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

Tuesday, February 14, 2017 – 10:00 a.m. to 4:00 p.m. EST

College of Central Florida | Ocala Campus | Ewers Century Center
Building 40, Room 107 | 3001 SW College Road | Ocala, FL 34474

10:00 Call to Order Ray Calvert

10:00-10:10 1. Introduction and Welcome: State Librarian
Amy Johnson, Elijah Scott

10:10-10:30 2. Questions and Answers with FALSC Standing Committees
A. Collection and E-Resources
   Judy Russell, Jenna Miller
B. Digital Initiatives
   Carol Hixson, Kevin Arms, Jamie Rogers
C. Resource Sharing
   Tom Messner, Peggy Glatthaar
   i. From the Report: Follow-Up on Patron Confidentiality Statement
D. Technical Services
   Jennifer Coddin, Kristine Shrauger
E. User Interfaces
   Meg Hawkins, Kristin Heathcock
   i. From the Report: Request for Volunteer

10:30-10:45 3. Questions and Answers with Sierra / Encore Duet Implementation Working Groups
A. Acquisitions and Serials
   Ernestine Holmes
B. Cataloging and Authorities
   Annie Glerum
C. Circulation and Resource Sharing
   LeEtta Schmidt
D. Discovery Configuration
   Laura Gayle Green
E. Discovery Interfaces
   Alexis Carlson
F. E-Resource Management
   Tina Buck
G. Joint Use
   Janice Henderson
H. Systems
   Nancy Kellet
I. Training
   Sara Alegria

10:45-12:15 4. Updates and Discussion on Sierra/Encore Implementation Activities
A. UBorrow/Resource Sharing Update

Ellen Bishop, Dave Whisenant

Wendy Ellis

12:15 – 1:15 Lunch
1:15-2:00  5. **MCLS Processes and Procedures**
A. Approve Updated Bylaws  Ray Calvert
B. Call for Nominating Committee Members  Anne Prestamo
C. Additional Members for the CMESC  Ray Calvert
D. Confirm Future Meeting Dates and Locations
   i. May 24-25, 2017—Eastern Florida State College, Cocoa Beach?
   ii. September 2017—New College of Florida, Sarasota?
   iii. December 2017—FLVC, Tallahassee?

2:00-2:15o  6. **E-Resources Update**  Scott Schmucker

2:15-3:00  7. **FALSC and FLVC Briefings and Discussion**  Elijah Scott
A. Update on FALSC Hiring Activities
B. FALSC Digital Services Planning
C. FLVC Organizational Update

3:00-3:45  8. **NGILS Branding Activities**  Tom Derzypolski
A. Presentation from BowStern President

3:45-3:55  9. **General Information Session (If Needed)**

3:55-4:00  10. **New Business**  Ray Calvert

4:00  **Adjournment**  Ray Calvert

*Thank you for leaving your nametag for future use.*
COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

CO-CHAIRS: Valerie Boulos and 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. Below is a summary of activities this quarter.

Membership Changes

In January, the committee welcomed two new members: Audrey Powers from the University of South Florida and Tara Cataldo from the University of Florida. Two members were reappointed for the 2017-2019 term: Shelly Schmucker from Tallahassee Community College and Valerie Boulos from Florida International University. In order to have broader representation in sub-group meetings, the committee requested two additional seats (one FCS and one SUS). This request was approved by the Executive Committee on January 18. Alyse McKeal from Palm Beach State College and Mary Page from the University of Central Florida were appointed to these seats for the 2017-2018 term.

Recommendations for the 2018 Statewide Collection of Electronic Resources

The committee submitted two reports at the November 30 Members Council Meeting: Recommendations for One-Time Spend of Florida College System Allocated E-Resource Funds After Licensing the Approved 2017 Collection and 2018 Statewide E-Resource Collection Recommendations. Based on the Members Council’s acceptance of the recommendations in the first report, the FCS expects no needed statewide e-resource cuts for 2018 at this time. The committee presented three possible cut scenarios for the SUS in the 2018 Statewide E-Resource Collection Recommendations report. At the November 30 meeting, the Members Council members did not make it clear to the committee which of these scenarios they would prefer.

The committee asks that the Members Council revisit the report (attached) and provide direction on how to proceed based on the three recommended scenarios for the SUS.
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Background

The committee continues to recommend that no resources held collaboratively by both the SUS and FCS be cancelled. Instead, the SUS and FCS have identified products from their respective subscriptions that could be cancelled in order to address the budget shortage.

Expected shortfall per system:

- FCS - $39,692
- SUS - $120,844

**SUS:** The State University Library representatives consulted with the newly reconstituted Electronic Resources Subcommittee to identify potential cancellations. Some scenarios are given below, but until FLVC can determine estimated costs to replace these cuts via group licensing, we are not ready to make a final recommendation. We recognize that determining replacement costs a year ahead of time is difficult, especially since the number of participating institutions may vary depending upon the price quoted, which affects the final price.

If it is not necessary to purchase the LCSH and NAF files given the impending migration, and they can be cancelled in 2018, that would affect our final recommendations.

