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

Agenda

Wednesday, November 30, 2016 – 10:00 a.m. to 4:00 p.m. EST

University of Central Florida | Live Oak Event Center | 4115 Pyxis Lane | Orlando, Florida 32816

10:00 – 10:05  Call to Order  Ray Calvert
10:05 – 10:30  1. Introduction from Elijah Scott  Ray Calvert
10:30 – 10:40  2. MCLS Processes and Procedures  Ray Calvert
   A. Announcement of New Members of the Collection Management and E-Resources Standing Committee
   B. Confirm Future Meeting Dates and Locations
      I. February 14, 2017 – College of Central Florida
      II. June 2017 – TBD

10:40 – 11:30  3. E-Resources  Becky Donlan
   A. 2017 and 2018 Statewide Collection of E-Resources
   B. Update on FLVC Group Licensing Process  Scott Schmucker

11:30 – 12:00  4. Updates from FALSC Committees  Karen Griffin
   A. Decision Making and Authority Working Group  Lori Driscoll
   B. E-Resources Framework Working Group
   C. Other Groups

12:00 – 1:00  Lunch

1:00 – 1:30  5. Discussion with Victoria Brown from Florida Atlantic University: A Report on Issues Accessing Library Resources  Ray Calvert, Victoria Brown
1:30 – 2:30  6. FALSC Briefings and Discussion
   A. Updates and Discussion on Sierra/Encore Implementation Activities
      Ellen Bishop, Dave Whisenant

2:30 – 2:50  Break

2:50 – 3:10  FALSC Briefings and Discussion, Con’t
   B. FALSC Digital Services Planning
      Claire Dygert
   C. NGILS Branding Activities
      Linda McCarthy

3:10 – 3:35  7. Questions and Answers with Sierra / Encore Duet Implementation Working Groups
   III. Acquisitions and Serials
        Annie Glerum
   IV. Cataloging and Authorities
        LeEtta Schmidt
   V. Circulation and Resource Sharing
        Allison O’Dell
   VI. Discovery Configuration
        Alexis Carlson
   VII. Discovery Interfaces
        Scott Schmucker
   VIII. E-Resource Management
         Janice Henderson
   IX. Joint Use
        Parker Fruehan
   X. Systems
        Sara Alegria
   XI. Training

3:35 – 3:50  8. Questions and Answers with FALSC Standing Committees
   I. Collection and E-Resources
      Judy Russell, Becky Donlan
   II. Digital Initiatives
       Carol Hixson, Kevin Arms
   III. Resource Sharing
        Tom Messner
   IV. Technical Services
       Mercedes Clement
   V. User Interfaces
       Meg Hawkins

3:50 – 3:55  9. General Information Session (If Needed)

3:55 – 4:00  10. New Business
             Ray Calvert

4:00  Adjournment
     Ray Calvert
Overview

The Florida Legislature established the Florida Virtual Campus (FLVC) with the 2012 General Appropriations Act. On July 1, 2012, this new organization was created through the combination of the responsibilities and assets of four existing organizations: the Florida Center for Library Automation (FCLA), the College Center for Library Automation (CCLA), the Florida Distance Learning Consortium (FDLC), and the Florida Center for Advising and Academic Support. This legislation set up FLVC as the provider of library automation services for both the State University System (SUS) and the Florida College System (FCS), and combined the state-funded budgets for e-resources. The statewide collection of e-resources continued to be licensed in two separate groups for the different constituencies of the SUS and FCS using this single allocation.

The language in F.S. 1006.73 intended to direct the budget to be spent on a core collection of four-year resources shared by all FCS and SUS institutions. The legislature reorganized FLVC again in 2014 and created the Florida Academic Library Services Cooperative (FALSC) as part of the Florida Virtual Campus, now administered by the Complete Florida Plus Program at the University of West Florida’s Innovation Institute.

Through careful consideration and negotiation, 14% of the statewide e-resources budget was spent on content shared by all institutions in FY 2016-2017. In addition to the statewide collection recommended by the Collection Management and E-Resources Standing Committee (CMESC), FALSC handles a group licensing opt-in process. Thirty-six of 40 institutions participated in that process for 2016 by contributing $1.5 million of local funding.

To affirm our commitment to resource sharing, affordability, and responsible allocation of public funds, the Members Council on Library Services has outlined an E-Resource Framework to provide online collections of high quality resources that enable users to achieve their learning, teaching, and research goals while maximizing organizational return on investment.

