM</td>
<td>Shelly Schmucker</td>
<td>Tallahassee Community College</td>
</tr>
<tr>
<td>ERM</td>
<td>Trey Shelton</td>
<td>University of Florida</td>
</tr>
<tr>
<td>ERM</td>
<td>Mia Tignor</td>
<td>Indian River State College</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Michelle Apps</td>
<td>Broward College</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Kendra Auberry</td>
<td>Indian River State College</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Lori Driscoll</td>
<td>Gulf Coast State College</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Wendy Ellis, FALSC Co-Liaison</td>
<td>FALSC</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Janice Henderson</td>
<td>Northwest Florida State College</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Jan Jackson</td>
<td>Lake-Sumter State College</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Mary Ann O'Daniel, FALSC Liaison</td>
<td>FALSC</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Alison Piper</td>
<td>New College of Florida, USFSM</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Leah Plocharczyk</td>
<td>Florida Atlantic University</td>
</tr>
<tr>
<td>-----------</td>
<td>------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Joint Use</td>
<td>Kristine J. Shrauger</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Systems</td>
<td>Jeannie Dixon, <em>FALSC Liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Systems</td>
<td>Cindy Fox, <em>FALSC Co-Liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Systems</td>
<td>George Fray</td>
<td>Florida International University</td>
</tr>
<tr>
<td>Systems</td>
<td>Parker Fruehan, <em>Chair</em></td>
<td>Florida Gulf Coast University</td>
</tr>
<tr>
<td>Systems</td>
<td>Dan Hood</td>
<td>Indian River State College</td>
</tr>
<tr>
<td>Systems</td>
<td>Theodore Karantsalis</td>
<td>Miami Dade College</td>
</tr>
<tr>
<td>Systems</td>
<td>Nancy Kellett</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Systems</td>
<td>Joel Lavoie</td>
<td>University of Central Florida</td>
</tr>
<tr>
<td>Systems</td>
<td>Chris Nicolich</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Systems</td>
<td>Janice Scott</td>
<td>Pasco-Hernando State College</td>
</tr>
<tr>
<td>Systems</td>
<td>Trenita White</td>
<td>Santa Fe College</td>
</tr>
<tr>
<td>Training</td>
<td>Sara Alegria, <em>Chair</em></td>
<td>Miami Dade College</td>
</tr>
<tr>
<td>Training</td>
<td>Rachael Elrod</td>
<td>University of Florida</td>
</tr>
<tr>
<td>Training</td>
<td>Brittnee A. Fisher</td>
<td>St. Johns River State College</td>
</tr>
<tr>
<td>Training</td>
<td>Sara Nodine</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Training</td>
<td>Brenda Rutten, <em>FALSC Liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Training</td>
<td>Michael Siriwardena</td>
<td>Florida State University</td>
</tr>
<tr>
<td>Training</td>
<td>Barbara J. Stites</td>
<td>Florida Gulf Coast University</td>
</tr>
<tr>
<td>Training</td>
<td>Lisa Tatum, <em>FALSC Co-Liaison</em></td>
<td>FALSC</td>
</tr>
<tr>
<td>Training</td>
<td>Courtlann Thomas</td>
<td>Polk State College</td>
</tr>
<tr>
<td>Training</td>
<td>Dustin Weeks</td>
<td>Daytona State College</td>
</tr>
<tr>
<td>Training</td>
<td>Amanda Ziegler</td>
<td>University of West Florida</td>
</tr>
</tbody>
</table>
COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 14, 2016

CO-CHAIRS: Rebecca Donlan and Shelly Schmucker
MCLS LIAISON: Judy Russell

CURRENT ACTIVITIES:
During this quarter the FLVC Collection Management and E-Resources Standing Committee (CMESC) held six full committee meetings, and several system (FCS and SUS) sub-committee meetings. Below is a summary of activities this quarter.

Recommendations for the 2017 Statewide Collection of Electronic Resources

The CMESC was charged with preparing a new recommendation for 2017 that aligns closely with the 2016 statewide collections and division of database funding. The 2017 Statewide E-Resource Collection Recommendations report will be presented at the June Members Council of Library Services meeting and includes recommended changes to account for the estimated 3% increase in renewed e-resources costs. The recommendations include no changes to the collections shared between all 40 institutions. These collections total approximately 15% of the allocated e-resources budget.

FCS E-Book Deselection Task Force

The Deselection Task Force reviewed 28,376 e-book titles from the shared FCS e-book collection and recommended to the 2462 e-books for deselection. FLVC staff will remove these titles from LINCC this summer and work with the vendors to remove them from the vendor platforms.

The spreadsheet of titles will be shared with the FLVC E-Resources Listserv; it includes notes on deselection rationale and recommendations for new title purchases. The Task Force’s updated LINCC Deselection Guidelines and their more procedural document, Retention Weeding Guidelines will also be distributed for possible local use in deselection.

Regional User Meetings

Representatives from the CMESC attended and presented a brief update on committee activities at all five region meetings.
LINCC Deselection Guidelines: Statewide eContent

Overview

eContent is defined as including specific items within a broader electronic content such as eAudio books, eBooks, and free eResources. The scope of this document does not include the evaluation of databases as a whole.

Deselection is an essential task that results in the removal of out-of-date information and ensures that obsolete and under-utilized materials are removed from the collection. Deselection for local collections is the responsibility of the individual institution. These guidelines as well as the LINCC eResources Selection Guidelines may be used at the discretion of the institution.

Criteria

Materials should be considered for deselection based on the following criteria:

- Out-of-date or containing obsolete information
- Content is no longer available or maintained
- Use statistics indicate that the resource is not being used or use is negligible
- Item retains little/no reliable/historical/academic value
- Content is superseded by more current information or a newer edition
- Item is duplicated by a preferable format
- Content no longer meets the criteria outlined in the LINCC eResources Selection Guidelines
- Excessive cost or inability to maintain

Historical academic value will be determined by consulting collection development tools such as RCL: Resources for College Libraries.

Public Domain items, government information openly available in electronic format, and other freely available/open access content should be held to the same criteria for deselection as all other content.

Deselection [reasoning]

When recommending titles for deselection, task force members will provide concise reasoning for each deselected item. Suggested reasons may include:

- Withdraw – outdated
- Withdraw – newer edition(s) available or more current eBooks on topic available (in the collection)
- Withdraw – recommend replacing with newer edition or newer materials on topic
- Withdraw – foreign language material
- Withdraw – no longer available

Frequency

The collections will be reviewed for the purposes of deselection as necessary or at least every three years.

Responsibility

It is the recommendation of the Collection Management and E-Resources Standing Committee that a task force be created of subject specialist librarians to select titles for deselection. Subject ranges will be designated to members of the deselection task force based on subject matter preference and specialty. FALSC will remove the items from bibliographic holdings.
It is the responsibility of the institution to designate individually owned titles for deselection, to remove these titles from LINCC using the *LINCC Database Guidelines* regarding deleting records from the LINCC database, and to notify FALSC of these changes. It is recommended that FALSC will work with vendors in removing titles from the originating platform.
This page intentionally left blank.
DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 14, 2016

CO-CHAIRS: Jamie Rogers and Melissa VandeBurgt
MCLS LIAISON: Carol Hixson

CURRENT ACTIVITIES: This report reflects DISC activity from February 2016 – June 2016. The group met 3 times by conference call to:

- Discuss statewide collaboration on digital initiatives and services, to share research and expertise, and to coordinate activities.
- Communicate information from the FALSC Members Council and Executive Committee meetings:
  - Provided update from MCLS meeting and shared the DISC quarterly report
- Discuss issues related to centralized services: common digital library system and companion tools; Florida Digital Archive (FDA); PALMM; Archon; Florida OJ/Open Journal Systems (OJS); metadata standards; digital items and collections discovery in MANGO
- Introduced Claire T. Dygert, Director of E-Resources and Digital Services for FALSC
- DISC Finding Aids Working Group shared survey results with DISC regarding current use and future needs of finding aids (their creation, management, and availability to the public) in various state institutions. DISC made the following recommendation to FALSC: After reviewing the survey results, the DISC Finding Aids Working Group would like to recommend that FALSC continue to support Archives Florida. The results of the survey solidify Archon as the most widely used tool for authoring finding aids throughout the state, therefore we would strongly recommend that FALSC begin testing ArchivesSpace as a replacement for Archon.
- Coordination and preparation of DISC update for the FALSC Regional Meetings
- iCamp FL (Islandora Camp held at FGCU in May) report/update to committee

ISG update: The group met four times by conference call during this quarter. Work accomplished by the group in conjunction with FALSC:

- New format facets for digital collections have been implemented for Mango records that more accurately reflect the nature of the digital materials.
- The UWF FL-Islandora site is public, after a migration of Islandora materials from UWF’s Lyrasis system. The URL for that site is: http://uwf.digital.flvc.org
- A number of FL-Islandora users and FL-Islandora team members attended the May 4-6 Florida Islandora Camp hosted by FGCU.
- Work on misc. other FL-Islandora improvements is ongoing.

