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

Agenda

Thursday, December 5, 2013 – 1:00 p.m. to 5:00 p.m. ET
Friday, December 6, 2013 – 8:30 a.m. to 12:00 p.m. ET

Florida Gulf Coast University | Cohen Center, Room 214
10501 FGCU Boulevard, South | Fort Myers, Florida 33965

**Thursday, December 5, 2013**

1:00 – 1:05  Call to Order  Julia Zimmerman

1:05 – 1:10   1.  Public Comment

1:10 – 1:40  2.  FLVC Executive Director’s Update  Don Muccino
   A. Legislative Update
   B. LBR Update
   C. FLVC Projects

1:40 – 2:20  3.  Report from the Task Force on Postsecondary Online Education in Florida  Don Muccino

2:20 – 3:00  4.  Planning and Roles  Don Muccino

3:00 – 3:30  Break

3:30 – 4:30  5.  2015 E-Resources Discussion  Judy Born, Valerie Boulos, Claire Dygert, Scott Schmucker

4:30 – 5:00  6.  FCS E-Resources Discussion  Claire Dygert, Scott Schmucker

5:00  Adjournment  Julia Zimmerman

**Friday, December 6, 2013**

8:00 – 8:30  Continental Breakfast

8:30 – 8:35  Call to Order  Julia Zimmerman

8:35 – 9:15  7.  Reports from FLVC Standing Committees and Task Forces
   A. Collection Management and E-Resources  Judy Born, Valerie Boulos
   B. Next-Gen ILS  Jean Phillips
   C. Resource Sharing  Troy Christenson
   D. Technical Services  Jennifer Grey, Betsy Simpson
   E. User Interfaces  Bridgett Birmingham
   F. Digital Initiatives  Lee Dotson, Katie McCormick
      •  Update on Common Digital Platform Report
9:15 – 9:30  8. My Introduction to Digital Services  Janice Henderson

9:30 – 10:00  9. FLVC Library Services Director Update
   A. Library-Specific Projects
   B. Help Desk/CRM Implementation
   C. Discovery Tool Update  Lucy Harrison

10:00 – 10:10  10. Members Council on Distance Learning and Student Services Update  Pat DeSalvo


10:15 – 10:30  Break

10:30 – 10:45  12. Update from October 18 FLVC Board Meeting  Janice Henderson, Julia Zimmerman

10:45 – 11:45  13. How is the MCLS Working for its Members—Opportunities for Change or Improvement  Julia Zimmerman

11:45 – 12:00  14. New Business  Julia Zimmerman
   • Future Meeting Dates and Locations

12:00  Adjournment  Julia Zimmerman

Thank you for leaving your nametag and tent card for future use.
FLVC-RELATED TASK FORCE RECOMMENDATIONS