Our aspirational goals are to:

- Maximize resources that are best for the majority of students while accommodating the specialized needs of specific populations, recognizing that an entire collection 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 their use as reliable replacements for curriculum materials
- Expand the landscape of cooperation and partnership for licensing
- Be resourceful and creative in pursuing new shared collection development models and ways of sharing content
- Foster 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.
Scope

This plan defines how and what FALSC will communicate to external audiences regarding the E-Resource Framework. It identifies stakeholder groups and their information needs, as well as the tools and processes that will be used to ensure information is shared in a timely, accurate, and effective manner.

Key Priorities

All communications will be aligned with the following priorities:

- **Emphasizing Our Values**: FALSC and the institutions it serves are committed to increasing the affordability of post-secondary education, to using resource-sharing strategies that can help achieve that goal, and to acting as responsible stewards of public funds by cooperating to maximize the organizational returns on expenditures.

- **Stabilizing Funding**: Inflation-driven price increases currently force cuts in e-resources each year. This works against efforts to create affordable course offerings with reliably available content.

- **Communicating Our Collection Management Philosophies**: We seek to provide broadened access to content relevant to all users, but acknowledge that specific populations and programs of study have specific needs, and that homogenization is detrimental to everyone.

- **Keeping Stakeholders Informed and Involved**: Effective communication will help users adjust to a new framework for making e-resource decisions and foster effective collaboration.

Communication to Date / Existing Channels

FALSC has communicated e-resources information through a variety of established channels, including:

- MCLS, Advisory meetings, Executive Committee, Standing Committees
- Discussion lists
- FALSC website
- Online and in-person training and meetings
- Presentations and presence at library-related events
- Phone, email, and in-person consultation

Stakeholders

- End users (students, faculty, researchers, and staff at each institution)
- Library administrators
- Library staff
- College and university administrators
- Library and higher education community
- Funding sources
- Vendors
Goals / Objectives

Communication surrounding all aspects of e-resource licensing should be designed to meet the following objectives:

- Ensure stakeholders at all levels receive accurate, timely, and useful information about the process and outcomes
- Ensure that the information received by librarians and administrators correctly shapes their understanding of the impact for their institutions
- Ensure appropriate lead time for local response
- Ensure stakeholders’ expectations are realistic by shaping a long-term vision
- Build acceptance of the new framework by reinforcing benefits, flexibility, and thoughtful planning – and by underlining that the driving force in making decisions is based on the needs, preferences, and habits of students and staff, and on usability, statistics, and emerging formats
- Ensure FALSC staff are consistent in what they communicate to stakeholders
- Promote established and new processes for gathering and managing customer feedback
- Emphasize opportunities for involvement (working groups, steering committee, general feedback)

Communication Tools and Channels

- MCLS, Advisory meetings, Executive Committee, Standing Committees
- Listservs (discussion lists/email)
- FALSC website
- Wiki
- Regional User Meetings
- Training events, webinars, and consultation
- Library and higher education conferences and publications
- Formal letters and in-person updates, where appropriate

FALSC also has an opportunity to assist internal staff and library administrators in communicating externally about e-resources by developing “talking points” that will allow FALSC staff to speak with consistency regarding e-resource funding, licensing processes, timelines, etc.

Key Communication Touch Points

- FALSC budget allocation / e-resource allocation (process)
- Legislative budget request (process)
- Discussion of e-resources at quarterly FALSC Members Council on Library Services meetings
- Collection Management and E-Resources Standing Committee
Appointment of MCLS liaison
Appointment of volunteers to committee
Monthly meetings
Reports to MCLS

- FALSC staff negotiations with vendors (statewide package)
- Group licensing process
  - Input by members on resources to consider
  - FALSC staff negotiations with vendors
  - Invoicing
- Issues surrounding authenticated access to resources for member libraries
- Communicate changes to statewide package to library staff and the general public

Recommendations


   **Original:**
   
   (b) In collaboration with library staff from Florida College System institutions and state universities, coordinate the negotiation of statewide licensing of electronic library resources and preferred pricing agreements, issue purchase orders, and enter into contracts for the acquisition of library support services, electronic resources, and other goods and services necessary to carry out its duties under this section. 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.

   **Revised:**
   
   (b) In collaboration with library staff from Florida College System institutions and state universities, coordinate the negotiation of statewide licensing of electronic library resources and preferred pricing agreements, issue purchase orders, and enter into contracts for the acquisition of library support services, electronic resources, and other goods and services necessary to carry out its duties under this section. 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. The complement of licensed resources shall endeavor to provide broad access to relevant content for all institutions with the recognition that specific populations and programs of study have specific needs.