Other FALSC Digital Services updates:

- Newspaper Project discussions: FLVC, DISC and ISG began a series of discussions about desired digital newspaper functionality
FL-Islandora:
  o Particular attention is being paid to FL-Islandora performance and scaling, and changes recommended by Islandora consultants discoverygarden are in the process of being implemented.
  o A new “Florida Digital Newspaper Library feasibility project” is underway, which involves a test migration of 5,200+ issues of the “Bradford County Telegraph” newspaper from UF’s Sobek system into FL-Islandora.
  o FLVC has begun an initiative to implement additional Institutional Repository functionality in FL-Islandora.
  o A new round of FL-Islandora training has begun, and recordings of that training are available for users.
  o FLVC assisted FGCU in accessing live FL-Islandora materials for an exhibit using Omeka software.

Archon:
  o FLVC is exploring implementation of ArchivesSpace software.

ETD hosting service:
  o ETD loads are current

Florida Online Journals:
  o Work on a software upgrade has begun.

FALSC-hosted PURL server:
  o A number of PURLs relating to DigiTool objects that migrated to other systems have been updated to accurately reflect the objects’ new locations.

Florida Digital Archive:
  o FLVC has begun work with UF on a series of large dissemination projects from the FDA.
Statistics for January 01, 2016 to May 18, 2016

Florida Digital Archive repository holdings as of May 18, 2016:

<table>
<thead>
<tr>
<th>Total AIPs in Repository</th>
<th>Total Size (TB)</th>
<th>Total # files</th>
</tr>
</thead>
<tbody>
<tr>
<td>630,198</td>
<td>226.6</td>
<td>66,291,074</td>
</tr>
</tbody>
</table>

Submitted, Archived, Disseminated, Withdrawn and Refreshed Packages:

<table>
<thead>
<tr>
<th>Event</th>
<th>Total # Packages</th>
<th>Total Size (GB)</th>
<th>Total # files</th>
</tr>
</thead>
<tbody>
<tr>
<td>submit</td>
<td>33,948</td>
<td>15,423</td>
<td>2,504,650</td>
</tr>
<tr>
<td>ingest finished</td>
<td>33,794</td>
<td>15,291</td>
<td>2,457,184</td>
</tr>
<tr>
<td>disseminate finished</td>
<td>3,833</td>
<td>2,822</td>
<td>415,993</td>
</tr>
</tbody>
</table>

Breakdown of Operations Events by Account and Project:

<table>
<thead>
<tr>
<th>Account</th>
<th>Project</th>
<th>Event</th>
<th># Packages</th>
<th>size (MB)</th>
<th># of files</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAU</td>
<td>PRISM</td>
<td>submit</td>
<td>388</td>
<td>397,656</td>
<td>8,004</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>388</td>
<td>397,656</td>
<td>8,004</td>
</tr>
<tr>
<td></td>
<td>UA</td>
<td>submit</td>
<td>113</td>
<td>6,025</td>
<td>367</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>113</td>
<td>6,025</td>
<td>367</td>
</tr>
<tr>
<td></td>
<td>YCB</td>
<td>submit</td>
<td>5</td>
<td>4,990</td>
<td>434</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>5</td>
<td>4,990</td>
<td>434</td>
</tr>
<tr>
<td>FIU</td>
<td>DZA</td>
<td>disseminate finished</td>
<td>74</td>
<td>220,726</td>
<td>222</td>
</tr>
</tbody>
</table>

May 18, 2016 11:37 AM
<table>
<thead>
<tr>
<th>Account</th>
<th>Project</th>
<th>Event</th>
<th># Packages</th>
<th>size (MB)</th>
<th># of files</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIU</td>
<td>ETD</td>
<td>submit</td>
<td>266</td>
<td>3,801</td>
<td>583</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>266</td>
<td>3,801</td>
<td>583</td>
</tr>
<tr>
<td></td>
<td>MCA</td>
<td>submit</td>
<td>428</td>
<td>101,841</td>
<td>874</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>428</td>
<td>101,841</td>
<td>874</td>
</tr>
<tr>
<td></td>
<td>RTE</td>
<td>submit</td>
<td>948</td>
<td>2,623</td>
<td>1,896</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>948</td>
<td>2,623</td>
<td>1,896</td>
</tr>
<tr>
<td>FSU</td>
<td>FSUMSSHSC</td>
<td>submit</td>
<td>1</td>
<td>1,946</td>
<td>332</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>1</td>
<td>1,946</td>
<td>332</td>
</tr>
<tr>
<td>UCF</td>
<td>BUZ</td>
<td>submit</td>
<td>1</td>
<td>3,906</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>1</td>
<td>3,906</td>
<td>83</td>
</tr>
<tr>
<td></td>
<td>CFM</td>
<td>submit</td>
<td>1,143</td>
<td>874,951</td>
<td>11,495</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>1,143</td>
<td>874,951</td>
<td>11,495</td>
</tr>
<tr>
<td></td>
<td>CFSC</td>
<td>submit</td>
<td>50</td>
<td>19,590</td>
<td>361</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>50</td>
<td>19,590</td>
<td>361</td>
</tr>
<tr>
<td></td>
<td>CFUA</td>
<td>submit</td>
<td>1,205</td>
<td>1,081,773</td>
<td>13,891</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ingest finished</td>
<td>1,205</td>
<td>1,081,773</td>
<td>13,891</td>
</tr>
<tr>
<td></td>
<td>DLOC</td>
<td>disseminate finished</td>
<td>1</td>
<td>1,770</td>
<td>589</td>
</tr>
</tbody>
</table>

May 18, 2016 11:37 AM
<table>
<thead>
<tr>
<th>Account</th>
<th>Project</th>
<th>Event</th>
<th># Packages</th>
<th>size (MB)</th>
<th># of files</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCF</td>
<td>DOS</td>
<td>submit</td>
<td>49</td>
<td>56,407</td>
<td>653</td>
</tr>
<tr>
<td></td>
<td>DOS</td>
<td>ingest finished</td>
<td>49</td>
<td>56,407</td>
<td>653</td>
</tr>
<tr>
<td></td>
<td>ETD</td>
<td>submit</td>
<td>190</td>
<td>829</td>
<td>381</td>
</tr>
<tr>
<td></td>
<td>ETD</td>
<td>ingest finished</td>
<td>190</td>
<td>829</td>
<td>381</td>
</tr>
<tr>
<td></td>
<td>ETD</td>
<td>disseminate finished</td>
<td>2</td>
<td>51</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>RTD</td>
<td>submit</td>
<td>26</td>
<td>120,212</td>
<td>2,574</td>
</tr>
<tr>
<td></td>
<td>RTD</td>
<td>ingest finished</td>
<td>26</td>
<td>120,212</td>
<td>2,574</td>
</tr>
<tr>
<td></td>
<td>VDIH</td>
<td>submit</td>
<td>29</td>
<td>13,576</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>VDIH</td>
<td>ingest finished</td>
<td>29</td>
<td>13,576</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>UF</td>
<td>UFDC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UF</td>
<td>submit</td>
<td>28,764</td>
<td>12,568,650</td>
<td>2,459,736</td>
</tr>
<tr>
<td></td>
<td>UF</td>
<td>ingest finished</td>
<td>28,617</td>
<td>12,436,856</td>
<td>2,392,274</td>
</tr>
<tr>
<td></td>
<td>UF</td>
<td>disseminate finished</td>
<td>3,755</td>
<td>2,599,436</td>
<td>415,165</td>
</tr>
<tr>
<td></td>
<td>UNF</td>
<td>ETD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNF</td>
<td>submit</td>
<td>205</td>
<td>1,115</td>
<td>874</td>
</tr>
<tr>
<td></td>
<td>UNF</td>
<td>ingest finished</td>
<td>205</td>
<td>1,115</td>
<td>874</td>
</tr>
<tr>
<td></td>
<td>UNF</td>
<td>SPC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>UNF</td>
<td>submit</td>
<td>74</td>
<td>160,707</td>
<td>921</td>
</tr>
<tr>
<td></td>
<td>UNF</td>
<td>ingest finished</td>
<td>74</td>
<td>160,707</td>
<td>921</td>
</tr>
</tbody>
</table>

May 18, 2016 11:37 AM
RESOURCE SHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 14, 2016

CHAIR: Wendy Dover
MCLS LIAISON: vacant

CURRENT ACTIVITIES:

We are testing procedures for book bands. Once finalized, the instructions will be sent out via the Access Services listserv and posted to the RSSC wiki.