**Scenario 1: Cut Lexis-Nexis Academic ($415,460.78)**
Once again, LN Academic is considered a prime candidate for non-renewal. The ERS concurred that LN Academic cost per use is high and there are problems with linking to full text. The SUL reps are aware that the last time this was recommended, the decision was split down
the middle (keep vs. drop), and costs to replace are needed for those institutions that want to retain it. Dropping LN Academic would free the SULs from needing to make further cuts in 2019, if current funding levels persist. The additional funds made available through cancellation could be used to purchase consortial ebook packages or journal backfiles.

**Scenario 2: Cut INSPEC ($285,218.98)**
Cutting INSPEC would also free the SULs from needing to make further cuts in 2019 and would provide funds for other consortial purchases. ERS is investigating whether cutting INSPEC would undermine accreditation. Again, a cost to replace is required before a decision can be made.

**Scenario 3: Cut various databases**
The ERS identified several databases that might be dropped, based on usage and alternate availability, including:

- Ebsco EconLit ($39,234.26)
- Gale Biography in Context ($15,130.66)
- Gale Directory Library ($44,213.36)
- Lyrasis Oxford English Dictionary Online ($57,776.61)
- Gale Legal Trac ($9,079.48)
- Essay & General Literature Index ($8,300.76)

**FCS:**
Based on information given to the committee prior to November, there was no expected FCS shortfall for 2018. As a result, the committee did not identify cut recommendations. At the time of this report, final product selections for 2017 are still uncertain. If multi-year purchasing is possible, the shortfall listed above for the FCS will be negated.

If a shortfall exists after final pricing, the FCS subgroup will submit a separate report to the Members Council of Library Services with cut recommendations.
DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

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

CURRENT ACTIVITIES: This report reflects DISC activity from December 2016 – January 2017. 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.
- 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 digital collections topics and technologies not necessarily related to centralized services such as ORCID.
- Discuss reports back on ILS Discovery Configuration Working Group activities regarding Digital Collections metadata ingesting into Encore.
- Share current activities and digital initiatives among member institutions.

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

- The FL-Islandora project team met on December 8th to discuss priorities for Phase 2 of the FL-Islandora Institutional Repository Functionality (FLIIRT). Phase 1 has now been completed. Project details can be found at [http://fliirt.wiki.flvc.org](http://fliirt.wiki.flvc.org).
- FL-Islandora enhancements have been ranked by ISG and FLVC. See [http://islanddev.flvc.org](http://islanddev.flvc.org) for details.
- A feasibility study of FL-Islandora workflow integration with the FDA is tentatively expected to begin Q3 FY 2016/2017. This phase will deal with brainstorming of user requirements and possible solutions.

Other FALSC Digital Services Updates:

- Work is proceeding on the OJS 3.0 Demonstration Site and the new ArchivesSpace installation for St. Pete College.
- Updates to ExceltoMODS are being tested now and should be in production early next year.
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CURRENT ACTIVITIES:

Action: Committee approval of Consortial Patron Confidentiality Statement.

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. We will continue our current practice of keeping patron information confidential and secure.

Data Security
The ITN agreement with Innovative, confirms our patron records will be secure. Sierra’s services architecture separates activity related to personal data found in patron records and circ detail from other kinds of activity, with the exception of direct ODBC access to the Database. Authorized staff using Sierra’s administrative functions just like any other application level permission may control access via the application to borrower information.
Per ITN (14ITN-04AJ), Jan 13, 2015
Section A.1.1 Reliability
Innovative’s cloud environment is physically housed in Oakland, CA. This is a professionally managed, Tier 3, SOC 2 Type 2 audited facility, and the equipment is contained within a secured cage in a biometrically controlled physical space.
Network access security – physical (firewall) and software (Linux IP tables) – selectively control network access and port availability in conjunction with Access lists on Innovative products.

Section A.4.1 – Data Security and Data Access
Sierra’s services architecture separates activity related to personal data found in patron records and circ detail from other kinds of activity, with the exception of direct ODBC access to the Database. Authorized (CFPP) staff using Sierra’s administrative functions just like any other application level permission may control access via the application to borrower information.
General Practices
Sierra has very fine-grained control over which users can access which patron information, including across institutions. For example, circulation desk staff can be authorized to only view elements of the patron record related to performing basic check-in and checkout operations, while requiring a further authorization to view the complete record, or to make changes.

State of Florida Law (copied from University of Florida Library’s website)
Patron records are confidential in accordance with Section 257.261 of the Florida Statutes. The Statutes state: "All registration and circulation records of every public library (UF's libraries are considered public libraries by the state), except statistical reports of registration and circulation, are confidential and exempt from the provisions of s.119.07(1) and from s.24(a) of Article I of the State Constitution. Except in accordance with proper judicial order, a person may not make known in any manner any information contained in such records, except as provided in this section. As used in this section, the term "registration records" includes any information that a library requires a patron to provide in order to become eligible to borrow books and other materials, and the term "circulation records" includes all information that identifies the patrons who borrow particular books and other materials. This section does not prohibit any library, or any business operating jointly with the library, from disclosing information to municipal or county law enforcement officials, or to judicial officials, for the purpose of recovering overdue books, documents, films, or other items or materials owned or otherwise belonging to the library. This section does not prohibit any library, or any business operating jointly with the library, from disclosing information to municipal or county law enforcement officials or to judicial officials or to any business for the purpose of collecting fines or overdue books, documents, films, or other items or materials. Any person who violates this section is guilty of a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083."
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

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

CURRENT ACTIVITIES:

The committee receives monthly FALSC and Sierra implementation updates from Mary Ann O’Daniel.