2. Communicate our core values to all stakeholders: FALSC and the institutions it serves are committed to increasing the affordability of post-secondary education, to using resource-sharing strategies that can help achieve that goal, and to acting as responsible stewards of public funds by cooperating to maximize the organizational returns on expenditures.
3. Collaborate with stakeholders to stabilize funding and work toward a sustainable model for moderate inflationary increases to e-resource allocation.

4. Educate stakeholders about formats for effective pedagogy and the need for reliable resource continuation to replace curriculum materials.

<table>
<thead>
<tr>
<th>Stakeholders</th>
<th>Information Needs</th>
<th>Method</th>
<th>From / Developed By</th>
<th>Timing / Frequency</th>
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</thead>
<tbody>
<tr>
<td>Funding Sources / Legislature</td>
<td>Summary, scope, status, timeline, benefits (resource sharing and affordability), cost effectiveness</td>
<td>Meetings, presentations, reports</td>
<td>CEO Innovation Institute</td>
<td>Prior to and during legislative sessions</td>
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<td>UWF/BOG</td>
<td>Resource package for existing budget and LBR</td>
<td>Meeting</td>
<td>Advisory group</td>
<td>Annually</td>
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<td>College/University Administrators</td>
<td>Summary, scope, status, timeline, benefits, local resource impact, talking points</td>
<td>Updates at SUS/FCS administrator meetings (e.g., COP, CIA, CAVP), email w/CC to MCLS</td>
<td>FALSC Executive Director</td>
<td>At least quarterly but as necessary</td>
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<td>Library Administrators</td>
<td>Summary, scope, status, timeline, local resource impact, talking points</td>
<td>Updates at MCLS, email</td>
<td>FALSC</td>
<td>At least quarterly but as necessary</td>
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<tr>
<td>Library Staff</td>
<td>Summary, scope, timeline, benefits, local resource impact</td>
<td>Listserv email, CMESC meetings, regional meetings</td>
<td>FALSC</td>
<td>Routinely</td>
</tr>
<tr>
<td>FALSC Staff</td>
<td>Process, progress, talking points</td>
<td>Meetings, email</td>
<td>FALSC</td>
<td>Routinely and as necessary</td>
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<td>Vendors</td>
<td></td>
<td>Negotiation meetings, emails</td>
<td>FALSC</td>
<td>As necessary according to CMESC and group licensing process timelines</td>
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<td>General Public</td>
<td>Summary, scope, timeline, benefits</td>
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<td>FALSC</td>
<td>annually</td>
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<tr>
<td>Library and Higher Education Community</td>
<td>Summary, scope, timeline, benefits</td>
<td>TBD</td>
<td>FALSC</td>
<td>TBD</td>
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NEXT-GEN ILS  
ACQUISITIONS/SERIALS WORKING GROUP  

Report on Current Activities for the Members Council on Library Services Meeting  
November 30, 2016  

CHAIR: Ernestine Holmes  
FALSC LIAISONS: Donna Alsbury and Natalie Henri-Bennett  

CURRENT ACTIVITIES:  
- The group meet biweekly on Tuesday’s at 11am  
- Discussing what order records will be migrated  
- Currently working on order status “new”  
- A spreadsheet was created for each campus to do clean up and to define what is new  
- We were instructed to hold off on further code creation until the ACQ data is loaded and we’ve been through training  
- Schools were given Sierra logins and access their own data in the system  
- Attended Profile Evaluation Webinar September 20, 2016  
- Continue to review bibliographic data and prepare for upcoming training  
NEXT-GEN ILS
CATALOGING/AUTHORITIES WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: Annie Glerum
FALSC LIAISONS: Daniel Cromwell and Melissa Stinson

CURRENT ACTIVITIES:

The Cataloging/Authorities Working Group (CAWG) meets every Tuesday at 2:00 p.m. for one and a half to two hours. Our meeting agendas, minutes, and recordings are available on our wiki:

CAWG has liaisons to the Acquisitions/Serials, Training, Discovery Configuration Working Groups; the Systems Working Group’s Batchloading Subgroup; and a liaison from the Circ/Resource Sharing Working Group.

The CAWG Skyriver Subgroup and other interested CAWG members have submitted IP addresses for access to Skyriver. The CAWG Data Loading Subgroup has compiled draft questions for a survey of the Cataloging/Authorities community’s batch loading practices.

The Working Group has reviewed the first data load and provided FALSC with feedback on potential issues with the migration of Aleph data to Sierra. This included recommendations on changes to the load tables and the Backstage Library Works de-duplication profiles.