Preliminary Analysis

- The recommendations are directionally sound and within FLVC’s scope as defined in statute.
- Some of the recommendations are refinements and endorsements of programs submitted as part of FLVC’s LBR, such as the Advising Modernization and Common Learning Infrastructure programs. The TF recommended that one LBR issue, the Educational Positioning System, be reviewed by a larger audience.
- They represent a number of significant initiatives in addition to FLVC’s already very full agenda.
- These initiatives will require additional resources and, if implemented in the near future, a re-prioritization of some current and planned projects and mandates; even if FLVC receives new resources dedicated to these initiatives, organizational bandwidth could become an issue.
- To successfully fulfill these recommendations, FLVC will need flexibility regarding the timing, priority, and approach taken for the initiatives.
- FLVC will also need to be recognized as having the authority to implement these initiatives, or to coordinate work across institutions to implement these initiatives.
- The common marketplace should take priority as the stage and environment on which FLVC could mount a number of other efforts (both from the recommendations and currently planned).
- FLVC will need to conduct a detailed analysis of the integration and impact of the recommendations; this will be part of the organization’s upcoming annual and strategic planning process.
- At this point, these are only recommendations and not directives. It would be up to the respective boards and organizations to decide which recommendations to act upon and when. However, with the legislative session approaching, FLVC must consider the potential for some or all of these recommendations to be addressed by legislation.
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<td><strong>Task Force Recommendations Timeline – FLVC</strong></td>
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<td>**Recommendation #1 — Create an Online Learning Research Advisory Committee (Part of Expand and Clarify Roles and Responsibilities) ** <em>(Secondary role for FLVC)</em></td>
<td>Step 1 — FLVC should create a working group to develop a strategy, scope, and plan of action to enhance and improve current FLVC offerings and establish FLVC.org as the Common Online Marketplace. Step 2 – An LBR for the common marketplace should be prepared for the 2015 legislative session.</td>
<td>Step 3 – FLVC submits LBR, begins enhancing and improving current FLVC.org website. FLVC and working group develop a detailed vision for the future of the common online marketplace, including a development strategy, plan of action, marketing strategy, and cost for the future of the common online marketplace.</td>
<td>(Timing uncertain) Output should be provided to the FLVC and housed in its effective practices repository. A monthly publication (electronic newsletter) could also be distributed by FLVC to the institutions.</td>
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<td><strong>Recommendation #2 — Implement a Common Online Marketplace</strong></td>
<td>Step 1 — FLVC should create a working group to develop a strategy, scope, and plan of action to enhance and improve current FLVC offerings and establish FLVC.org as the Common Online Marketplace. Step 2 – An LBR for the common marketplace should be prepared for the 2015 legislative session.</td>
<td>Step 3 – FLVC submits LBR, begins enhancing and improving current FLVC.org website. FLVC and working group develop a detailed vision for the future of the common online marketplace, including a development strategy, plan of action, marketing strategy, and cost for the future of the common online marketplace.</td>
<td>Step 4 – FLVC should work with the SUS/FCS CIOs to develop data exchange, authentication, and security strategies for the common online marketplace. Step 5 – FLVC should begin implementation of the common marketplace.</td>
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<td><strong>Recommendation #3 — Coordinate a Common LMS (Opt-In)</strong></td>
<td>Step 1 — FLVC should develop a strategy for a common LMS using an opt-in approach.</td>
<td>Step 2 – FLVC should align the proposed strategy with statewide leadership.</td>
<td>Step 3 – FLVC should begin the negotiations and licensing processes.</td>
<td>Step 4 – FLVC should launch the pilot implementation.</td>
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<td><strong>Recommendation #6 — Enhance and Expand The Online Learning Object Repository</strong></td>
<td>Step 1—FLVC should establish a working group under its two Members Councils to guide statewide OER efforts.</td>
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<td>Step 2 — FLVC should update Florida’s learning object repository to increase its accessibility and use.</td>
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<td><strong>Recommendation #8 — Create Effective Practices Repository</strong></td>
<td>Step 1 — FLVC should charter effective practices working groups.</td>
<td>Step 2 — With guidance from the working groups, FLVC should create an effective practices repository.</td>
<td>Step 3 — FLVC and its Board of Directors should identify methods to increase student services participation in the discussion of online learning.</td>
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<td>**Recommendation #9 — Enhance Data Collection Efforts For Online Learning ** <em>(Secondary role for FLVC)</em></td>
<td>Step 1 — FLVC DLSS Members Council should examine what type of statewide reports on online learning should be generated from the BOG and FCS data for analysis purposes.</td>
<td>Step 2 — FLVC MCDLSS work with BOG and FCS to create and maintain a vocabulary for online learning. Also works to identify and define key performance metrics to measure online learning.</td>
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COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 5-6, 2013

CO-CHAIRS: Judy Born and Valerie Boulos

CURRENT ACTIVITIES:

During this quarter, the FLVC Collections Management and E-Resources Standing Committee held 7 meetings via Elluminate: September 12, September 19, October 3, October 17, November 4, November 12, and November 21. The Co-Chairs also attended the Quarterly Meeting of the MCLS on September 5 to present the E-Resources Report Update and E-Resource issues.

Completion of the 2014 Collaborative Collection

The final direction for the 2014 collaborative collection was determined at the September 5 MCLS meeting. This was further approved by the FLVC Board. Licensing is being completed for the collection as voted upon for a January 1 implementation.

2015 Collaborative Collection

The primary focus of the committee this quarter has been to work on recommendation from the June vote of the MCLS regarding the 2015 collaborative collection, which stated: For January 2015, define our objective for acquisition of core resources to correspond with the SUS/FCS core courses. This option would require the development of new scenarios and impact studies.

The committee reviewed the state’s General Education Core Course Options and mapped database options to the courses. A report of these findings will be available to the MCLS prior to the December 5-6 meeting, and discussion of this report will be a separate agenda item.

Documentation

Committee minutes and meeting information is available at the Committee’s wiki at: https://certf.wiki.flvc.org/
DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 5-6, 2013

CO-CHAIRS: Lee Dotson and Katie McCormick

CURRENT ACTIVITIES:

This report reflects DISC activity from September through November 2013. The group met 3 times by conference call to:

- Discuss statewide collaboration on digital initiatives and services, to share research and to coordinate activities:
  - Communicate information from the FLVC Members Council and Executive Committee meetings:
    - Finalized DISC member terms.
    - Discussed request for Common Digital Library Platform report from Members Council. Clarified request via feedback from Executive Committee. DISC is reviewing and updating the report submitted by the Digital Library Platform Working Group from February of 2012. Additional background information will be added. Editing and tracking of comments will take place in Google Docs. The target date for completing this document to submit to Members Council is January 15, 2014. Subsequent to submitting the document, DISC will conduct a survey of FCS institutions to assess needs and types of materials that the colleges have to contribute to the project. In addition, Janice Henderson is preparing a briefing document to close the knowledge gap among some of the MCLS members who may not be familiar with digital library platforms. Lucy Harrison and Don Muccino will work on a cost model for a future reports which DISC will later use when preparing quarterly reports on the project. It was agreed that a quarterly breakdown of anticipated work and costs would be sufficient to maintain the long view on the project while building in a more frequent assessment of new developments or capabilities within the Islandora platform and project landscape.
  - Obtain updates from institutions:
    - BC has a relatively new contract with Archive-It which will allow them to archive Facebook, web sites, and twitter accounts for the whole college.
    - FIU’s Digital Archivist was promoted to Digital Librarian and they will be hiring a new Digital Archivist.
    - FIU hired 3 OPS to help with a Tech Fee Grant for retrospective Thesis and Dissertation scanning.
    - FSU serving on a statewide steering committee for digital collections formed by the State Library. Katie will report back with additional information.
- LSSC is digitizing their student newspapers after completing other college publications http://libguides.lssc.edu/archives - College publications tab.
- UCF has migrated local digital collections to a new CONTENTdm server and upgraded to the latest version of 6.5. Also now working in Islandora.
- UNF has been accepting ETD student submittals for 3 terms now here: http://digitalcommons.unf.edu/etd/
- UF applied for ORCHID grant. They also received a grant for St. Augustine mobile web application.
- UF has been participating in a data management group and having discussions with other units and faculty.
- USF shared plans for building a website, digitizing, and archiving for Dozier School For Boys Project along with the Anthropology Department at USF.
- USF launched a website related to the Rwandan genocide - http://genocide.lib.usf.edu/rwandanchildrenstestimonies
- UWF hired a digital archivist, Brooke Bowers.
- UWF is a charter member of ArchivesSpace.

Based on these updates, DISC members expressed interest in future discussions regarding retrospective thesis and dissertation scanning projects and data management.

- Discuss issues related to centralized services: common digital library system and companion tools; Florida Digital Archive (FDA); DigiTool/PALMM; Archon; Florida OJ/Open Journal Systems (OJS); metadata standards; digital items and collections discovery in MANGO:
  - Reviewed the Islandora PALMM site and its collection hierarchy mock-up of the palmm.fcla.edu look and structure on palmm7t.fcla.edu. DISC decided on 2-tier approach with PALMM acting as the union catalog for digital collections.
  - Selected an internal project name. DISC decided on “FL-Islandora” as the name for FLVC’s implementation of Islandora. Presentation of a draft of a graphic representing the flow of communication for the FL-Islandora project participants.
  - Discussed the Connecting to Collections group of museums that do not have a digital infrastructure and the possibility of them using Islandora as we have allowed other partnering institutions to contribute to PALMM in the past. DISC agreed that it would be a good idea to explore further.

**ISG update:**

The Islandora sub-group of DISC met eight times during this period. Progress on ISG activities:

- FLVC Updates are available on the pubwiki at https://islandora.pubwiki.fcla.edu/wiki/index.php/DL:monthly_status_reports. All information has been migrated over from the password protected DISC wiki to an openly accessible pubwiki.

- The format of ISG meetings has changed to reflect the three tracks of work that are ongoing:
  - New Sites (institution specific)
  - Migration (institutional migration and the PALMM site)
Further Development (demos and responses to the system while testing)

Work this quarter, organized by the three “Tracks” now being used to report work in ISG meetings, included:

- **New site setup:**
  - FAU, UCF, FGCU production sites were created. These sites are not yet public.
  - Setup of PALMM test site and discussions about the eventual production PALMM site resulted in a working prototype of the Islandora production PALMM site.
  - Two Islandora sites were created for FCS Colleges Gulf Coast State College and Northwest Florida State College. These institutions will be included in the second cohort of Islandora site.
  - Three training sessions were conducted for the first Islandora cohort: FAU, UCF, and FGCU.
  - An FLVC-FL-ISLANDORA@LISTSERV.FLVC.ORG listserv for Islandora users has been created for institutions with Islandora sites - To subscribe, send an email to listserv@listserv.flvc.org with the following message in the body: SUBSCRIBE FLVC-FL-ISLANDORA

- **Data conversion and migration:**
  - Migration of DigiTool materials is underway for FAU and UCF.
  - Analysis of FGCU's DigiTool materials for conversion has begun.
  - Migration of FSU's second batch of DigiTool records to Islandora has been finished and the third batch of DigiTool materials has been converted and loading has started.
  - Discussions regarding migration from CONTENTdm have been started.

- **Development:**
  - Testing of a variety of new features is underway.
  - New developments have been made available on the Islandora test server, islandora7t.fcla.edu, for testing and discussion:
    - Newspapers functionality
    - Audio module
    - Embargo functionality
    - Improvements to the Compound Object Content Model
  - Work has begun on requirements and specifications for the Islandora to Mango process which will export Islandora metadata and links for loading and discovery via the Mango discovery tool. This process will replace the DigiTool to Mango process currently in production.
RESOURCES SHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 5-6, 2013

CO-CHAIRS: Troy Christenson and Zoila De Yurre Fatemian

CURRENT ACTIVITIES:

-Three online meetings were conducted:
  September 4th, 2013
  October 2nd, 2013
  November 7th, 2013

-Resource Sharing Agreement was submitted to the Members Council on Library Services and was approved during the Members Council Services Meeting on September 4th - 5th, 2013. They are posted on the RSSC wiki page: http://rsilwiki.flvc.org/wiki/index.php/Main

-Instead of creating RSSC bylaws, it was determined to call them procedures and the committee will continue working on them.