The committee receives monthly Sierra implementation updates from working group members (Jeanne Piascik—Cataloging, Jennifer Codding—Acquisitions/Serials).

Natalie Polson of USF St. Pete gave a presentation of her technical services departments’ structure and procedures.

Members shared job openings around the state.

Sarah Hess Cohen (FSU) initiated discussion in the committee concerning a need for uniform cataloging standards among the college and university libraries when they merge into Sierra. There is also a need for basic cataloging training in both these standards and basic cataloging skills for some librarians and staff. A subcommittee, now known as the TSSC Cataloging Standards Subcommittee, was formed. It is chaired by Sarah Hess Cohen (FSU) and includes members Jennifer Codding (VC), Brian Falato (USF), Mary Ann O’Daniel (FALSC), and Kristine Shrauger (UCF). This subcommittee will be asking for more volunteers/members.

The charge of the subcommittee is:

*The TSSC Cataloging Standards Subcommittee is charged with developing a cataloging standards manual to be used by the libraries of the Florida College System and State University System. The Subcommittee will review and revise the manual produced for the colleges by LINCC and merge as appropriate the material with that in the manual of shared cataloging guidelines developed by the state universities.*

*The Subcommittee is further charged with maintaining the newly-developed joint manual on a routine basis. It will also develop a quick-reference document that can be used for training purposes.*

ACTION ITEMS:

The committee is looking for a Secretary. Currently volunteers are rotating taking minutes.
The committee has one university vacancy due to the resignation of Margarita Perez. Since the vacancy has been open for more than 3 months, Kristine and Jennifer will contact the MLCS Executive Committee to put out a call for applicants.

The TSSC Cataloging Standards Subcommittee is looking for more state college representatives. So far they only have one representative from a college.
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

CHAIR: Kristin Heathcock
MCLS LIAISON: Margaret Hawkins

CURRENT ACTIVITIES:

The UISC viewed a demonstration of Curriculum Builder and is now getting updates from the Discovery Interface Working Group (DIWG) every meeting. There was a request from the DIWG chair to assist with the naming search tabs in the new union catalog search interface and some other usability testing. Information on the Canvas/LTI integration was discussed. It was reported that all sites should be 508 web compliant.

We are also investigating possible processes for maintaining the Spanish interface. A question for MCLS – is it possible to request a specific volunteer for this committee in the future for a standby.
NEXT-GEN ILS
ACQUISITIONS/SERIALS WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

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

CURRENT ACTIVITIES:

- The group was meet biweekly on Tuesday’s at 11am starting January 10th we will meet weekly
- Recommendation Not to migrate New orders
- Discuss/Approved Acquisitions Type Values
- Currently working on Order Types Codes
- Continue to review bibliographic data
- Some Acquisitions data is loaded for review. As data is loaded Donna Alsbury will create spreadsheet of open orders for each institution for clean up
- Prepared a list Acquisitions codes
- Set up a joint meeting with ERM working group to discuss the fixed and non-fixed codes to see overlap between Acquisitions and ERM module.
NEXT-GEN ILS
CATALOGING/AUTHORITIES WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

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: https://ilsimp.wiki.flvc.org/wiki/index.php/Cataloging/Authorities_Working_Group_Meeting_Notes_and_Agendas. CAWG has liaisons to the Acquisitions/Serials, Training, and Discovery Configuration Working Groups; the Systems Working Group’s Batchloading Subgroup; and a liaison from the Circ/Resource Sharing Working Group.

The Cataloging/Authorities Working Group continues to examine data in Sierra to find and suggest solutions for issues that might affect the migration. CAWG has formed subgroups to gather information on data loading practices throughout the consortia, develop data remediation instructions to facilitate the bibliographic record deduplication process, examine the functionalities of SkyRiver as an alternative bibliographic utility, and determine the how to handle the migration of temporary location data.

The Working Group is also addressing bibliographic records that do not have item records and as such do not migrate with location codes; replicating Aleph’s bibliographic records linking functionality in Sierra; adding the bibliographic record number of analyzed series and bound-with materials to their associated item records; converting Item Processing Status codes that represent locations into Sierra location codes; mapping Aleph Item Status and Material Type codes to Sierra codes; removing MARC codes that identify freely available government online resources as being associated with only one institution; migrating 856 fields in Holdings records for donor information; discussing whether eBook records be should loaded into Sierra if they are available in Sierra’s Electronic Resource Management system; and assuring MARC fields for local fields currently in Aleph tables migrate to Sierra and are included in Sierra’s index.
CURRENT ACTIVITIES:
The Circulation/Resource Sharing Working Group has made a recommendation for how lost loans will be handled during the migration from ALEPH to Sierra. Each institution will be able to work with FALSC to customize this process and receive a report of items that have been changed.