Some of the specific areas of concern currently under discussion are:

- Lack of Location codes for monographic resources that do not have Aleph ITEM records
- ITEMs with temporary locations in Aleph migrating to Sierra with codes for their permanent location
- Associating more than one BIB record for one ITEM record when:
  - Aleph BIB records have LKR fields
  - Aleph BIB records do not have LKR fields

Joint working group meetings are scheduled with the Joint Use Working Group on November 29, 2016 and the Circ/Resource Sharing Working Group on December 13. The Circ/Resource Sharing FALSC liaisons (Brenda Rutten and Wendy Ellis) have been invited to present an overview of iTypes and Material Types.
NEXT-GEN ILS
CIRCULATION/RESOURCE SHARING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: LeEtta Schmidt
FALSC LIAISONS: Wendy Ellis and Brenda Rutten

CURRENT ACTIVITIES:
The Next-Gen ILS Circulation/Resource Sharing Working Group has submitted a recommendation for a Global Patron Database. This set up will most thoroughly support existing reciprocal agreements and the UBorrow service.

The Circ/Resource Sharing Working group has also been working on a list of recommendations to consolidate and remove item types, and have also created instructions to help staff consolidate collection codes. The working group has established liaison relationships to the Cataloging and Authorities working group and the Discovery Interface Working Group. The working group also recruited a new member to fill a vacancy at the end of September.

Continuing work:
- Investigating what data and reports will be available in the new system
- Addressing questions gathered from college and university staff about the implementation
NEXT-GEN ILS
DISCOVERY CONFIGURATION WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: Allison Jai O’Dell
FALSC LIAISONS: Elaine Henjum and John Sandstrum

CURRENT ACTIVITIES:

E-Resources:
The Discovery Configuration Working Group (DCWG), in collaboration with the Cataloging/Authorities
Working Group and the E-Resource Management Working Group, is exploring the pros and cons of
batch-loading e-resource records into Sierra versus into EDS. This work will expand our documentation
of the range of discovery options available to libraries in the new ILS/LSP environment.

Browsing:
Based on feedback from numerous libraries, the DCWG and Discovery Interface Working Group
expressed to Innovative Interfaces interest in having “browse search” features available in the new
front-end catalog interface. We were encouraged to review options available through the Sierra WebPac
(the “classic catalog”). Meanwhile, FALSC staff discussed options for building out browsing features in
Encore Duet. As a result, Athena Hoeppner conducted a survey of use cases for “browse search” and
browsing features in Encore Duet. As of the 3 November meeting of the DCWG, this survey had received
28 responses from a variety of libraries and personnel.

Documentation:
FAQs regarding configuration of discovery tools will be made available on the DCWG’s wiki.
NEXT-GEN ILS
DISCOVERY INTERFACE WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: Alexis Carlson
FALSC LIAISONS: Elaine Henjum and Cherie McCraw

CURRENT ACTIVITIES: Creating material types for use in Encore Duet. III expanded the number of material types allowed from 32 to 90 in early November. We currently use about 50 material types in Mango. The Working Group will be working with FALSC on a series of test loads in Encore over the coming months to fine tune the material types we are able to map in Sierra for display in Encore. We have began looking at customization options for Encore Duet and have been reviewing the data loads. Information about the servers and the analysis needed moves very quickly. It has been difficult to keep up with the changes, but we hope now that we have access to our own individual Encore suite that the data analysis will make more sense. III told us last week that an Encore suite for each of the 40 institutions is available, although not all of the integration with EBSCO is finished. That integration depends on where EBSCO is in the process of setting up the EDS profiles and migrating the link resolver holdings. It is helpful to be able to see our own data. III has agreed to create a mapping functionality (call number map it type feature for individual items) in Encore Duet. The working group also started to look at Research Starters, an EBSCO product that is included with Encore Duet. Research starters is curated by EBSCO—they determine the content. Research Starters offers encyclopedia type articles as a way to familiarize users with a topic before beginning in depth research.
NEXT-GEN ILS
E-RESOURCES MANAGEMENT WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: Tina Buck
FALSC LIAISONS: Cherie McCraw and Scott Schmucker

CURRENT ACTIVITIES:

The ERM Working Group has reviewed the document on accessing the Sierra servers, continued to look at ERM field setups at other Sierra customer sites, and discussed the nature of the ERM data in the initial load into Sierra. Our Working Group training is scheduled for November 29 and 30.
NEXT-GEN ILS
JOINT USE WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: Janice Henderson
FALSC LIAISONS: Wendy Ellis and Mary Ann O’Daniel

CURRENT ACTIVITIES:

Meets (or trains) every other Tuesday usually at 11:00am ET.
Joint Meeting with Cataloging/Authorities Working Group November 29th and one with Discovery Interface TBD.