-RSSC and the Statewide Storage Task Force (SSTF) will work together on an ILL sharing document for FLARE. Dan Schoonover (FSU) which is on FLARE volunteered to be our liaison.

-Shared ILL – discussions and considerations on how the universities and colleges will be set up on the supplier list and the types of media each institution will lend. For example: will it be set up geographically or by colleges responding to colleges request and universities responding to universities as a first tier?

-RAPID ILL book chapters’ presentation given and UCF is currently uploading records as a test.

-New ListServ was created (FLVC Resource Sharing and Interlibrary Loan Discussion List (for Colleges and Universities)). It is a resource sharing list and pre-populated it with college and university members who are already subscribed to university and college resource sharing lists. There are 224 members.

-Work continues on the discovery service:
  College locations are being added as U Borrow locations and the Universities into LINCC ILL:
  • Phase one: Colleges being added to the lender string of U Borrow and universities to the lender string of a LINCC request.
  • Phase two: adding college holdings to Mango to make a union catalog (Mango was approved as the discovery service).
ACTION ITEM:

- TSSC recommends that the following criteria be applied for ALEPH login security with a notification and timeline disseminated by FLVC via the FLVC listservs.
  - Passwords must contain a combination of alpha and numeric characters.
  - New staff are required to change their password when logging in for the first time.
  - Passwords must be a minimum length of 8 characters, with a maximum of 10.
  - Passwords for staff must be changed every 6 months, with a warning to the user to appear 10 days before the current password’s expiration. It is recommended that usernames for student assistants be set to expire at the end of the term or other period at the time the username is set up.
  - Passwords that have not been used for 6 months will be blocked.

CURRENT ACTIVITIES:

- Held second (September 9, 2013) and third (October 14, 2013) meetings.
- SUS Library (SUL) representatives synthesized outstanding Shared Bib Task Force priorities for TSSC and made recommendations at the September meeting. Priorities were ranked as follows:
  - Improve record matching with batch loads to facilitate order record creation and to exclude discovery records. Requires changes to Aleph Service p_File_90 and GenLoad.
  - Incorporate RDA fields and codes into Aleph and Mango to lay the groundwork for realizing the benefits of RDA-related functionality and display.
  - Implement UPD Y, an Aleph feature that allows automated authority updates, to minimize split facets in Mango and reduce the need for manual maintenance.
  - Configure LCA10, the national authority file library in the SUS Aleph, to allow edits so that local series data can be transferred from each SUL’s local authority file. As a result, catalogers will not have to check two authority files, and the local files can be deleted.
  - Improve record matching to avoid incorrect overlays caused by the presence of ISBN’s for different formats on individual records.
  - Develop specs and implement centralized link-checking for the SUL, a function already in place for the FCS.
- Received the final report of the Proprietary Records Working Group, which was formed in 2012 by the SUL Collections Planning Committee (now the Collections Advisory Committee) to determine the share-ability of proprietary vendor record sets and minimize record duplication in the SUL shared bibliographic environment. The Working Group recommended that there be an ongoing review of record sets. A proposal was raised to refer the Working Group report and recommendations to the SUL Collections Advisory Committee and/or SUL Cataloging, Authorities, and Metadata Committee for their review and action.
- Discussed an FLVC proposal to centralize the clean-up of duplicate bibs in SUL Aleph. FLVC is preparing specs to be shared with TSSC.
- Received an overview of the State University Libraries’ organization presented by Susan Herron of the University of South Florida (details available at: https://tssc.wiki.flvc.org/wiki/index.php/SUL_organization).
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
December 5-6, 2013

CHAIR: Bridgett Birmingham

CURRENT ACTIVITIES:

The User Interfaces Standing Committee will meet on November 18 to discuss normalizing and merging results displays for items that have spelling and punctuation discrepancies in the Mango catalog display. The committee will also have a discussion about new trends and developments in online public access catalog displays based on a brief article by Boyhun Kim.

The committee also approved a motion to: “Remove all full text indicators and allow individual institutions to make available customizations pursuant to LINCCWeb eResources Screen Change Request form.” The customizations mentioned in the motion can be made via the LINCCWeb E-Resources Screen Change Request form available at http://staff.lincc.net/forms/lincc016.pdf. This change was effective September 17, 2013.
My Introduction to Digital Services

First lesson about digital services is that it is all about the timing!

Second lesson is that digital collections require decisions as if you were starting a library from scratch!

1) Services you need to know about:

**PALMM** as an umbrella program has two levels of collections with
- general interest or shared collections added to the shared admin
- institution specific items added to an institutional admin

**DigiTool** is a digital asset management (DAM) platform from *ExLibris* that was the common digital platform used for individual collections and to contribute to PALMM. There are many other DAMs with some vendor based and some open source. **Islandora** (developed and supported internationally and by FLVC) and **Sobek** (developed and supported by UF) are two open source DAMs.

**Archives Florida** is a shared database of archival finding aids (catalogs, inventories, or guides) that adheres to the Encoded Archival Description (EAD) standard in XML. **Opening Archives** enables institutions of all types to contribute finding aids to **Archives Florida** by providing tools and training. **Archon** is a software tool for creating finding aids, linking authority and subject records and other metadata. FLVC supports **Archon** to create the finding aids and **DigiTool** to display them.