In addition to training and weekly meetings, the Circulation/Resource Sharing Working Group had a joint meeting with the Cataloging and Authorities Working Group to discuss Item Types and Material Types and any overlap in work between the two working groups. Circulation and Resource Sharing is currently:

- looking at a list of currently existing reports to identify continuing needs in the new system;
- discussing the migration of cash transactions;
- preparing a document explaining how paging, or UBorrow functionality, will work in the new system.
NEXT-GEN ILS
DISCOVERY CONFIGURATION WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

CHAIR: Laura Gayle Green
FALSC LIAISONS: Elaine Henjum and John Sandstrum

CURRENT ACTIVITIES:

The Discovery Configuration Working Group has been meeting in conjunction with the Discovery Interface Working Group and the Electronic Resources Working Group to make profiling recommendations for the Encore Discovery layer and the Sierra WebPac. The institutions represented by members on these three working groups have also been profiling their particular Encore suites, so various options can be tested to assist the other FALSC institutions when they complete their Encore suite profiles.

The profile options examined include community tags, patron page functions, custom JavaScript, and CSS for custom headers (or banners). Forthcoming profile topics include matching the Ebsco EDS material types and icons with local icons and facet text for optimal patron use.

One of the challenges with profiling has been determining which options are system-wide and which apply only to a specific suite. Another challenge has been examining which functions will transfer or have a corollary from Mango to Encore, and which ones may need FALSC or library staff intervention (e.g., existing tags in PRIMO for a number of FALSC institutions). FALSC staff will be working with individual institutions as these issues are identified as part of profiling and implementation.
CURRENT ACTIVITIES:
The Discovery Interface Working Group recommends the following naming convention for each of the three available search tabs in Encore Duet:
- Library Catalog
- Articles & More
- CatalogPlus
Innovative has asked that all the institutions have the same tab names for Go Live, after which each institution may change the names.

The DIWG agrees that the standard icon set in Encore Duet is too detailed. Danielle Rosenthal has found/created two toned icons that are much simpler. The DIWG has also condensed some of the material types to simplify for users. In addition, some of the material types might use the same icon or no icon at all. We have heard from several representatives of other schools who wish to have control over using their own icon set. These librarians cite the following reasons for using their own icons which would be different from the statewide icons:
- To have a more simplified design or to not have any icon at all for certain materials
- To have the ability to brand them with EDS interface rather than Encore Duet
- To have the ability to brand them with the institution’s website, physical signage, and other online resources

They state that it is more important to brand to their institution rather than a statewide one. The reasons given for all institutions to use the same icons, statewide, are as follows:
- There is no real advantage to users for us having different icons, but a distinct advantage for usability purposes if they are the same
- In the shared bibliographic catalog, there are many records shared by different university libraries. For example, one bibliographic record could have several university libraries' holdings attached. For this shared record, if one university uses one icon, and another university uses a different icon, which icon(s) should be put for this record? Or both? That doesn't make sense, thus one standard set of icons for all records in the catalog is the way to go.

The User Interface Standing Committee has been informed of three items that need follow-up after the DIWG is finished:
- The mobile site for each institution is not ready. When accessing individual Encore Duet local interfaces on a mobile device, it reverts back to the statewide interface.
- The Encore Duet interface needs Spanish alt. text and translations of any English words used by us translated into Spanish to keep the interface available in English and Spanish. The UISC is exploring the best methods for keeping the interface updated.
- The UISC has also agreed to explore methods of usability testing when it comes to the naming conventions used in the three standard search tabs.

III has informed us that the web master/web options selection in Sierra will not be accessible by anyone as changes made here affect each institution and only one user at a time may log into this area at a time making it unusable.
CURRENT ACTIVITIES:

The ERM Working Group has trained on the Sierra ERM, the III knowledge base, related discovery tools, and areas of intersection with EBSCO functionality.

We are working on data dictionaries for different types of e-resource data (including resource, license, and contact records), as well as defining options for fixed and variable-length field values for those record types.

The group has also proposed suggestions for the in-person training agenda, in hopes that the session will provide users with the best understanding of the functionality and workflows.
NEXT-GEN ILS
JOINT USE WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

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

CURRENT ACTIVITIES:
Meets every other Tuesday, usually at 11:00am ET

The Joint Use Working Group participated in a special Q&A session with Schломit Schwarzer of Innovative on December 14. Schломit discussed issues and questions the JUWG had about the needs of joint use items, staff and patrons. Schломit later proposed a test scenario for Sierra and Encore using Daytona State College-Daytona and the University of Central Florida-Daytona. The Working Group discussed the scenario and gave the go-ahead for setting it up in Sierra and Encore.

At this point in time we expect that there will be clean-up activities related to items and bibliographic records based on the fact that some joint use partnerships have cataloged the same item twice and some have done it once. We are still reviewing the Backstage Library Works deduping that may make the impact minimal.