After guests attended two recent meetings and impeded the work of the committee by dominating the discussion, we re-evaluated guest participation. Consistent with the operational procedures of other standing committees, we now request that interested parties contact either the chair or chair-elect in advance with issues that need to be discussed. They may be invited to present their issue to the committee during the introduction of the topic on the agenda but will be asked to refrain from the committee discussion once the issue has been presented.

We seek guidance from the MCLS regarding billing for lost books.

- The FCS libraries bill each other for lost books.
- Following the implementation of U Borrow in 2011, SUS libraries agreed not to bill each other for lost books until staff became familiar with the new workflow.
- In mid-2015, the former CSUL Resource Sharing committee developed a plan for the SUS libraries to start billing.
- FALSC presented an automated UBorrow lost billing process to the RSSC February 3, 2016
- The committee could not reach consensus on
  - billing,
  - amount to be charged,
  - automating the process.
- Possible options for billing for lost books includes:
  - Each SUS library may separately make the determination to bill other libraries for lost UBorrow material at the amount and time they decide while FCS libraries continue to bill for lost. Libraries will pay for lost materials if billed.
  - Recommend a consistent policy for all libraries participating in UBorrow to coincide with the implementation of Sierra and Encore/Duet.
- Because the committee could not reach consensus, the RSSC would appreciate guidance about the policy direction the MCLS recommends – a best practices document or a consistent policy among all libraries.
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
June 14, 2016

CO-CHAIRS: Cindy M. Campbell and Kristine J. Shrauger
MCLS LIAISON: Mercedes Clement

CURRENT ACTIVITIES:

- Monthly meetings were held in January, February, March, April, May and June
- A task force was formed to create an environmental scan of the 40 institutions.
  - The task force was comprised of Mary Ann O’Daniel, Cindy Campbell, Kristine Shrauger, Susan Massey with assistance from Paul Lightcap.
  - The task force came to the conclusion or determined that a survey wasn’t the right direction, instead what we really needed was to have representatives from the institutions talk about their respective environments during the TSSC meetings.
    - March – Kaylan Ellis, Eastern Florida State College and Susan Massey, University of North Florida
    - April – Brian Falata, University of South Florida, Tampa and Trenita White, Santa Fe College
    - May – Cindy Campbell, Florida SouthWestern College
    - June – Paul Lightcap, Florida State University

Mary Ann O’Daniel reported on the progress of the Implementation Framework and migration at each meeting.

Allison O’Dell reported on the progress of the FAST Task Force

Cindy Campbell reported on the Mentoring Programs progress.
CURRENT ACTIVITIES:
The committee met virtually in September and October 2015. User Interface activities for this quarter:

Multiple ISSNs Display
- The committee discussed display and usability problems caused by records that include many ISSNs. We recommended collapsing the display to 5 and adding a link to See All ISBNs and FLVC has implemented the changed. Sample record (title: Flora of North America : north of Mexico) http://uf.catalog.fcla.edu/permalink.jsp?20UF020639741

LibGuides and Bootstrap Info Session
- Danie Rosenthal presented on issues with LibGuides display on mobile and tablet devices. The session will be expanded with additional speakers to be an FLVC Tech Talk about LibGuides.

FALSC Regional Meetings
- We prepared a PPT about the UISC charge and activities. Committee members are delivering the report at the Regional Meetings they attend.

Committee Membership
- Cheryl McCraw is now the FLVC liaison to the User Interfaces Standing Committee. Dave Whisenant will be spending much of his time focused on the Sierra and Encore Duet implementations.
- Several members have terms that end in 2016. Current members and terms:

<table>
<thead>
<tr>
<th>Name</th>
<th>Start</th>
<th>End</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maryellen Allen - University of South Florida</td>
<td>2013</td>
<td>2016</td>
<td>U-R</td>
</tr>
<tr>
<td>Bridgett Birmingham - Florida State University</td>
<td>2013</td>
<td>2016</td>
<td>U-R</td>
</tr>
<tr>
<td>Alexis Carlson - Indian River State College</td>
<td>2013</td>
<td>2016</td>
<td>C-M</td>
</tr>
<tr>
<td>Mason R. K. Hall - Florida State University</td>
<td>2015</td>
<td>2018</td>
<td>U-R</td>
</tr>
<tr>
<td>Kristin Heathcock - Hillsborough Community College</td>
<td>2015</td>
<td>2018</td>
<td>C-L</td>
</tr>
<tr>
<td>Athena Hoeppner (Chair) - University of Central Florida</td>
<td>2013</td>
<td>2016</td>
<td>U-R</td>
</tr>
<tr>
<td>Chad Mairn - St. Petersburg College</td>
<td>2015</td>
<td>2018</td>
<td>C-?</td>
</tr>
<tr>
<td>Diana Matthews - Santa Fe College</td>
<td>2013</td>
<td>2016</td>
<td>C-M</td>
</tr>
<tr>
<td>Kristina Neihouse - Florida Keys Community College</td>
<td>2015</td>
<td>2018</td>
<td>C-S</td>
</tr>
<tr>
<td>Danielle Rosenthal - Florida Gulf Coast University</td>
<td>2015</td>
<td>2018</td>
<td>U-R</td>
</tr>
</tbody>
</table>
This page intentionally left blank.
Vision
Our vision is to support our constituents’ educational and research needs through equitable, consistent, and financially sustainable access to premium resources.

Purpose
- Support the goal of Florida Statute 1006.73 in establishing the Florida Academic Library Services Cooperative and its provision of an internet-based searchable collection of electronic resources licensed in collaboration with library staff from Florida College System institutions and state universities
- Provide FALSC MCLS and its CMESC a framework for selecting and deselecting shared resources
- Communicate philosophies and principles upon which selections and deselections are made to our constituencies and other stakeholders
- Facilitate collaborative and fiscally responsible stewardship of state funding to deliver a shared set of online resources that meet the essential learning, teaching, and research needs of our institutions

Guiding Principles
Provide online collections of high quality resources that enable users to achieve their learning, teaching, and research goals while maximizing organizational return on investment
- Aspirational goals are to maximize resources that are best for the majority of students while accommodating the specialized needs of specific populations, recognizing that a complete core of homogenized content is detrimental to the students our institutions serve
- Broaden access to content in a variety of formats to facilitate effective pedagogy
- Ensure stable resources in order to encourage use as reliable replacements for curriculum materials
- Expand the landscape of cooperation and partnership for licensing
- Resourceful and creative in pursuing new shared collection development models and ways of sharing content
- Freedom, trust, and flexibility to exercise our collective professional expertise to work together to bring the best and maximum amount of academic information to our students, faculty, and researchers

Methods of Collaboration
To maximize state allocations to FALSC and our member institutions, methods of collaboration include a coordinated tiered licensing and funding structure to include:
- Centralized funding
- Centralized negotiations (group licensing / e-journal packages / DDA)
- Cost-sharing or co-investment within and across systems
Access to materials may vary by campus and user affiliation. Tiers based on how material is licensed and who has access assists in differentiating between types of material and responsibilities for it.

**Tiers**

1. Material licensed for all institutions; FALSC negotiates license; all affiliated users have access; funded by a percentage of the FALSC statewide allocation [consortium]
2. Material licensed for FCS or SUS institutions’ unique needs; FALSC negotiates license; all FCS affiliated users have access to FCS collection and all SUS affiliated users have access to SUS collection; each is funded by a proportional percentage of the FALSC statewide allocation [sub-consortium]
3. Material licensed with the assistance of FALSC for member institutions; fully funded by participating member libraries
4. Material licensed and funded by member institutions for affiliated users of each institution
5. Material licensed and funded by units other than the main library of an institution and to which access may be limited to specific groups (e.g., business or law schools)

**General Criteria**

1. Principal considerations include:
   - Establishing a coherent rationale for the acquisition of each resource, meeting faculty and student information needs
   - Providing orderly access and guidance to the digital resources, and integrating them into library service programs
2. Balance must be maintained among:
   - Disciplines
   - Information formats (different but equally essential purposes and audiences)
   - Instructional and research tools (i.e., a balance of material types such as reference, abstracting/indexing, full-text)
   - Different needs of each institution
3. Priority will be given to digital format acquisition of those resources that offer economies of scale by benefiting the most faculty and students (locally and/or system-wide).
4. FALSC MCLS should retain authority for selecting and deselecting materials (content and format) and sound selection decisions should not be compromised by provider-defined packages or linkages between print and digital products.
5. Collections may include both those that support undergraduate instruction and those that support graduate and faculty research.
6. Content may be obtained through both subscriptions and purchases.
7. Format shall include, but not be limited to, full-text journals, learning object databases, streaming videos, and electronic books.
8. Collections will be distributed more or less evenly among the Arts, Humanities, Social Sciences, Area Studies, Science & Technology and Instructional Support so as to maintain a balance between broad subject categories.
9. For each discipline, the needed breadth and critical mass of electronic material should be provided.