**Florida Digital Archive** uses **Dark Archive in The Sunshine State (DAITSS)** that was developed by FCLA to serve as an open source preservation repository. It is a “dark archive” because the purpose is preservation not access.

Digital Publication Platforms are part of the digital services trend with the **Electronic Theses and Dissertations (ETD)** program providing storage, web access and security for ETDs. **Florida OJ** is an outlet for scholarly journals using the Open Journal System publishing platform, and **books.fcla.edu** is the online host for the electronic monograph publishing of PDFs. **Orange Grove** is an online repository for educators of learning object resources including e-textbooks.

2) Basic Decisions that have to be made:

- What needs to be digitized – for access or preservation?
- Who will be accessing the items?
- Do the users need the information about finding the object or need the actual item?
- How much information do the users need in a digital format?
- What is the extent of the collection? Is it still growing?
- What format is the object in and how does it need to be displayed?
- When does it need to be completed?
- Are the items of statewide or local interest? How many collections do I have?
- Who will be creating the digital objects and the information?
- How will the digitization be accomplished?
Regular Meeting of the  
Members Council on Library Services (MCLS)  

Minutes  
    Thursday, December 5, 2013 – 1:00 p.m. to 5:00 p.m. ET  
    Friday, December 6, 2013 – 8:30 a.m. to 12:00 p.m. ET  

Members Present  
Barry Baker (UCF), Karen Blondeau (Valencia, virtual), Christine Boatriight (Florida Gateway, virtual),  
Cecilia Botero (UF), Winifred Bradley (Pensacola, virtual), Diane Bruxvoort (UF, representing Judy  
Russell), Ray Calvert (Pasco-Hernando, virtual), Lisasandra Carmichael (UNF, representing Dee Baldwin),  
Mercedes Clement (Daytona, virtual), Carmen Cummings (St. Johns River, virtual), Elizabeth Curry  
(Central Florida), Patricia DeSalvo (Seminole, virtual), Eric Dillologue (Florida Keys), Brian Doherty (NCF),  
Sara Duff (Gulf Coast, representing Lori Driscoll), Robert Dugan (UWF), Tracy Elliott (SCF, Manatee-  
Sarasota), Denise English (Lake-Sumter, virtual), Bill Foege (Polk), Bill Garrison (USF), Karen Griffin  
(Hillsborough), Janice Henderson (Northwest Florida), Isabel Hernandez (Miami), Renee Hopkins  
(Chipola, virtual), Brian Kelley (Palm Beach), Joe Leopold (St. Pete), Victoria McGlone (FSC at  
Jacksonville), Kathleen Miller (FGCU), William Miller (FAU), Alice Murillo (Broward), Lena Phelps (South  
Florida), Anne Prestamo (FIU), Patricia Profeta (Indian River), Deborah Robinson (Tallahassee, virtual),  
William Shuluk (Edison, virtual), Mem Stahley (Eastern Florida State, virtual), Myra Sterrett (Santa Fe,  
virtual), Brenda Wright (FAMU), Lynn Wyche (North Florida, representing Kay Hogan, virtual), and Julia  
Zimmerman (FSU).  

Guests: Judy Born, Valerie Boulos, Troy Christenson, Lee Dotson, Jennifer Grey, Arenthia Herren,  
Suzanne Johnson, Claire Miller, Jean Phillips, and Betsy Simpson.  

FLVC Staff: Claire Dygert, Tammy Elliott, Lucy Harrison, Don Muccino, Scott Schmucker, and Ashley  
Seale.  

Call to Order  
Committee Chair, Julia Zimmerman, called the meeting to order, and Tammy Elliott recorded the  
proceedings of the meeting.  

Public Comment  
There were no public comments.  

Executive Director’s Update  
Muccino reported updates on current activities at FLVC including continued organizational consolidation  
efforts for data center consolidation, and upcoming FLVC marketing and promotional activities. He also  
noted that FLVC will have a role at the Florida Education Technology Conference (FETC), which will be  
held in January in Orlando.  

Updates were also given on the final stages of the Help Desk Consolidation and CRM projects, VoIP  
implementation, the progress of the discovery tool and ILS consolidations, implementation of the new  
Course Catalog, and FLARE development. Upcoming activities for FLVC include putting advising services  
in place, continued work on the Next-Gen ILS process, and moving to a new website platform.
Muccino also reported that the FLVC Board of Directors (BOD) approved the e-resources budget and the FLVC LBR. He noted too that Florida Polytechnic is now a new institution in the SUS that FLVC will need to support.

**Report from the Task Force on Postsecondary Online Education in Florida**

Muccino gave a high-level summation of this report, the processes leading up to its draft, and the recommendations outlined for FLVC. He stressed that these are not directives, but rather recommendations that will be channeled through the Board of Governors (BOG) and then the Chancellors for final approval. He noted that once the Legislature reviews the report, they might also make some additional recommendations. FLVC will use information in this report to develop their planning process for the next fiscal year and will continue to work with the board to clarify their role.