The Working Group continues to look at patrons and circulation policies for joint use facilities. Soon ILS Coordinators will be asked for information on the policies and procedures currently in place as well as any MOU requirements that might affect item, staff, and patron policy at existing joint use facilities.
NEXT-GEN ILS
SYSTEMS WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

CHAIR: Nancy Kellett
FALSC LIAISONS: Jeannie Dixon and Cindy Fox

CURRENT ACTIVITIES: The Systems Working Group has added two new members, Guy Cicinelli from FGCU and Angel Hernandez from MDC, to replace members who resigned. The group is currently reviewing the report inventory spreadsheet created by FALSC to determine which reports need to be recreated in Sierra and whether such reports should be available on day one after go-live. The group has also prepared a report and review file naming convention proposal to be introduced at the next Implementation Team meeting. The group has been asked to formulate retention policies and best practices for statistical and ad hoc reports, given the hard limit on the number of such files that can exist at a given time.
NEXT-GEN ILS
TRAINING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
February 14, 2017

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

CURRENT ACTIVITIES: The Training WG hosted a second training update webinar on January 9th, and it was very well-attended. This webinar reviewed the steps to register and prepare for training. The WG also continued working on the Glossary and Training Tracks documents. The Glossary presents new terms in SIERRA. The Training Tracks guide individual staff members through the steps to learning various functionalities.

In addition, the WG created a Training Tips document to provide recommendations for providing effective institutional-level training. The Tips may be used by trained staff in combination with the Quick Start Guides provided by Innovative when preparing to train other staff in SIERRA. Finalized documents will be in the FALSC website for ease of access.
## MEMBERS COUNCIL ON LIBRARY SERVICES
### EXECUTIVE COMMITTEE ELECTIONS

<table>
<thead>
<tr>
<th>Position</th>
<th>16-17 Current</th>
<th>17-18 Current</th>
<th>18-19 Current</th>
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<tbody>
<tr>
<td>Past Chair</td>
<td>Anne Prestamo (SUS) (Year 3 of 3-year term)</td>
<td>Ray Calvert (FCS) (Year 3 of 3-year term)</td>
<td>Kathy Miller (SUS) (Year 3 of 3-year term)</td>
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<tr>
<td>Current Chair</td>
<td>Ray Calvert (FCS) (Year 2 of 3-year term)</td>
<td>Kathy Miller (SUS) (Year 2 of 3-year term)</td>
<td>FCS Representative (Year 2 of 3-year term)</td>
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<tr>
<td>Chair-Elect</td>
<td>Kathy Miller (SUS) (Year 1 of 3-year term)</td>
<td>Officer: Elect FCS for 3-year term</td>
<td>Officer: Elect SUS for 3-year term</td>
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<tr>
<td>Secretary</td>
<td>Jill Simser: 1-year term</td>
<td>Officer: Elect for 1-year term</td>
<td>Officer: Elect for 1-year term</td>
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<td>SUS at-large representative</td>
<td>Judy Russell (Year 1 of 2-year term)</td>
<td>Judy Russell (Year 2 of 2-year term)</td>
<td>Officer: Elect for 2-year term</td>
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<tr>
<td>FCS at-large Representative</td>
<td>Christina Will 1-year term</td>
<td>Officer: Elect for 2-year term</td>
<td>FCS Representative (Year 2 of 2-year term)</td>
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Excerpts from Operating Procedures:

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

Article VII: Library Services Members Council

Section D. Officers of the Library Services Members Council

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

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

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

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

Section F. Committees

Executive Committee

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

(b) Election Process:

- Establish a nominating committee
- Seek candidates
- Conduct election

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

Tuesday, February 14, 2017 – 10 a.m. to 4 p.m. EST
College of Central Florida | Ocala Campus | Ewers Century Center
Building 40, Room 107 | 3001 SW College Road | Ocala, FL 34474

Members Present: Barry Baker (UCF), LisaMarie Bartusik (PSC), Christine Boatright (FGC), Matthew Bodie (SPC), Ray Calvert (Pasco-Hernando), Mercedes Clement (DSC), Elizabeth Farrell Clifford (FSU Law), Elizabeth Curry (UNF), Akos Delneky (IRSC), Erick Dominicis (MDC), Teresa Faust (CCF), Christina Fullerton (PoSC), Karen Griffin (HCC), Meg Hawkins (SCFMS), Janice Henderson (NWFSC), Rob Krull (PBSC), Tom Messner (FSCJ), Kathy Miller (FGCU), Lena Phelps (South Florida), Deborah Robinson (TCC), Judy Russell (UF), Katie Saaco (LSSC), Jill Simser (EFSC), Ruth Smith (VC), Jane Stephens (CC), Faye Watkins (FAMU), Martin Wood (FSU Health Science), Lynn Wyche (NFCC), Lisa Valentino (SSCF), and Julia Zimmerman (FSU).