The Joint Use Working Group is currently looking at Sierra options for managing materials that are owned by the partner institution and circulated by the host institution. The group reviewed Sierra location scopes to ensure materials purchased by a partner are included in the host's scope for maintenance, circulation, and discovery tool purposes. They are also conducting data review along with all other working groups.

The next big task is looking at patrons and circulation policies for joint use facilities. Anyone involved with college or university joint-use facilities or with an interest in them needs to join the Joint Use Discussion Group list (ILS-JOINT-USE-DISCUSSION) and visit the Joint Use wiki to review the information for local information accuracy.

Joint Use Working Group endorses the Circulation/Resources Sharing Working Group recommendation for a global patron database.
CURRENT ACTIVITIES:

The Systems Working Group has been busy creating recommendations for access and permissions. A draft recommendation has been presented to the Implementation Team and is now being reviewed by the working groups. A link to the draft recommendation is on the systems working group documents page (https://ilsimp.wiki.flvc.org/wiki/index.php/Systems_Working_Group_Documents).

The group is also reviewing the patron batch loading process and is getting familiar with the file format options for importing patron data into the system. The group will be creating a recommendation to share with Campus IT departments to change the export process from campus ERP. FALSC will still support current export processes at go-live. This document is for institutions wanting to begin the process of creating the Sierra file format directly from the ERP.

Soon we will begin coordinating with Cataloging and Authorities to review other batch loading processes in Sierra (ex. Authorities, MARC, Acquisitions, etc.).

We are following the progress of the FLVC--SSO project, but have no additional information to add at this time.
NEXT-GEN ILS
TRAINING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: Sara Alegria
FALSC LIAISONS: Brenda Rutten and Lisa Tatum

CURRENT ACTIVITIES: The Training WG established a calendar for in-person training sessions, led by Innovative’s senior library training consultants. The sessions will be held from mid-February through mid-June, 2017, and Training WG members will serve as facilitators when possible and gather feedback after each session.

The working group also created a draft Training Tracks document that guides staff through the recommended steps for complete training and practice in each functionality. Members led staff statewide through the document and other relevant resources during a statewide Training Update webinar on November 14th. The recording of the session is available in the Meeting Notes and Agendas page of the WG wiki. The WG also created an overall Training Plan and posted it in the Documents page of its wiki.
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COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CO-CHAIRS: Rebecca Donlan, Jenna Miller
MCLS LIAISON: Judy Russell

CURRENT ACTIVITIES:

During this quarter the FLVC Collection Management and E-Resources Standing Committee (CMESC) held two full committee meetings and a number of system (FCS and SUS) sub-committee meetings. Below is a summary of activities this quarter.

Recommendations for one-time spend of Florida College System allocated e-resource funds after licensing the approved 2017 collection

The FCS sub-group of CMESC researched options for spending out the remaining e-resource funds for the 2017 collection. Initially the committee planned to solely research e-book options and the possibility of adding the back file for the Miami Herald. With the offer to license the Springer e-journal collection for three years at a very reasonable price, the committee reconsidered its original direction for these funds. The committee’s recommendations will be presented in the Recommendations for One-Time Spend of Florida College System Allocated E-Resource Funds After Licensing the Approved 2017 Collection report at the November 30 Member’s Council Meeting.

Recommendations for the 2018 Statewide Collection of Electronic Resources

The CMESC was charged with preparing a new recommendation for 2018 that aligns closely with the 2017 statewide collections and division of database funding. The 2018 Statewide E-Resource Collection Recommendations report will be presented at the November 30 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.
DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CO-CHAIRS: Kevin Arms, Jamie Rogers
MCLS LIAISON: Carol Hixson

CURRENT ACTIVITIES: This report reflects DISC activity from September 2016 – November 2016. The group met 2 times by conference call to:

- Discuss statewide collaboration on digital initiatives and services, to share research and expertise, and to coordinate activities.
- Report back from September MCLS Meeting relating to future information gathering and visioning for digital initiatives within member institutions.
- 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
- Discuss improvement of information sharing though DISC list serv access, DISC wiki and other modes of communication to FALSC community
- Report on ILS Discovery Configuration Working Group activities regarding Digital Collections metadata ingesting into Encore

ISG (Islandora Sub-Group) update: The group met twice by conference call during this quarter. Work accomplished by the group in conjunction with FALSC:

- ISG reviewed outstanding FL-Islandora enhancement requests and voted on their institution’s top three priorities. The top enhancements, in addition to the ongoing Institutional Repository project, are:
  - A process to allow batch download, editing, and replacement of ingested MODS metadata
  - Increasing the speed of rendering a serial title tree
  - Limiting search results display of Abstract/Description fields to 500 characters.
- A new FL-Islandora site has been created for Valencia College, and Digital Services staff made a site visit/consultation visit to Valencia College on November 14.
- An FL-Islandora Fedora Connector to Omeka connection has been set up to enable FAU to incorporate their FL-Islandora materials in Omeka’s web publishing/exhibits functionality.
- The FL-Islandora IR project now has a number of Phase 1 developments installed on the test sites of project collaborators FSU, FAU, FGCU for review.
Other FALSC Digital Services Updates:

- A draft of a FALSC Plan for Digital Services has been provided to DISC members for their review and feedback. The Plan is intended to sketch a direction for the Digital Services workgroup for the next 2-3 years and to help to secure the necessary DoIT resources.
- FLVC has implemented an ArchivesSpace instance for St. Petersburg College as part of a pilot project to explore ArchivesSpace functionality. This is a first step in moving existing Archon instances into ArchivesSpace.
- An Inventory of Digital Libraries and Collections Held by Florida Public Universities and Community Colleges was published to the FALSC staff website: https://libraries.flvc.org/documents/181844/182705/InventoryOfDigitalLibraries_July2016.pdf/cedf8b40-d9f7-4a70-a646-bd480bed2ffd. This is the culmination of a project to lay the groundwork for FALSC’s legislative mandate to provide “A statewide searchable database that includes an inventory of digital archives and collections held by public postsecondary education institutions.” Fla. Stat. 1006.73(2)(a)(4)(2015).
- The OJS software supporting the Florida OJ service was upgraded from OJS v. 2.4.3 to v. 2.4.8.
- A draft of a FALSC Plan for Digital Services has been provided to DISC members for their review and feedback. The Plan is intended to sketch a direction for the Digital Services workgroup for the next 2-3 years and to help to secure the necessary DoIT resources.
- The Florida Digital Archive (FDA) currently contains 251 TB of data, 581,460 total packages/AIPs, and 669,478,082 data files.
RESOURCE SHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CHAIR: Peggy Glatthaar
MCLS LIAISON: Thomas Messner

CURRENT ACTIVITIES:

Action item – The Resource Sharing/Access Services is requesting the Member’s Council approve the following statement prior to the implementation of the new ILS.

Consortial (FALSC) Patron Confidentiality Statement
Patron and library circulation records are considered confidential information and are to be protected. Guidance provided by the American Library Association recommends that institutional and/or library policies at universities and colleges keep patrons records confidential. Staff at Florida universities and colleges will be required to treat patron records from other institutions within the consortium with the same confidentiality and care as patron records at their own institutions.

Supporting History
The universities and the colleges have a long history of reciprocal borrowing programs that would be supported and improved by a global patron database. UBorrow policies, established in 2010, state that all students, staff and faculty in good standing be able to “borrow materials directly from any participating library when they are not available at the patron’s home library.” Similarly, The LINCC Resource Sharing Guidelines, revised in 2010, encourage library staff “to utilize the full range of available delivery options” when processing materials for patrons as either a borrower or a lender.

A global patron database will also facilitate The State University System of Florida and the Community College System of Florida Library Borrowing Privileges Agreement to a greater extent than it has been in the past. With a global patron database university and college libraries would be able to pull the patron’s existing home library account instead of requiring a creation of a separate and disconnected patron record.

Related Policies and Reference
Uborrow Policies. Established in 2010 and updated to include colleges in 2014.

LINCC Resource Sharing Guidelines. Last reviewed and approved by the CCLA Executive Committee in 2010.