10. Selection of material within a specific discipline should follow the relevant principles noted above. While material is selected based on the needs of a particular discipline, it may also be necessary in some cases to develop models for creating and accessing particular material types (e.g. numeric files, images) across disciplines. These models may need to be in place before such material can be added to the collection, and advisory groups to develop those models should be appointed by the MCLS.

11. Lower priority will be assigned to materials where access is already adequate, where there is no system-wide cost advantage, where there is comparable open-access material, or to materials that present technical difficulties.

12. Publication by a non-profit organization and/or represents an innovative, sustainable business and access model.

13. Resources should be evaluated according to FALSC MCLS CMESC licensing and technical standards.

Collection Management/E-Resources Steering Committee

The charge of the CMESC is to:

- Recommend which e-resources will be licensed for all college and university libraries.
- Correlate available dollars with the ability to maintain subscriptions, and prioritize if funds will be insufficient to maintain current subscriptions.
- Recommend more permanent committees and task forces necessary to analyze and build joint FCS/SUS library collections.
- Coordinate with relevant FLVC staff and other committees and report to the Executive Committee.

The CMESC utilizes more specific selection criteria consistent with licensing principles and evaluates individual resources for the selection process. Needs assessment will be conducted every five years by the CMESC or their subcommittee with assistance from the FALSC staff.

Measures of Effectiveness

Measuring the effectiveness of online resources being shared by libraries is an important but sometimes deceptively complicated endeavor. Most often libraries as a group, or individually, can assess cost-effectiveness using a cost per use metric; that is, taking the cost of a licensed or purchased resource (e.g. journal package) and dividing by the usage it garners to produce an overall cost per use. Usually the lower the cost per use for a resource equates to a better cost-effective rating or return on investment (ROI). However, this methodology does not adequately address smaller user bases and more expensive resources; for example, a specific and expensive resource that is core to an undersized user group would have an inflated cost per use figure; yet, this resource is essential to this user group. Thus, it is imperative that both quantitative and qualitative measurements of effectiveness are taken into account when comparing shared online resources.
Roles and Responsibilities

- UWF/BOG/FALSC EC: Decide on recommendation
- FALSC Staff: Provide guidance, expertise, and support for CMESC
- MCLS EC: ?
- MCLS: Decide on option(s) to recommend to?
- CMESC: Recommend options to MCLS
- Individual institutions: Advise FALSC/CMESC regarding resources to consider

**Language to Address**

Fla. Stat. ch. 1006.73 (2015) (see part 2, section a, paragraph 4, clause b)

- Core resources
  - For purposes of licensing electronic library resources from funds appropriated to the Complete Florida Plus Program, those resources licensed for 4-year degree-seeking students shall be made available to all 4-year degree seeking students in the Florida College System and the State University System
- Emerging non-commercial content providers
- Relationship to state and institutional priorities
- Collaborative opportunities
- Service delivery models
- Potential partners
Group Licensing Policies for E-Resources

June 3, 2016

The group licensing process is a service provided by the Florida Virtual Campus (FLVC) to libraries within the Florida State University System (SUS) and the Florida College System (FCS). Limited group licensing services are provided to libraries in the Independent Colleges and Universities of Florida (ICUF) for a cost recovery fee. The purpose of the group licensing process is to leverage the buying power for the FCS and SUS for e-resource products subscribed to by multiple institutions within the systems, and to provide support for local licensing activities.

- Group licensing for e-resource products and e-journal packages on behalf of the institutions within the FCS, SUS, and ICUF (where appropriate) will be pursued when a baseline of five institutions participate.
- Products licensed through FLVC for 2016 under the previous guidelines will continue to be licensed for 2017.
- All group licensing opportunities will be on an opt-in basis and available to all FLVC member libraries.
- In no case will one group or institution have to subsidize another group or institution.
- Each institution shall designate a liaison to FLVC for the group licensing process. These individuals should be prepared to confer with their home institutions and meet deadlines, and be authorized to convey institutional decisions.
- A listserv for designated liaisons has been established to facilitate communication throughout the group licensing process (FLVC-GROUP-LICENSE@LISTSERV.FLVC.ORG).
- All annual subscriptions will run on the calendar year.
- Consolidated invoicing will be provided to participating institutions.

Timeline for Group Licensing

The timeline below applies to the annual group licensing process and products only, and does not apply to multi-year contracts for e-journal packages and STEM databases licensed through FLVC.

- The initial electronic survey of interest is sent to each institution’s designated group licensing representative on or about August 29th, with a survey period of two weeks.
- Negotiations with vendors/publishers and further communications with institutions for the next contract period continue until on or about October 31, when final contract terms and pricing (as appropriate) are communicated to each participating institution.
- Signed Letters of Intent confirming participation for specific resources through the group licensing process will be due on or around November 11.
- Institutions utilizing the consolidated invoicing services for eligible group licensing products must make payment to FLVC on or by December 2.
- Purchase requisitions will be submitted on or by December 9.
- Purchase orders will be issued on or by December 16.
This page intentionally left blank.
Proposal to Adjust FALSC Florida Statewide Delivery Service Schedule
June 3, 2016

Background

- Prior to FY 2015-2016, FLVC funded 5-day delivery stops for institutions in the SUS; FCS institutions funded their own delivery service or were funded through their MLC.
- In FY 2015-2016, in an effort to ensure equity across its membership, FLVC began funding 5-day delivery stops of the Florida Statewide Delivery Service for all 40 institutions within the SUS and FCS. The total cost to FLVC for the delivery service in 2015-2016 was $120K.
- In late March, 2016, the Tampa Bay Library Consortium (TBLC), which manages the Florida Statewide Delivery Service, alerted FLVC to an impending increase in the service beginning in the October 1, 2016 – September 30, 2017 year. The increase will be from $600 to $750 per daily stop, resulting in an increase to FLVC from $120K to $150K. FLVC Leadership has determined that the FLVC budget cannot absorb an additional $30K expenditure at this time.
- FLVC has been working with TBLC to find a solution that will maintain appropriate levels of service to the SUS and FCS institutions while staying in the parameters of the FLVC budget.
- Changes to the Statewide Delivery Service would take effect October 1, 2016.