Guests: Rich Ackerman (BC), Sara Alegria (MDC), Kevin Arms (LSSC), Valerie Boulos (FIU), Tina Buck (UCF), Alexis Carlson (IRSC), Lisandra Carmichael (UNF), Jennifer Codding (VC), Rebecca Donlan (FGCU), Wendy Dover, Martha Getty (Innovative), Annie Glerum (FSU), Laura Gayle Green (FSU), Rebecca Harrington (FSU Health Science), Barbara Hildebrand (SCF), Ernestine Holmes (FAMU), Amy Johnson (State Librarian), Nancy Kellett (FSU), Scott McCausland (Innovative), Jenna Miller (SCF), Ramona Miller-Ridlon (SFC), Patricia Morris (FGC), Kristina Neihouse (FKCC), Jean Phillips (FSU), LeEtta Schmidt (USF), Shelly Schmucker (TCC), Courtlann Thomas (PoSC), and Jane Wilder (BowStern).


Call to Order
Calvert introduced Dr. Tammi Vivano-Broderick, Dean of E-Learning and Learning Resources, who welcomed members to the college.

Introduction and Welcome: State Librarian
Scott welcomed to the meeting Amy Johnson, the State Librarian. Johnson gave a brief update on activities at the Library that include evaluating the LSTA Program and making planning initiatives for services such as AAL and the courier services that are provided to the state.
Questions and Answers with FALSC Standing Committees

- **Collection and E-Resources**—Miller from Santa Fe College presented the report. Prior to the meeting, a detailed report of the committee’s activities was distributed. The committee needs guidance from the council about the scenarios presented for the SUS portion of the 2018 statewide collection. They would like to know if any of the three (3) scenarios were more acceptable than the others. Russell moved to defer actions on the 2018 SUS collection until after the March CSUL meeting. Miller (FGCU) seconded the motion. All CSUL members were in agreement. Motion approved.

- **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. Prior to the meeting, a detailed report of the committee’s activities was distributed. The committee would like feedback on the patron confidentiality statement. This is the first time that patron information has been shared as equally and as broadly by both the State University System (SUS) and the Florida College System (FCS). Additional supporting information about data security that was included in the ITN with Innovative, information from the University of Florida (UF) libraries website, and general practices statements have been added to the statement. Robinson moved to adopt the language in the first paragraph and accept the initial statement. Miller (FGCU) seconded. Motion approved.

Messner also reminded members that billing should have started on items lost since last summer; they should review the bills for accuracy.

- **Technical Services**—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. The committee would like to have a group of Spanish-speaking volunteers available to them when needed, instead of asking for a new member. Messner moved to approve the request. Griffin seconded the motion. Motion approved.

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 was some discussion about the migration of encumbered orders and clarifying the language in the report, in particular the word “New Orders,” as it is more internal language to the group. The term should be made more clear for staff at the director level. Holmes noted that the group will update that terminology.

- **Cataloging**—Glerum 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 was discussion about the retention of circulation data related to physical volumes (historical data about the book or holding) and the status and availability of the data. Bishop and Ellis noted that by the end of the year, Ex Libris data will be available and then migrated to another server that institutions will be able to access. Other records being migrated were also discussed. Bishop noted there is a document on the ILS Implementation Wiki that discusses these more in-depth. She also mentioned that in Sierra FALSC will bring over year-to-date circulation and counts for patrons. A request was made for a more thorough and complete explanation at the director level for the CSUL meeting in March. They would like that information to include details on what is going to be available and if they will be able to access and run reports, or if they will need FALSC to do that for them.
There was also discussion about when local permissions in Sierra Web would be made available to library personnel for testing before the face-to-face training begins. Whisenant noted that there are training accounts that will act in a similar manner. FALSC staff are still working on permissions because Aleph permissions can’t be migrated to Sierra. Therefore, these will need to be done manually. It was also noted that Innovative staff would prefer to use training accounts for the trainings.

- Discovery Configuration—Green 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 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—Buck represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. There was discussion on whether FLVC would continue to manage some of the library databases as far as proxy servers are concerned and creating the links for them. Members also wondered if FLVC plans to build out these modules for each of the units since they have the contact, pricing, and linking information. Schmucker, from FALSC, noted that the organization is planning to continue management of these items. FALSC will export records in the system into the Sierra ERM. They also plan to continue proxy server hosting for the foreseeable future.

Members asked what will be available for training since the Innovative knowledge base will be unavailable. Buck noted that training will occur on other functionality of the ERM including creating resources, licensing, contact records, and creating A-Z database pages. Schmucker noted that what won’t be available is the automatic import of holdings from the Innovative knowledge base into the ERM, which would automatically provide journal holdings information for all of your databases and e-journal packages. So that is not included in the training because that process will have to be done manually. However, when the automated product is released in 2018, training on it will be scheduled. During the training, everyone will have access to the full-text finder functionality in EBSCO, so you will have access to your full text holding and the A-Z list. Members understood, but also expressed concern about the manual entry of the records and about the fact that there will be a period of time when libraries will have to manage the information in multiple places.