The recommendations from the task force for FLVC are:

1. Expand and Clarify Roles and Responsibilities (Secondary role for FLVC)
2. Implement a Statewide Common Online Marketplace for Students (Primary role for FLVC)
3. Coordinate a Common LMS (Opt-In)
4. Enhance Labor Market and Employment Statistics for University and College Online Program Development and Delivery
5. Develop and Deliver Statewide For-Credit MOOCs
6. Enhance and Expand the Online Learning Resources Repository (Primary role for FLVC)
7. Provide Statewide Faculty Development Center(s) for Online Learning
8. Create an Effective Practices Repository (Primary role for FLVC)
9. Enhance Data Collection Efforts for Online Learning (Secondary role for FLVC)

Muccino noted that FLVC will probably ask the MCLS for some guidance on how they might organize some of the work involved in these efforts.

**Planning and Roles**

A document outlining the 3-year proposed planning process and timeline was distributed. Muccino discussed those with the council and solicited feedback on how they would like to give FLVC feedback on those planning activities. The council discussed the roles of the various FLVC stakeholders. Muccino noted that he also plans to continue this planning discussion at the next Executive Committee meeting, but that it will also be vetted through FLVC staff and standing committees.

The FLVC Board will meet before the next MCLS meeting and will give more input on FLVC’s strategic direction. At their next meeting, the council agreed to spend some time validating the Board input and, if necessary, filling in any gaps and suggesting any library-specific items that the board may have missed.

Shuluk asked FLVC to consolidate the communications they send to the council, and to consider having a dedicated person for this.

**2015 E-Resources Discussion**

Born and Boulos walked the council through the process for 2015 e-resources licensing. They discussed adding *Academic Search Complete* or some less expensive subject-specific databases, and how the SUS and the FCS would be affected. Born and Boulos noted that the Collection Management and E-Resources Standing Committee (CMESC) also worked up scenarios that involved going with the Gen-Ed Core, but even in that, there would still be databases that would be missing. Discussion followed. A suggestion was made to reconsider Scenario A of the 2014 final recommendations for statewide electronic resources. This would involve licensing three popular products—*Academic Search Complete,*
Business Source Premier, and CINAHL Full Text—across both systems. After some discussion, the council realized that while that was a good option, it might be unaffordable at this time.

Motion: Baker motioned, and Garrison seconded, that 20% of the budget be used to license Academic Search Complete and let that serve as the core, with the remaining 80% divided up as it has been in the past, status quo among the institutions, and that a cost analysis be done on the impact for the institutions. This was based on an earlier suggestion by Miller. Motion approved.

This option allows the institutions to get their budgets in order, but at the same time, it shows progress towards a common core. The council will revisit adding other databases in the following years. However, no new e-resources survey will be issued at this time.

Elliott noted that at the LRSC meeting, attendees wanted to put together a task force that would help the CMESC that was more representative of the 28 colleges. She suggested the LRSC move quickly to convene that group so that the work can begin. While the group may work more as a fact-finding body, Harrison will check with BOG legal counsel to see if this group would need to operate under the Sunshine Law. Zimmerman suggested that as plans for the group develop, that the group should be in consultation with Harrison to make sure that they are moving forward in an appropriate way.

FCS E-Resources Discussion
Dygert and Schmucker led this discussion. FLVC and CMESC were seeking a decision from the FCS members of the MCLS regarding the database Access World News Research Collection by NewsBank. The FCS has maintained a statewide subscription to America’s News, a NewsBank product, since 2006. In 2010, America’s News lost key Florida newspaper content to another aggregator. As compensation, NewsBank upgraded FLVC’s subscription to Access World News Research Collection, but the pricing continued to increase.

FLVC had been in protracted negotiations with NewsBank throughout 2013 to have the collection reverted back to the original America’s News subscription. They have finally agreed to that and have recently made a new collection and pricing option available for 2014 that could provide a substantial cost savings that could free up enough money in the budget to allow the restoration of Oxford Reference Online Premium, Grove Music Online, or Granger’s World of Poetry—which all had to be cancelled to add FMG. Discussion followed.

Motion: Hernandez motioned, and Curry seconded, to reduce the NewsBank subscription and then put to a vote to the MCLS, by survey, which of the three database to reinstate. Motion approved.

Dygert and Schmucker will send the survey out to the FCS members.

Reports from Existing Task Forces and Standing Committees
Collection Management and E-Resources
This committee reported on their activities in earlier discussions, so no new items were reported.

Next-Gen ILS
Phillips reported that this committee has had one virtual meeting by phone call. They will have another call on December 6. At the first virtual meeting, they organized themselves and reviewed the Orbis Cascade RFP model. They will continue to gather information about the next-gen ILS marketplace as listed in their charge. Their goal is to have a report back to the MCLS by the June meeting.
Resource Sharing
Christenson reported that the committee continues to meet monthly. A listserv has been created for resource sharing and includes both the universities and colleges. The Resource Sharing Agreement has been posted to the committee’s wiki. They are working on procedures, and with the Statewide Storage Task Force on an ILL sharing document for FLARE. Institutions are now receiving materials through the courier system, and information will be forthcoming on how to handle materials from FLARE. They have also been working with FLVC staff on getting the resource sharing/ILL components and feel like in a very short amount of time, they should be able to have a statewide ILL in place. They have also been working with IRapid to incorporate the ILL book chapters as part of resource sharing for the universities.