Proposal: A Data Driven Solution

- TBLC keeps records on the number of orange bags sent and received by participating libraries. Based upon their experience, TBLC has developed the following requirements for minimum delivery guidelines:
  - Libraries sending less than 800 bags annually should have a 2-day service
  - Libraries sending more than 1,000 bags annually should have a 3-day service
  - Libraries sending more than 2,000 bags annually should have a 4-day service
  - Libraries sending more than 3,000 bags annually should have a 5-day service
- TBLC has provided FLVC with the delivery and pick-up data for the locations for which it currently pays delivery costs. FLVC compiled that information and drew up a delivery schedule based upon TBLC’s recommendation. (Note: Where the quantity of sent items was within 200 bags of a recommended limit, we rounded up to the next delivery service level.) This initial proposal was shared with the Executive Committee of the MCLS for discussion.
- Discussion with the Executive Committee resulted in the recommendation that we retain a 3-day service level as the base service provided by FLVC, and adjust service levels from there based upon delivery data.
- TBLC concurs that aligning the number of delivery stops with the volume of bags being delivered and picked up creates a much more efficient and cost-effective delivery system. With fewer stops at low volume sites, the chance of a stop being made when there is nothing to pick-up or drop-off is significantly reduced.
- For institutions that are SEFLIN or SWFLN members, additional delivery stops may be covered as part of membership benefits. Please contact Irina Galilova at SEFLIN, (877.733.5460 ext. 222 or falilova@seflin.org), or Kari Thurmond at SWFLN, (239.313.6596 or kthurmond@fgcu.edu), for further information.
- For more information from FALSC, please contact Gail Orth, (352.415.6801 or gorth@flvc.org).
This page intentionally left blank.
<table>
<thead>
<tr>
<th>Institution</th>
<th># Bags Sent</th>
<th># Bags Received</th>
<th>Recommended Stops*</th>
<th>2016-17 Cost</th>
<th>Proposed Stops</th>
<th>2016-17 Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida A &amp; M University</td>
<td>1845</td>
<td>1756</td>
<td>4-day</td>
<td>$3,000.00</td>
<td>4-day</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Florida Atlantic University - Boca Raton Campus</td>
<td>6182</td>
<td>5276</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Florida Gulf Coast University</td>
<td>3079</td>
<td>3484</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Florida International University - Green Library</td>
<td>5213</td>
<td>5208</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Florida Polytechnic University</td>
<td>28</td>
<td>20</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Florida State University</td>
<td>7905</td>
<td>6886</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>New College of Florida - USF</td>
<td>4394</td>
<td>3501</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>University of Central Florida</td>
<td>5793</td>
<td>6271</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>University of Florida - Smathers</td>
<td>4579</td>
<td>5848</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>University of North Florida</td>
<td>2705</td>
<td>2812</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>University of South Florida - Tampa Campus</td>
<td>7698</td>
<td>6224</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>University of West Florida</td>
<td>2648</td>
<td>2486</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>Broward College</td>
<td>1872</td>
<td>1747</td>
<td>4-day</td>
<td>$3,000.00</td>
<td>4-day</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Chipola College</td>
<td>10</td>
<td>11</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>College of Central Florida - Ocala</td>
<td>638</td>
<td>628</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Daytona State College</td>
<td>661</td>
<td>571</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Eastern Florida State College</td>
<td>895</td>
<td>762</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Florida Gateway College</td>
<td>242</td>
<td>202</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Florida Keys Community College</td>
<td>216</td>
<td>181</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Florida Southwestern State College</td>
<td>671</td>
<td>588</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Florida State College at Jacksonville</td>
<td>1719</td>
<td>1752</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Gulf Coast State College</td>
<td>510</td>
<td>482</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Hillsborough Community College - Plant City Campus</td>
<td>394</td>
<td>401</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Indian River State College - Ft. Pierce Campus</td>
<td>826</td>
<td>625</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Lake Sumter State College</td>
<td>225</td>
<td>200</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Miami-Dade College - Kendall</td>
<td>1041</td>
<td>1128</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>North Florida Community College</td>
<td>255</td>
<td>233</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Northwest Florida State College</td>
<td>531</td>
<td>560</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Palm Beach State College - Lake Worth</td>
<td>1217</td>
<td>947</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Pasco-Hernando State College - West Campus</td>
<td>1281</td>
<td>1194</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Pensacola State College</td>
<td>696</td>
<td>598</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Polk State College - Winter Haven</td>
<td>430</td>
<td>538</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Santa Fe College</td>
<td>904</td>
<td>877</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Seminole State College of FL</td>
<td>423</td>
<td>394</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>South Florida State College</td>
<td>277</td>
<td>311</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>St. Johns River State College</td>
<td>803</td>
<td>782</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>St. Petersburg College - Gibbs</td>
<td>5646</td>
<td>5955</td>
<td>5-day</td>
<td>$3,750.00</td>
<td>5-day</td>
<td>$3,750.00</td>
</tr>
<tr>
<td>State College of Florida, Sarasota-Manatee</td>
<td>1076</td>
<td>1005</td>
<td>3-day</td>
<td>$2,250.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Tallahassee Community College</td>
<td>371</td>
<td>385</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Valencia College - Winter Park</td>
<td>230</td>
<td>215</td>
<td>2-day</td>
<td>$750.00</td>
<td>3-day</td>
<td>$2,250.00</td>
</tr>
</tbody>
</table>

| subtotal $41,250.00 | subtotal $42,750.00 |

- Changing 2 day stops to 3 day stops

*If the # of bags sent was within 200 of the next tier, we rounded up and recommended the higher number of stops.
This page intentionally left blank.
Florida Academic Library Services Cooperative
June 2016 Update
Kate Nevins, June 5, 2016

Organizational Updates

This is my first report to you in my role as Visiting Strategist for Planning and Engagement with FALSC. Lucy Harrison has departed from FALSC and is now with GALILEO in Georgia. The search for the next Executive Director is underway. My visiting engagement is for the period until the new Executive Director joins FALSC. During this time I will be focused on internal and external communications, engagement with FALSC members, planning, and support of the work of FALSC director-level team in their critical roles in maintaining daily operations.

Ellen Bishop will continue to lead integrated Library Services. Claire Dygert will continue to lead E-Resources and Digital Services. Linda McCarthy will continue to lead Library Support and Training.

We have made a good start on the search for FALSC’s new Executive Director. The Search Committee has been appointed. Ray Calvert, MCLS Vice-Chair/Chair-Elect has agreed to serve as Co-Chair of the Search Committee. There are an additional four representatives from the MCLS at large, two each from the SUS and FCS: Elizabeth Curry (UNF), Lori Driscoll (GCSC), Pat Profeta (IRSC), and Julia Zimmerman (FSU). A list of the full Search Committee, as well as the position description and other background documents is available at http://uwf.edu/execsearch/falsc-search/. This site will be updated throughout the search.

I am pleased to let you know that FALSC has begun recruiting for three open positions. These are:

- Assistant Director, Digital Platforms expanding FALSC’s capacity to analyze, plan, and execute digital initiatives.
- Communications Coordinator replacing a departing staff person, for FALSC communications, website content, ILS materials, and other topics.
- Library Services Analyst: focused on Sierra / Encore Duet implementation.

Positions should be posted in the next few weeks. In addition, recruiting is starting for several positions in DoIT (Division of Information Technology) which will also contribute to the resources for FALSC initiatives.

Pam Northrup and team have finalized the FLVC organization structure, including that for FALSC. She has shared it will the MCLS Executive Committee and it is being distributed to MCLS primary representatives in advance of the June MCLS meeting.
FALSC is introducing a new logo. FALSC will be branded with its connection to FLVC. This provides the advantage of a unified image and presence for FLVC, one that includes all of the FLVC programs. You will see these graphics in action at the head of this report and in our presentations and handouts at the upcoming meeting.

**Governance and Advisory Processes**

The MCLS Executive Committee met on May 18. Among other topics, the Committee discussed its thanks to Lucy Harrison for her many contributions to Florida academic libraries, the FALSC Executive Committee search, the new FLVC organization chart, the June MCLS meeting agenda, and Standing Committee appointments. Since then, nearly 100 volunteers have put their names forward for the Collection Management and E-Resources, DISC, Resource Sharing, Technical Services, and User Interfaces Standing Committees. The Executive Committee will be making these appointments in early June. In their meeting the Executive Committee acknowledged the many calls for member participation in Working Groups and committees at this time, and the value of this high level of member engagement.

Mike Dieckmann, Chief IT Strategist at FLVC, provided briefings to FCS and SUS CIOs about Sierra/Encore Duet implementation. Materials provided at those meetings were distributed to the MCLS discussion list.

The next MCLS meeting will be held Tuesday, June 14, 2016, at the Seminole Campus of St. Pete College. An agenda and meeting materials are available online. I look forward to seeing you there.

**Sierra/Encore Duet Implementation**

**Planning and Implementation Teams**
The Sierra / Encore Duet implementation Working Groups were formed, took part in orientation, and have begun their work. It was valuable to have MCLS Chair Anne Prestamo participate in the orientation session. The recording of this session is available at: https://sas.elluminate.com/p.jnlp?psid=2016-05-10.1156.M.8FCCE4C62F70CFEEB6466BC2DDD698.vcr&sid=uvw0707.

FALSC staff liaisons have been appointed to support the work of each Working Group. In addition, FALSC held five regional meetings this spring, all focused on Sierra Encore Duet. There was a total of 253 attendees representing the majority of FALSC members. At the MCLS meeting you will hear a summary of the work and input from participants in both activities.

The Steering Committee will hold its first meeting on June 17.

**Initial Data Sets**
We have begun the work on the initial datasets for this project. Bibliographic and item data and authority records were delivered to Backstage Library Works (BSLW) for their review. We have received an initial, sample file of merged Bib records. After review, adjustments have been made to the de-duping profile and returned to BSLW. Holdings records, circulation, course reserve, acquisition data, cash transactions, and patron data were delivered to Innovative. We
have begun consultations and profiling instruction with Innovative for migration and data mapping. Data extraction, delivery and review is an iterative process that will be done multiple times over the course of the project.

**Training**
Innovative provided training for FALSC during the last week in May and the first week in June. We have begun reviewing the documentation and online training that Innovative provides, and have begun asking all three vendors (Innovative, BSLWE, and EBSCO) more in-depth questions in order to prepare for the conversations we will have with the Working Groups. Online system training for the Working Groups will be scheduled soon. We also held a session for all library staff members called *Introduction to Sierra and Encore Duet Documentation*. There were 185 attendees. The recorded version is available [here](#).

**System Transition**
As we transition into working with Sierra/Encore Duet, there will be significant effort involved in configuring the new systems and supporting the current systems. FALSC developed the following preliminary guidelines for legacy product support through the transition. These were discussed with attendees at the Regional User Meetings:

- Enhancements and integration requests (freeze now unless transferrable to the new system)
- Data loading and quality control (continue through the end of 2016, then freeze and develop in new system)
- Service requests for broken functionality or system settings in Aleph (depending on the request, may be worked on until acceptance of the new system)

We will share the results of the Regional User Meeting discussions, and will continue the discussion at the MCLS meeting. The guidelines will be revised if necessary and finalized after the meeting.