- 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—Kellett represented the Working Group. Prior to the meeting, a detailed report of the group’s activities was distributed. The council discussed report files and whether they would be able to see everyone else’s review files and have access to them, and if each institution will have a certain number of files. Kellett noted it would be a shared space so they would be able to see each other’s files. She also noted that the slots are limited versus the numbers of records it can contain, and that it is possible to lock your reports so that others cannot look at them. The Systems Working Group will need to come up with retention policies for these reports as well. There are about 400 review files. FALSC will still load the patron load records but in a completely different process.
- Training—Alegria 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.

**Updates and Discussion on Sierra/Encore Implementation Activities**

Several Innovative staff members attended the meeting to be on hand for this discussion. Attending in person were Scott McCausland, VP of North American Sales, and Marth Gettys,
Account Manager. Attending by phone were Roger Leitner COO; Chris Fields, CTO; Leif Peterson, EDP of Product and Marketing; Hillary Newman, Senior VP of Library Success; and Elaine Arata, Project Manager for the FALSC implementation.

Bishop and Whisenant updated the council on implementation activities since the council met in November. Updates and discussion included the following:

- Staff at FALSC are working with Innovative to release a Go Live document that will outline their procedures and when the data loads will happen, and the record types to be uploaded.
- Training began today. McCausland commented on how well the group is organized, on how well the cleanup is going, and noted how pleased he was that FALSC is able to have a staff person at the Innovative training sites.
- As modules in Sierra are rolled out, that same module in Aleph would still be available through Go Live and to finish out the fiscal year. The past data would still be available through a frozen Aleph and the Data Warehouse.

There was also discussion about six key development issues that Innovative is behind schedule on.

1. Audit trails for record edits—Changes have been specked out, and they plan to go five (5) changes back for each field in bibs, items, authority, holdings records. This is currently in development and should be available in the second quarter (April-June).
2. Removal of Hard Limits—This was addressed in October 2016. Certain table limits were increased.
3. Support for multiple patron roles—The Global Patron Database should meet the needs.
4. Ability to manage multiple time zones—Bishop announced that prior to the meeting, she was informed by McCausland that Innovative will have this issue worked out by Go Live.
5. Logging activities on records that are not already tracked—Scheduled to be available in the third quarter, after Go Live.
6. Ability to restrict Course Reserve materials based on course registration—This will probably be available after Go Live. There was some discussion about which committee is managing the course reserve restrictions. Bishop noted that the Circulation/Resource Working Group is working on course reserves. Members also asked about the use of multiple passwords for course reserves and requested that the Circulation/Resource Working Group take this up, as the issue could become a concern. Is the password to the course or to the student?

Members suggested perhaps a survey, because currently, the password is specific to each student for each course. McCauland took note and will take this concern back to Innovative. Ellis also noted that she will share this concern with the Working Group.

Other ongoing topics of discussion with Innovative included:

- Authentication—Five institutions have been selected for round one discussion and exploration of authentication options. The other institutions will be scheduled soon.
- Full ERM functionality—It was acknowledged again that Innovative is behind on the bi-directional updating between the knowledge base, Sierra ERM, and EBSCO Full Text Finder. Peterson noted that they are working with EBSCO to rectify some of these issues, and noted that he has been in talks with EBSCO along with Jim Tallman, Innovative CEO, to get this moving a little faster and to make sure that it is an adequate priority. They have been testing aspects of the ERM that do work and wanting to ensure that any solutions will work with all of their customers. They are working with other vendors
like ProQuest, GALE, Elsevier, and Wiley to integrate into their databases, too. Bishop added that this may be a good topic for a webinar by the E-Resource Management Working Group.

Schmucker again noted that, at Go Live, the Sierra ERM will have been loaded already by FALSC and Innovative staff and will have a current list of institution e-resource holdings information. From then on, institutions will be using Full Text Finder to manage the holdings information, with the realization that they will have to do duplicative work in the other system until the knowledge base is fully functional. Consortial functionality will also need to be available so that institutions can edit consortial records as well. This also allows FALSC staff to manage coverage data for the statewide products.

Schmucker added that FALSC has been managing e-resources records for the FCS in a homegrown ERM and will continue to do so. This is optional for them, and the service is available for the SUS as well. A question was asked about how the information gets into Full Text Finder. Since Full Text Finder is an EBSCO product and is tied to the EBSCO Mega Index, it has knowledge of all of the available packages. Staff will need go into Full Text Finder and update their holdings information. The e-resources records will display in the catalog as MARC records.