The State University System of Florida and the Community College System of Florida Library Borrowing Privileges Agreement. 1998
ALA Policy on Confidentiality of Library Records -
http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality

ALA Library Privacy Guidelines for Library Management Systems –

UBorrow Lost items policy to begin January 2017:

Resource Sharing Committee will be sending the best practices workflow procedures for processing college and university UBorrow “lost” items. In January 2017, colleges and university libraries will send invoices to collect replacement costs for lost items. The FALSC link to the best practices workflow is:

https://support.flvc.org/knowledge-base/kbdw/KBA-01701-V0G5
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
November 30, 2016

CO-CHAIRS: Jennifer Codding, Kristine J. Shrauger
MCLS LIAISON: Mercedes Clement

CURRENT ACTIVITIES:

- Mary Ann O’Daniel reports monthly on the progress of the Implementation Framework and migration of Sierra.
- Reports from various institutions sharing information about their respective Technical Services department.
- Reports from various Sierra Implementation Working Committees letting Technical Services know what is happening.
- A mentor is looking for a mentee. If anyone knows of a fairly new hire in Technical Services and needs a mentor, please contact Jennifer or Kristine

ACTION ITEM:

- Margarita Perez, FIU has stepped down from TSSC as she accepted another position. We are asking for a call for a new member.
CURRENT ACTIVITIES:

The UISC continues to work on accessibility related to the discovery interfaces and other public facing products. Currently members are researching and reporting institutional adherence to the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG). Most UISC members have indicated that they use 2.0 guidelines. Innovative and Ebsco have provided VPATs for their products. This information is being used to draft a whitepaper. UISC continues to work with the Discovery Interface Working Group.
Regular Meeting of the
Members Council on Library Services (MCLS)

Minutes

Wednesday, November 30, 2016 – 10:00 a.m. to 4:00 p.m. EST
University of Central Florida (UCF) | Live Oak Event Center
4115 Pyxis Lane | Orlando, Florida 32816

Members Present: Rich Ackerman (BC), Kevin Arms (LSSC), Barry Baker (UCF), LisaMarie Bartusik (PSC), Christine Boattright (FGC), Ray Calvert (Pasco-Hernando), Lisandra Carmichael (UNF), Mercedes Clement (DSC), Nancy Cunningham (USF, representing Todd Chavez), Elizabeth Curry (UNF), Akos Delneky (IRSC), Brian Doherty (NCF), Erick Dominicis (MDC), Lori Driscoll (GCSC), Robert Dugan (UWF), Teresa Faust (CCF), Rebecca Frank (SPC), Christina Fullerton (PoSC), Karen Griffin (HCC), Meg Hawkins (SCFMS), Janice Henderson (NWFSC), Barbara Hildebrand (SSC, representing Lisa Valentino), Carol Hixson (FAU), Lori Kelly (FKCC), Tom Messner (FSCJ), Kathy Miller (FGCU), Lena Phelps (South Florida), Jean Phillips (FSU) representing Julia Zimmerman, Anne Prestamo (FIU), Judy Russell (UF), Katie Saaco (LSSC), William Shuluk (FSW), Jill Simser (EFSC), Ruth Smith (VC), Jane Stephens (CC), Faye Watkins (FAMU), Christina Will (SJRCC), Martin Wood (FSU, Medical).

Guests: Valerie Boulos (FIU), Alexis Carlson (IRSC), Rebecca Donlan (FGCU), Wendy Dover, Annie Glerum (FSU), Ernestine Holmes (FAMU), Ramona Miller-Ridlon (SFC), Kristina Neihouse (FKCC), LeEtta Schmidt (USF), and Shelly Schmucker (TCC).


Call to Order
The meeting was called to order at 10:41 a.m.

Introduction from Elijah Scott
New FALSC Executive Director Elijah Scott formally introduced himself to the council, briefly sharing information about his background and work experience. He started this new position on Oct 10, 2016. He expressed excitement about working with FALSC and the MCLS and stated that he is planning to visit each institution to get a better understanding of its needs.
MCLS Processes and Procedures

Announcement of New Members of the Collection Management and E-Resources Standing Committee (CMESC)

Recently appointed members of the CMESC were announced. Joining the committee effective Jan 1, 2017, will be Shelley Schmucker (TCC), Valerie Boulos (FIU), and Audrey Powers (USF).

Confirm Future Meeting Dates and Locations

The council confirmed their next MCLS meeting date and locations as Feb 14, 2017, at the College of Central Florida. A date and location for the June meeting is yet to be determined.

E-Resources

2017 and 2018 Statewide Collection of E-Resources

Donlan presented the recommendations for the one time spend of the Florida College System (FCS) allocated resources funds. Decisions regarding the e-resource spending for the SUS had already been made at the previous MCLS meeting. Discussion followed. Schmucker, from FALSC, concluded that the FCS would need to decide on what to do with the remaining money. Their options included pursing a DDA agreement with an e-book vendor such as JSTOR, or licensing multiple years of the Springer E-Journal package with other products. The council decided that, with approval from UWF, they would like to license multiple years of the Springer E-Journal package and Oxford’s Grove Art Online.