**Other Library Projects**

**OCLC EZ Proxy**
We upgraded all of the colleges from EZProxy 5.x to 6.x on Sunday, May 15. No issues have been noted with those upgrades and we are currently planning to upgrade the three university instances maintained by FALSC, along with FLA-PASS.

**Help Desk**
The FLVC Help Desk opened 1,596 new cases in May, and closed 1,424 cases. This represents a change of +48% since the same period last year. The Help Desk satisfaction survey is now complete and we will be sharing the report at the MCLS meeting in June.
E-Resources
The Collection Management and E-Resources Standing Committee (CMESC) has pulled together possible portfolio scenarios for 2017 for discussion at the June MCLS meeting. This document has been shared as a part of the pre-meeting document distribution.

In addition, FALSC has been planning for 2017 Group Licensing and will be discussing the process at the meeting.

CSUL and FALSC are pursuing a new cooperative project for the licensing of Springer for 2017. CSUL is taking responsibility for the negotiations and will be forming a negotiating team. FALSC will provide the portal for contracts, updates, and other relevant information, and will keep the portal up to date. There will be an update on this initiative at the meeting.

Acquisitions
We continue to work with several colleges to finalize their transition from materials vendor Baker & Taylor to Yankee Book Peddler. Unfortunately some institutions have started over because their initial YBP profile was not complete. Compounding this effort was OCLC’s switch from WorldCat Cataloging Partners to WorldShare Collection Manager. As libraries have been transitioning to YPB, they have also been working to set up their Collection Manager profiles for YBP and other vendors for whom FALSC loads records into Aleph. We will continue to work closely with the colleges to ensure this transition is completed successfully.

Resource Sharing
The Tampa Bay Library Consortium (TBLC) has informed us that the statewide courier costs will be rising in October. We have had discussions with the MCLS Executive Committee on how to address this issue, and will bring some options forward for discussion at the MCLS meeting.

A few issues were raised at the Resource Sharing Standing Committee (RSSC) meeting regarding setup of lost billing workflows for SUS UBorrow lending libraries. The RSSC plans to present a few suggestions on how to proceed with lost books billing (e.g., each individual library to bill as needed, implement proposed automated workflow, or do nothing) to the MCLS at their quarterly meeting on June 14.

Centralized Data Loads, Extracts, and Reports
FALSC has continued regular monthly loading of records into the FCS (FCC01), SUS (UXU01), and PDA01 bibliographic libraries, and into the LCA10 authority library in Aleph. Patron data was also loaded regularly for the FCS and SUS libraries per their requested schedules. The April SUS Aleph record counts are also complete, and we have completed ad hoc reports for MDC (all items with Temp.Loc. checked). Monthly reports for May for the FCS are scheduled to be released on June 6. A new ARROW report was also created: Loans by Title and Textual Call Number - All Loans.

We continue to produce a report monthly of subfield 5KEEP fields which are in the incorrect order. We correct the order and notify the library when we see a pattern developing.
Data loading projects of note include:

- New PDA/DDA/xDA plans for PDA01: New Plans: Ebook Central (ECC), Alexander Street Press (TCC), Removed JSTOR (UWF)
- E-Book and PDA monthly updates: eBrary, Rittenhouse, Gale Lit Crit, EBSCO subscriptions, SWETS, FMG, SUS Coutts PDA.
- LCA10: For 2016, we have loaded records through week 21
- EJournal Serial Solutions: May is complete.
- EJournal MARCIt!: May is complete and June is in process.
- GPO Marcive SUS e-books: May is complete.

We continue to consult with SUS libraries to develop and approve GenLoad profiles for library staff to use for ongoing data loads into UXU01. We are currently working on FSU’s Music CD cataloging project and with several institutions concerning Readex sets. We finished loading the replacement set of EBSCO URL updates for Netlibrary records for FAMU.

Recently approved or revised profiles include FAMU EBSCO, FGCU Swank Digital, FGCU Rittenhouse PDA purchase and FGCU Sage.

FALSC also extracts data from Aleph on regular schedules for shipping to outside parties (e.g., institutional financial systems, third-party discovery systems). We completed the yearly book chapter holdings extract and sent that to RapidILL in March, and in April completed a report for FSU to compare the FSU local print holdings to HathiTrust public domain resources. We have begun work on the annual holdings report to be sent to HathiTrust by June 30.

**Bibliographic Database Quality**

As part of the Sierra/Encore Duet Implementation, we have contracted with Backstage Library Works (BSLW) to provide de-duplication and authority control services. While we will continue with the work already begun to clean up records in the current Aleph catalogs, and will of course perform regular reports and automated clean up over the next year, our emphasis will now be shifting to the new Sierra environment. We will be working closely with BSLW and the appropriate Working Groups to ensure that the quality of the Sierra bibliographic database meets our needs.

We continue to work with university library staff to identify non-OCLC record sets with OCLC numbers in the 035 field. We are currently working on Phase 2, records with multiple holdings. So far, over 140,139 records have been cleaned up. The spreadsheet used to track progress is available online at:

https://docs.google.com/spreadsheets/d/10cWlxCUQs8vY4AueY44YkqgcEZ2nJu5D-kpgG0GbQro/edit?usp=sharing

The cleanup of bibliographic records with multiple 245 fields is complete. In total, 420 bibliographic records were cleaned up. We will perform this cleanup again before migration in case additional records with very long 245’s are loaded in the future.

We have provided a report to the colleges on pre-publication records in the system for which they have holdings attached (over 10,000 records). Instructions were also sent on how best to
clean up these records. We appreciate the efforts of library staff in helping with this maintenance. The number of prepublication records in the FCS database now stands at 2,884.

FALSC regularly performs additional manual and automated cleanup to remove duplicates and correct other issues. For example, we recently completed an OCLC duplicate report for the FCS, and are currently working on a duplicate ISBN report for the FCS libraries. We also recently completed work to delete obvious non-OCLC numbers from the 035 field for FCS records. We run a monthly report to identify subfield 5 KEEP fields in the incorrect order and correct them.

**Digital Services**

**Archives Space**
We are putting the finishing touches on a project plan for migrating from Archon to ArchivesSpace. A preliminary installation of ArchivesSpace software has been performed. To better support this area in future, we have a staff member who will be working towards a Digital Archivist Certificate.

**Islandora**
A feasibility project to test load over 5,200 issues of the Bradford County Telegraph from UF’s Sobek instance into FL-Islandora’s Florida Digital Newspaper Library is underway.

**Florida Digital Archive**
- Two new code updates have been tested and are ready for production: a fix to MOV file processing problems, and an update of DAITSS to accommodate the new PREMIS v.3 schema.
- Two new DocMD schema elements proposed by Harvard University have been successfully tested and a production version of the updated schema is ready to go live. Carol Chou from FLVC and staff from Harvard University collaborated on the creation of this schema and FLVC hosts the schema.
- There were 1,450 GB ingested: 3,147 packages and 815,276 files. There were 51 disseminations from UF. There were 0 withdrawals. Currently the archive has 227.89 TB, 532,995 Total AIPS, and 63,968,572 Total data files.

**Florida OJ**
A new journal was created for FSU, for the purpose of accepting submissions for the Society for Vocational Psychology’s 2016 conference. The conference organizers will use the blind review process in Florida OJ to receive, review, and accept submissions.

**Upcoming Events**

**Members Council on Library Services:** June 14, 2016, St. Pete College, Seminole Campus

**FL-Islandora Institutional Repository Functionality Project:** July 18-19, 2016, FLVC, Gainesville

**Members Council on Library Services:** September 8-9, 2016, Florida Atlantic University, Boca Raton

**Members Council on Library Services:** November 30 - December 1, 2016, University of Central Florida, Orlando
Providing statewide library services to Florida's colleges and universities.