Technical Services
Grey and Simpson reported that the committee has met three times. The SUS library representative provided the Shared Bib Task Force priorities to them and made some recommendations about what items the committee may want to address first. They received the final report of the Proprietary Records Working Group from back in 2012 to determine the share-ability of proprietary vendor reference sets and how to minimize record duplication in the SUS shared bib environment. The working group recommended that there be an ongoing review of record sets and a proposal was made to refer their report to a State University Library (SUL) Collections or Cataloging Committee for further review, especially since the working group was charged by CSUL. They also reviewed the FLVC proposal for centralization of the cleanup of the duplicates of the SUL records in Aleph. Per the Members Council’s request at the last meeting, they have also addressed the Aleph login security issue and have made some recommendations for that. Simpson asked what the next step is for this action item. Harrison stated that it did not need to come back to the MCLS, and that the Technical Services Standing Committee has the authority to determine next steps and the direction. A communications plan will need to be drafted with the help of FLVC staff and then the recommendations can just be put in place.

User Interfaces
Profeta reported that the group met by phone on November 18 and began working on a timeline for the new Discovery Tool interface. They are reviewing different interfaces and are looking for options that might be appropriate to share with the larger group for possible use in the next-gen catalog.

Digital Initiatives—Update on Common Digital Platform Report
Dotson and McCormick reported on this standing committee’s activities. At the last MCLS meeting they received a request for a report on the common digital platform. Information and a request for clarification was sent to the Executive Committee. They have met monthly and have discussed parameters for the report, and are editing it through GoogleDocs. They will meet next week to work further on it in preparation for submitting it to the MCLS in mid-January. There is also a need for education and information about what the institutions are doing, as far as digital initiatives are concerned, so updates from the institutions are in the report. They have also been working with the Islandora sub group and an update on that will also be included in the report.

My Introduction to Digital Services
Henderson gave a presentation of her learning process as someone new to the topic of digital services. She did a deep-dive into the topic in order to more fully understand the issues that are being discussed where digital services are concerned. Henderson distributed a handout that listed information about services members should be aware of including PALMM, Islandora, Sobek, Archives Florida, and the Florida Digital Archive. The handout also listed potential decisions that one might have to make when considering whether or not to digitize an item. Discussion followed. She has discovered that Islandora is developing a training program and she is participating in that, along with a volunteer librarian and a part-time staff member.
**FLVC Library Services Director’s Update**

Harrison gave an update on the data center consolidation efforts at FLVC, which need to be completed by the end of January 2014. As FLVC migrates equipment over to NWRDC, they do expect that there will be minimal down time. More detailed information will be sent out early next week regarding the services that will be down and when. They expect the move to begin the weekend before Christmas and end the weekend afterwards. Internal FLVC services like email, Tallahassee Help Desk software, and the FLVC listservs will also be down. If there are any changes in IP addresses, that information will also be communicated to the council and the institutional CIOs.

**Library-Specific Projects**

Harrison distributed a handout that gave updates on the projects listed below:

- Next-Gen ILS Activities
- E-Resources Consolidation
- Bibliographic Database Quality for the SUS
- SUS Database Cleanup Efforts with the TSSC
- Update-Yes for the SUS
- Data Loading Centralization
- Patron Scrubbing
- RapidILL Book Chapters
- FLARE

**Help Desk/CRM Implementation**

FLVC continues to move towards consolidating their Help Desk efforts to a common Customer Relationship Management (CRM) platform. This will enable all calls from the FCS and SUS institutions to be answered by one Help Desk.

Harrison demonstrated the enhancement request queue being developed by FLVC. It is a prioritized list of what FLVC is working on. The list can be sorted by priority, ticket number, and institution. It is available at [http://enhancements.flvc.org/](http://enhancements.flvc.org/). The system will be enhanced once the new CRM is up and running. As work continues on consolidating the services, the old structures will go away, and the CRM will be well embedded in the new sites for support.

**Discovery Tool Update**

Harrison stated that FLVC is moving forward with implementing Mango as the statewide discovery tool. There was a slight delay for writing the plan as FLVC worked through some fee issues with Oracle. The plan is to move forward with implementation in a 3- to 4-phased approach. The first phase would involve FLVC coming into compliance with the legislative mandate of bringing up the statewide union catalog and discovery tool. This will also need to include e-resources, and FLVC plans to use Primo Central as a backend in January. The next phase would be to move local FCS interfaces, which FLVC hopes to do by summer. The third phase—getting a new mega aggregate index and associated link resolver—will require negotiations to start in the very near future. FLVC is currently working with UF purchasing on options. FLVC would also like to have this done over the summer. The fourth and final phase involves the full-scale refresh of Mango. Refreshments in small increments will be made along the way, but a full refresh will not occur until all institutions are up on Mango.