Update on FLVC Group Licensing Process

Schmucker noted that this process is wrapping up and he thanked all of the members who participated. He reminded members that the letters of intent giving FALSC permission to pay invoices need to be received before invoices can be mailed.

Updates from FALSC Committees

Decision Making and Authority Working Group

Griffin represented the group. The group had not met recently and requested that the MCLS allow them to be disbanded, and have an updated bylaws document serve as the decision-making and authority documentation.

Motion: Griffin motioned that the Decision Making and Authority Working Group be disbanded and that their work be replaced with an updated version of the existing bylaws. Calvert seconded the motion. The council approved the motion.

E-Resources Framework Working Group

Driscoll reported that while the group has not met, there have been some revisions to the original document sent previously to the council. The document addresses Florida Statute 1006.73 (2015), and while the original language emphasizes a 4-year core, the revisions provide for access to licensed resources for all institutions. The work and charge of the committee has not been completed as the MCLS accepted the new recommendations.

FALSC Briefings and Discussion

Updates and Discussion on Sierra/Encore Implementation Activities

Whisenant and Bishop updated the council on processes and activities related to the implementation. There were updates and discussion on the schedule for data loads and the information that will become available in each, data reviews and profile evaluations, functional training for FALSC staff and the working groups, and the rollout of the approximately 150 scheduled spring trainings to the institutions.
It was also noted that FALSC and FLVC staff continue working to address other issues such as authentication, unique patron IDs, and Curriculum Builder.

Council members stressed the importance of the new system being able to handle multiple patron roles, as there are staff who work at one institution, but who are also enrolled as a student at another institution. Those roles, especially as it relates to circulation and even joint use, will need to be ironed out. FALSC staff noted that Innovative is contractually obligated to have this functionality in place at Go-Live, so they expect it to be available.

**FALSC Digital Services Planning**

Dygert presented this topic. FALSC staff continue in their efforts to stabilize their digital services program and to provide support to those institutions establishing Islandora.

**NGILS Branding Activities**

McCarthy reported that FALSC has chosen BowStern Marketing Communications to develop the NGILS brand. Ideally, she would like to meet with the Executive Committee in December to discuss some preliminary concepts about what the name and logo should be. Progress will be reported at the February meeting.

**Discussion with Victoria Brown from Florida Atlantic University (FAU): A Report on Issues Accessing Library Resources**

Brown from FAU joined the council to discuss any technical challenges that distance-learning students have with accessing library resources. She is working on the 2025 Strategic Learning Plan for the university system of Florida and is working on a subcommittee to implement a plan for student support services. Brown thanked the members for their feedback and for allowing her time on their agenda.

**Questions and Answers with Sierra / Encore Duet Implementation Working Groups**

- Acquisitions and Serials—Holmes represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
- Cataloging and Authorities—Cromwell represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
- Circulation and Resource Sharing—Schmidt represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
- Discovery Configuration—Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
- Discovery Interfaces—Carlson represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
- E-Resource Management—Schmucker from FALSC, represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
- Joint Use—Henderson represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
- Systems—Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.
• Training—Prior to the meeting, a detailed report of the group’s activities was distributed. There were no questions or comments from the council on the report.

Questions and Answers Standing with FALSC Committees
• Collection and E-Resources—Donlan 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—Arms 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—Messner represented the committee. In the report, the committee sought approval on a patron confidentiality policy. Discussion followed. It was suggested that the council come up with a broader statement and determine what a new statement might replace and supersede and if it will need a legal review. They agreed to revisit this topic at the next MCLS meeting.
• Technical Services—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—Hawkins 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.

General Information Session
On behalf of the CMESC, and with concurrence from the Executive Committee, Prestamo presented a proclamation to Dygert for her service to the library community. Dygert, Director of E-Resources and Digital Services with FALSC, will resign her position effective Dec 16.

Northrup gave the council an overview of the recent Virtual College Night held by the FLVC Distance Learning and Student Services (DLSS) division. The event was attended by about 750 and included speakers from the Department of Education (DOE), and staff statewide from both high and middle schools. They plan to host a similar session in spring of 2017. She also gave updates on a 3-D printer contest that FLVC is hosting and the MyCareerShines career education planning tool that is administered by FLVC.

Griffin reported that Hillsborough Community College recently voted out collective bargaining.

Prestamo noted that Parker Fruehan from FGCU will be leaving Florida for a job out of state. The council acknowledged his work during the process of securing and migrating to a new ILS.

New Business
There was no new business.

Adjournment
The meeting adjourned at 2:55 p.m.