Regular Meeting of the  
Members Council on Library Services (MCLS)  
Minutes

Tuesday, June 14, 2016 – 8:30 a.m. to 5:00 p.m. ET  
St. Pete College | Seminole Campus | Library Annex Conference Center (Building CC-316) |  
9200 113th Street North | Seminole, Florida 33772

Members Present: Rich Ackerman (BC), Kevin Arms (LSSC, representing Denise English), Barry Baker (UCF), LisaMarie Bartusik (PSC), Christine Boatright (FGC), Cecilia Botero (UF Health Science), Ray Calvert (Pasco-Hernando), Mercedes Clement (DSC), Elizabeth Curry (UNF), Erick Dominicis (MDC), Lori Driscoll (GCSC), Teresa Faust (CCF), Rebecca Frank (SPC), Karen Griffin (HCC), Meg Hawkins (SCFMS), Janice Henderson (NWFSC), Carol Hixson (FAU), Rob Krull (PBSC, representing Brian Kelley), Tom Messner (FSCJ), Lena Phelps (South Florida), Anne Prestamo (FIU), Patricia Profeta (IRSC), Deborah Robinson (TCC), Judy Russell (UF), William Shuluk (FSW), Jill Simser (EFSC), Ruth Smith (VC), Myra Sterett (SFC), Barbara Stites (FGCU, representing Kathy Miller), Courtlann Thomas (PSC), Lisa Valentino (SSCF), Faye Watkins (FAMU), Christina Will (SJRCC), Lynn Wyche (NFCC), Julia Zimmerman (FSU).

Guests: Rebecca Donlan, Wendy Dover, Ramona Miller-Ridlon, Shelly Schmucker.

University of West Florida (UWF) Innovation Institute/FLVC/FALSC Staff: Ellen Bishop, Claire Dygert, Tammy Elliott, Brenda Ferris, Janice Gilley, Linda McCarthy, Kate Nevins, Pam Northrup, Scott Schmucker, Dave Whisenant, and Shawn Wilson.

Call to Order  
Chair Prestamo called the meeting to order at 8:30 a.m.

Recognition of Service: Lucy Harrison  
Prior to the meeting, a resolution for Harrison had been formed and approved by all members of the council. The resolution was presented to her in thanks for her service to the academic libraries in the Florida College System (FCS) and the State University System (SUS).

MCLS Business  
Election of Officers  
Henderson presented the slate of officers. Nominees included: Miller (FGCU) for Chair-Elect; Simser (EFSC) for Secretary; Russell for SUS At-Large Representative; and Will (SJRSC) as FCS At-Large Representative, finishing the one year vacated by Tracy Elliott.

Motion: Henderson moved that the slate of officers be accepted. The motion was seconded by various members. The slate was approved.

New Standing Committee and Working Group Memberships  
Prestamo reported that vacancies for the standing committees have all been filled. Working group memberships for the Next-Gen ILS have also been finalized. The list of members was presented to the council.
Updates from FLVC Standing Committees and Task Forces

Collection Management and E-Resources Standing Committee (CMESC)
Schmucker (TCC) represented the committee. Prior to the meeting, a detailed report of the committee’s activities was distributed. There were no questions or comments from the council on the report.

Digital Initiatives Standing Committee (DISC)
Hixson represented the committee. Prior to the meeting, a detailed report of the committee’s activities was distributed. There were no questions or comments from the council on the report.

Resource Sharing Standing Committee (RSSC)
Dover represented the committee. Prior to the meeting, a detailed report of the committee’s activities was distributed. As part of their report, the committee requested guidance on a billing process for lost books, as they had been unable to come to consensus. Discussion followed.

The council would like to keep this issue on the front burner and charged the RSSC with the following:

- Gathering data on the percentage of books that are lost and determine frequently billings are occurring and what the exchange of dollars has been over the last year or two.
- Talk with other consortia that have experience with unmediated book programs and find out their best practices. Consortia that use Innovative Interfaces, Inc. (III) are preferred.
- Work with other standing committees and the working groups to help determine what capabilities the new system will have.
- Investigate which institutions have policies in place with their financial services departments or other entities like the Board of Trustees, and determine which ones have the ability to change or alter the policies and/or which ones require approval.

Technical Services Standing Committee (TSSC)
Clements represented the committee. Prior to the meeting, a detailed report of the committee’s activities was distributed. There were no questions or comments from the council on the report.

User Interfaces Standing Committee (UISC)
Profeta represented the committee. Prior to the meeting, a detailed report of the committee’s activities was distributed. There were no questions or comments from the council on the report.

Update from Decision Making and Authority Working Group
Profeta reported that the group has started meeting. They have reviewed their charge and a decisions document FALSC shared with them. They have discussed comments from Nevins during her meetings with them, researched consortia around the country to review their public facing organizational documents, and reviewed a draft outline of points, including member responsibilities.

In addition, they are reviewing procedures related to voting within the members council, advisement to FALSC and FLVC, strategic priorities, buying power, decision trees, sustainability, and deliverables. They are working on next steps with an eye towards understanding what the MCLS sees as their mission and responsibility to FLVC. Profeta noted that they will also flesh out their discussions and crosswalk their ideas against other large consortia documents and review FALSC operational documents. They plan to present a report to the council at some point in the future.

Future Meeting Dates and Locations
The council reconfirmed their next meeting dates of September 8-9, 2016, at Florida Atlantic University (FAU) and November 30-December 1, 2016, at the University of Central Florida (UCF).
FLVC Business

_Innovation Institute Organization Chart_

Northrup reviewed the UWF Innovation Institute organizational chart with the council. The chart had been sent to the Primary members prior to the meeting. Discussion followed.

There was some concern from the members regarding IT staffing for library-related activities in FALSC. Northrup reassured the council that the implementation of the NGILS is the organizations’ top priority. She asked the council if they would be agreeable to her getting the new FALSC Executive Director hired and then over the next year working them to get their perspective, then the two of them taking an in depth at the organization of FALSC staff and make any needed adjustments to it. The council was in favor of this approach and discussions will continue at their upcoming meetings.

**FLVC Update**

Northrup reported that there are about seven new positions that span FALSC and FLVC that are currently being advertised. The Executive Advisory Council (EAC) continues to meet and staff are currently polling dates for a summer or fall meeting. Northrup also gave an update on MyCareer Shines and other various student services being offered by the Distance Learning and Student Services department under the Complete Florida Plus Program (CFPP).

She also announced that the Legislature has directed FLVC to use their reserves to fund the second year of the Sierra / Encore Duet Implementation.

**FALSC Executive Director Search**

Northrup reported that the search for the new FALSC Executive Director is underway. She listed the members. Calvert is co-chairing the committee along with Kimberly McCorkle of UWF Academic Affairs. Council members urged Northrup to investigate whether or not the timeline could be extended to allow for recruitment at the June ALA Conference. Northrup thought this was a good idea and stated she would take this request to the search firm, Greenwood/Asher. She also reminded the council that because this is a Sunshine search, all details regarding the search are available to the public and can be found on the [UWF website](http://www.uwf.edu).

**Legislative Update**

Gilley reported that the Governor’s Office is being kept abreast of FLVC activities and funding since the approval of the budget to fund the first year of the NGILS. She restated Northrups’ statement that the Legislature has FLVC to use reserves and any savings to continue the implementation of the NGILS for the second year. In terms of future LBR requests for the e-resources, she encouraged the council to think of fresh new ways to present these requests so that they garner the kind of attention needed in order to be funded. Finally, she added that she and Northrup will visit with the new Education Experts once they are appointed by the House and the Senate to ensure they are aware of FALSC and FLVC and their services to the 40 institutions.

**FALSC Programs: Updates, Proposals, and Discussions**

**E-Resources**

_Budget Scenarios for FY2016-17_

Schmucker (TCC) and Donlan, Co-Chairs of the CMESC, presented this topic. Two e-resource budget scenarios for the FY2016-17 were sent to the council prior to the meeting. The scenarios currently under consideration by the council were created based on the pricing structure for this year with an estimated 3% increase. Scenario 1 involved cutting Newsbank and HealthSource Nursing/Academic (EBSCO) and licensing Proquest’s U.S. Newstream. The estimated excess funds after the shortage would be $140,302 and the total savings from this scenario would be $258,493. The second scenario involved canceling
Associate’s Programs Source Plus (EBSCO) and HealthSource Nursing/Academic (EBSCO). The estimated excess funds after shortage would be $114,098 and the total savings from this scenario would be $232,289. The scenarios were discussed.

Profeta offered other suggestions for the process to ensure that both the FCS and the SUS have adequate time to review and vet the scenarios in the future. Other suggestions for how and what to review when developing the scenarios were also discussed including the possibility of using polls to reassess interest in specific databases and doing a rollup from the bottom to see what could be done to avoid some of the cuts.

Henderson also suggested resurrecting the committees’ prior process of including more of the background information, from the committee’s standpoint, and more about the databases themselves. Nevins offered to take this as an action item to review the possibility. She will follow-up with the council.

After discussion, it was concluded that the FCS members would indeed like more time to review the scenarios presented at the meeting along with more information about the local impacts to their institutions. In addition, they discussed adding a third scenario.