Harrison also noted that MetaLib may be going away based on information received from Ex Libris. Use of MetaLib has been declining on the FCS side, so FLVC will consider decommissioning MetaLib when they bring institutions up on the new aggregate index. When this happens, all associated tools will also be migrated as well. There is no word at this time on what the index is yet.
Members Council on Distance Learning and Student Services (MCDLSS) Update

DeSalvo reported that the council had to cancel their symposium that was scheduled for the end of January. It will be rescheduled and they would still like library participation. DeSalvo noted that she did mention to the MCDLSS the possibility of librarians speaking with the DLSS group on online instruction and embedded librarians and they seemed very interested. Muccino also reported that when the council met in Tallahassee in October, their discussion centered on the Task Force report, and cheating in the distance learning environment and how institutions are to counteract this.

Muccino also noted that there will be a training session for registrars and financial aid staff on the functions of the FLVC website and the services offered. He would eventually like to do the same type of thing with the MCLS, but probably at a higher level. The MCDLSS Executive Committee will also meet next week. Muccino hopes that one day both the MCLS and MCDLSS members councils might have a joint meeting. DeSalvo noted that there may be an opportunity to bring the groups together with Complete Florida Degree Program, which might be an opportunity to try the embedded librarian.

Telecommunications Best Practices

DeSalvo and Miller reported that when they initially started their research, they did so from the standpoint of how to equip rooms so that when we meet at the various institutions we are ready to go. But they have since taken a different approach after reviewing some of the meeting technologies. They realized that the reality is, in this day and age, we cannot expect the institutions to be able to have equitable connectivity, AV, room set-up, all set to go at their own institutional expense and then do the upgrades and keep it going. They did some research, and other viable options include most likely licensing a provider or having something more remote that is PC accessible, so that individuals could have access like Skype or GoToMeeting. However, even in those instances FLVC would have to look at the pricing to see what was feasible.

DeSalvo reviewed some industry recommendations for having good meetings and Muccino noted that FLVC is currently in the process of implementing a system where the main requirement will be a good, reliable, and fast Internet connection at the institution. With the new system, FLVC will be able to piggyback on their VoIP capability and tap into it from a remote site, and then be able to bring some equipment with them like microphones and speakers to pull it all together with the phone system.

Update from October 18 FLVC Board Meeting

Henderson reported on the discussions at the October Board meeting, in particular those items that affect the libraries. She and Zimmerman attended as members of the Board this year. The e-resources budget, task force updates, the LBR (legislative budget request), and the timing for these issues were just a few of the items that were discussed.

They asked FLVC for more information on the cost for Florida Digital Archive storage. They may want lower cost alternatives identified that include staff costs. The board will meet next in January 2014.

How Is the MCLS Working for its Members—Opportunities for Change or Improvement

Members discussed their work together over the last year and were pleased with their progress. They shared their thoughts about what is working well and what needs improvement.

- Voting and Quorums—Members want to make sure decisions are representative of the institutions whether members are attending the meeting virtually or in person. Members also requested that voting be done when it is scheduled to occur on the agenda. This way, members have advanced notice, are sure to attend at that time, and can participate. They also requested to add a slight disclaimer on the agenda stating that this is the planned schedule, but if the
business of the organization moves more quickly, we might vote at slightly different times or the meeting may adjourn earlier.

- The members felt like the council needs to build on interaction and facilitation so that FLVC can get more information from the members on the work that they are doing. There were suggestions to have table discussions that allow for reporting out from the groups. They felt like this would be easily accomplished, as many of them do this type of work in their daily routines.
- Members felt like no change is needed in the frequency of the MCLS meeting schedule and that they would like the schedule to continue for another year, as the group is just now starting to come together and get comfortable with one another. They felt like there is a melding that is going on with the group and they would hate to go to fewer meetings as that might cut down on the momentum and shake up the group dynamics.
- Members also noted that it is great to meet new people at the meetings and as they see each other more often, they get to know one another and start to feel like family.
- Members noted it might be useful to have budget information as we get deeper into the organization and as things become more stable.
- The council would like to see a mechanism put in place that allows for members attending the meeting to be able to speak on a chat. They also agreed though, that this feature would need to be closely monitored at all times. This will help virtual attendees know when to raise their hands, allow one person to speak at a time, and help the in-person attendees know who is speaking.
- While virtual meetings have not been optimal, the council feels that it is better than nothing and that this does allow members who cannot be present in person to attend the meetings.
- Members felt it might be useful for FLVC to review their meeting agenda and set-up to look for ways to incorporate different formats as opposed to just having their staff speak directly to the entire group, as some topics may be specific to either the FCS or the SUS.
- There was a request to incorporate the academic lab into libraries and student services.

New Business

Future Meeting Dates and Locations

- The next meeting will be in Cocoa, Florida, on Tuesday, February 4. This will be an all-day meeting and probably at Eastern Florida State College.
- The council anticipates that the summer meeting will be in Daytona Beach, Florida, possibly on June 10.

Adjournment

The meeting was adjourned at 11:20 a.m. ET.