Motion: Henderson motioned to add a Scenario 3. This scenario would involve canceling the Associate’s Programs Source Plus (EBSCO) and HealthSource Nursing/Academic (EBSCO) and after the shortage, use the $114,098 to subscribe to ProQuest Newsstream. With this, they will be able to compare the newspaper products and make decisions about what they want and need next year and table e-books. Profeta seconded the motion. The motion was put to a vote to all members (FCS and SUS) and approved 27 in favor, 4 opposed.

For next steps, the CMESC will send local impact statements. The FCS MCLS members will consider Scenario 3, and decide which of the two scenarios will be the final scenarios. FALSC will then conduct a final email vote for the colleges and the universities on those scenarios.

The SUS opted not to add any additional scenarios for review and will move forward with the recommendation to cut Lexus Nexus. Curry stated that while the SUS acknowledges the pain of that choice, they have agreed to it with the caveat that they will work with Dygert to see what can be done to leverage costs in the future.

The CMESC was also asked to create a survey for the council to see, among other things, what resources they like, why they like them, and which ones they would like to add.

E-Resources Reframing Working Group Update
Driscoll presented this report. It was distributed before the meeting as part of the agenda packet. It represented a summary of their work to date. The group has discussed affordability issues and some strategies and possible alternatives for faculty. They would like to include this as part of additional forthcoming documentation to the council. Robinson encouraged telling a visual story about student use.

Prestamo added that the group will be losing two of its members and the Executive Committee will discuss if and how they will fill those spots. She reminded the council that there is a Communications Working Group and Driscoll noted that it would be a good idea to fill one or both of those spots with staff skilled in that area.
2016-17 Group Licensing Program Proposal
Schmucker (FALSC) presented this topic. He leads the annual group licensing process and gave a historical overview of the process, which now includes SUS institutions. The process involves the colleges and universities spending their own money, and FALSC/FLVC acting as an agent to negotiate a single license when multiple schools wanting to take advantage of consortia discounts. The process starts with a survey listing licensed items and currently includes about 135 products. Each institution has a single point of contact that is responsible for submitting the survey and receiving the pricing information.

Once FLVC receives the survey results, they request pricing, which is determined by the level of interest from the institutions. It usually takes about three weeks to get the pricing information, that is subject to change if schools decide not to participate. After the pricing information is received, the schools agree on what to license and a letter of intent is signed. Then the vendors invoice FALSC, and FALSC invoices the institutions. The institutions pay FALSC and FALSC pays the vendor. The benefit here is that the institutions receive a single invoice rather than multiple invoices from the vendors.

Schmucker added that in the past there have been issues with getting invoices distributed to the institutions in time to get them to their financial offices for payment. He attributed this to discussions about the pricing continuing into December. Council members suggested FLVC give them a general idea of possible costs or some comparison information in terms of what others are paying for the resources so they have a point of reference. Schmucker agreed and noted that moving forward invoicing will only be on a calendar year. He reported that he will also host a webinar(s) for more information on the process and stated that he will be reaching out to the institutions to confirm their group licensing contacts.

CSUL/FALSC Collaboration: Springer Negotiations
Dygert reported that CSUL has asked FLVC to transition the Springer contract negotiations to them for their next contract cycle. CSUL had, in the past, negotiated a contract with Nature, with whom Springer has recently merged with, on behalf of the medical libraries. FLVC staff will lend support and will make their contract portal available.

Botero added that efforts are being made to make the contract comprehensive and inclusive of all interested Florida colleges. She noted that the ICUF libraries will also be participating and encouraged the council to respond to a survey that will be sent to measure interest from the institutions.

Statewide Delivery Service Proposal
Dygert presented this topic. Information was sent to the council ahead of the meeting. FLVC has been notified by the Tampa Bay Library Consortium (TBLC) that the pricing for the delivery service will be increased in October. Some of the reasons for the increase are the fact that it has been a number of years since the price was increased, and the inflation of fuel and staff costs. FLVC is unable at this time to absorb the approximate $50,000 increase. After some discussions with TBLC and with the Executive Committee, FLVC will scale back from offering a 5-day one stop service at each institution, to a 3-day service with one stop. Discussion followed.

Letters had been sent to FLVC with each institution’s data and copies of the letters were distributed during the meeting. Members were alarmed at the price increase for the service and voiced concern, as many of them feel they are not always getting the amount of deliveries and pickups that have been contracted for.
Robinson suggested a staff satisfaction survey be sent to the institutions. Both members and FALSC staff agreed with this approach as it will enable FLVC/FALSC staff to gather some information on this service lapse and present it to the providers so that they can work with them to correct the issue. Other library communities like SWFLN and SEFLIN will be invited to participate in the survey since they are also subsidizing days of delivery.

Members like the idea of doing a delivery test and they would also like the results of the survey to be given to the State Library since they are the ones contracting with TBLC and would ultimately be the ones assessing the service. Council members would also like to know what improvement plans TBLC will put in place.

Dygert confirmed that FLVC will communicate with both TBLC and the State Library to let them know this has been raised as an issue and of FLVC’S intent to do a survey.

**Sierra Encore Duet Implementation**
Whisenant and Bishop presented this topic. FALSC staff met with Innovative in April to get an overview of how the system works and have scheduled a follow-up meeting and trainings for the summer. During the April to June timeframe, there was an initial data extraction of all record types so that profiling can begin. This will occur multiple times between now and Go-Live to ensure accuracy of the data migration. Bibliographic and Item records have been sent to Backstage Library Works, the vendor working on the deduplication process for the FCS and SUS bib record merge.

Whisenant also stated that FALSC would like to get library involved in the EBSCO Index profiling process. The EBSCO Index will be used as the backend for Encore Duet, so they will need to profile the 40 institutions for the new system. Overview sessions and training for the working groups will begin in July. The training is not currently open to other library staff outside of those groups, but FALSC has committed to recording the sessions and making them available to all staff.

In July and August, FALSC will work on system configuration and data profiling. This process involves filling out numerous profiling spreadsheets. FALSC staff will do the initial work, but will turn it over to the Working Groups, as they are trained, so they can review. In September, FALSC hopes to have the initial environment and server set up by the vendor, populated with current production data. The Working Groups will have access to the production server in September for initial data review.

**Regional User Meetings: Input from Attendees**
Whisenant reported that all five Regional User Meetings were completed in April and May. In all, around 253 staff attended. Ill sent staff to each session. At this time, plans for the meetings next year are not definitive due to the abundance of activities that will surround the NGILS migration next year.

**Proposed Guidelines for Legacy Product Support**
Bishop reviewed guidelines for work in the legacy system as the implementation of the NGILS continues. Going forward, FALSC will consider requests on a case-by-case basis.

- They are requesting a freeze on new enhancement and integration requests specific to legacy system functionality that will not migrate to the new system.
- Development of new functionality that will migrate to the new system will also be considered on a case-by-case basis at least until the beginning of the year, while also taking into consideration how much FALSC resources will need to be involved.
With regards to data loading and data control—development of new automated processes for loading and cleanup that will add or improve the data content that’s migrating to the new system will continue until late Spring (April 2017). After that, point there will be a freeze and work will be done only in the new system. Data extracts and data cleanup will also continue.

Service requests to fix broken functionality in the legacy system will be addressed although it is possible that around June 2017 a freeze on this work will be put in place. Table changes and policy and system settings will continue to be addressed until approximately June 2017.

**Working Group Updates**
The council would like to get written reports from the working groups prior to the September meeting. Members will be invited to attend the meetings.

**Communications: Wiki Demo, FALSC Website, Upcoming Newsletter, Communications Plan**
Bishop reported that FALSC staff are in the process of developing a monthly newsletter to keep staff at the libraries informed about the migration process. She demonstrated the [wiki sites](#) that have been set up for the working groups and the [NGILS area on the FALSC site](#).

She also reminded the council that communication has been established with the CIO’s at the 40 institutions. They have been given information about the project and about plans for integration with the any third party vendors they use. FLVC has committed to having all the integration that the schools currently have with those ERPs in the system and available for the July Go-Live date. They have also begun working with III on the APIs they currently have and on the ones that are on their roadmap to be done within the next 15 months. In addition to the APIs available in the contract, there is additional contractual language to have more APIs developed for specific needs in the future.

Whisenant added that the Training Workgroup will be sending out a survey that will feed into a training plan for the entire state. That plan should be available around mid-November and will be a collaboration of the trainings the working group will be doing and what III will be doing. Whisenant also noted that there is a commitment from III to coordinate the statewide training next year.

**Library Services / Other FALSC Updates**
McCarthy shared the results of the customer services satisfaction survey with the council. FLVC was pleased with the results and she thanked those that participated. In the future, there are plans to do the survey twice per year.

In addition, McCarthy announced that FALSC has a new logo and will rebranding their products.

**New Business**
There was no new business.

**Adjournment**
Meeting adjourned at 4:14 p.m.