- Open knowledge base—Future EBSCO API development and capabilities in the Innovative knowledge base are intended to eliminate duplicative work. Some functionality will be moved from Sierra to the knowledge base in 2018.
- PDA and DDA records—Innovative continues to work on finding a solution on how to handle these records in Sierra. Bishop noted that there are a lot of PDA/DDA vendor records that are put in the catalog for selection by the patron. There are about three quarters of a million. They are not in the Encore or Sierra databases currently. Until now, Innovative’s solution has been to use the knowledge base, but FALSC recently learned that will not be a viable solution. Peterson added that Innovative has written some requirements about how they believe this should work, as there are different ways that it could be done, and they are having discussions internally and have made this a priority.
- Encore Duet/EDS Discovery Comparison and API from EBSCO—In the contract, EBSCO committed to providing a nightly process to move all daily updates that happened in Sierra to EDS API automatically. That functionality was supposed to be available in the fourth quarter of 2016 but also has not been delivered. McCausland noted this as another action item for follow-up for Innovative.
- OAI PMH harvesting—In the contract, there is a price for a self-harvesting tool that Innovative was going to develop. FALSC heard a few weeks ago that it will be available in the second quarter. We have also learned that simple or unqualified Dublin Core is the only metadata format that is supported for Encore harvesting. However, Innovative has done work with other universities and has been able to expand that format.
- Mobile Encore sites—Development is scheduled to be completed by June.
- Browse searching in Encore—This functionality is only available in the WebPac. Peterson mentioned that there could eventually be an API to bring the functionality to Encore. When Encore was developed, it was meant to behave like a Google-type search and not a librarian search for browse search. Institutions have provided some good use cases, so those will be reviewed.
- Mapping—There is a mapping issue that affects Encore’s display of material types and statuses. That development is in progress, and the functionality should be available in the fourth quarter.

The council stressed again that the need for more definite timelines is imperative. Functionality slated to be ready during the second quarter could mean as late as June 30, which is critical
because the target Go Live date is July, which has huge implications for framing and planning. The council agreed that by mid-May these things would need to have been delivered and tested, so that the council has ample time at the May MCLS meeting to discuss the ramifications of going live, or not. McCausland acknowledged this and noted that Innovative will have to work diligently to get the answers to these issues and how Innovative plans to meet the implementation schedule.

Additional topics for webinars were also suggested during this discussion, including using UBorrow for resource sharing and ERM functionality. Bishop reported that EBSCO is in the process of setting up another webinar that will hopefully give a true comparison of Encore Duet and the EDS Discovery service, because the first session did not give staff the information they needed.

**UBorrow/Resource Sharing Update**

Ellis gave an overview of how UBorrow functionality will work in Sierra and the fundamental differences between how it works now in Aleph. Highlights of her presentation include:

- Ellis and other FALSC staff will look into report tracking for institutions that no longer have a traditional ILL.
- Anything handled through OCLC or through ILIAD will be in a different system, so FALSC might be able to work with libraries to have better options in Sierra.
- Statistics can be gathered within Sierra, but FALSC staff are still in the process of getting more information.
- There was a discussion about patrons who have holds or fines on their account and are not in good standing with the library, and if they will be able to submit and process UBorrow requests. Ellis noted that they should not be able to, but that it would depend on their institution policies and how Sierra handles that. Ellis will do more research.
- Ellis also discussed the basic workflow in Sierra for requests, including UBorrow or any type of request. It’s different than Aleph, as it’s all in Sierra; no back end.
- At a recent meeting, the ILS Coordinators discussed the fact that not everyone does in-house holds. There was going to be exploration on whether this is all or nothing. Ellis noted that she has done the research on this.

Watkins asked if FALSC has decided to continue the use of the name UBorrow. Scott replied that it is up to the MCLS. Henderson moved to continue using UBorrow. Messner seconded the motion. Motion approved.

**MCLS Processes and Procedures**

**Approve Updated Bylaws**

Calvert led the council in a discussion about suggested revisions to the bylaws. Members would like to carry this decision forward to the next meeting. Elliott will forward the original redlined version so that the members can compare it with the changes that are being suggested.

**Call for Nominating Committee Members**

As PastChair, Prestamo is working to gather a slate of officers for the council to vote on at the May meeting. They are seeking a Chair-Elect from the FCS (3-year term), a Secretary (1-year term), and an At-Large Representative from the FCS (2-year term).

**Additional Members for the CMESC**

Calvert announced that the CMESC has gained two new members, therefore expanding the committee by two new members. Those new members are Audrey Powers, University of South Florida, and Tara Cataldo, University of Florida.
Confirm Future Meeting Dates and Locations
The council agreed on the timeframes and locations for the year, but also agreed that they may need to have some web meetings in between regular in-person meetings, in particular around April after the Innovative Users Group Conference. The upcoming meeting schedule is as follows:

- May 24-25, 2017—Eastern Florida State College, Cocoa Beach
- September 2017—New College of Florida, Sarasota
- December 2017—FLVC, Tallahassee

E-Resources Update
Schmucker reported that the 2017 collection is finalized and almost fully licensed, and all invoices have been processed. He also reported the following:

- The FCS expects to have continued access to Springer Journal contract.
- For the FCS, the CMESC cut a little more than the budget needed, and so for 2018 it should be within the budget to retain the current collection if that is the will of the group.
- The FCS will still have access to ProQuest US Newstream and Newsbank.
- The FCS had America’s News Collection and they expanded it to the US News (Access News World Research Collection—all of their news.) and they cut the price for us. The expectation for the committee is that, in 2018, the FCS will have to look at those two news sources and pick between the two.
- There are two journal packages that we are in the third year of, Cambridge and Oxford. FALSC has done reconciliation and access fees for the third year of each.
- Invoices have gone out for Cambridge, and Oxford is working on theirs.
- The Taylor and Francis journal package is still unresolved due to some misunderstanding about what that package will contain.
- For 2018, it looks like three journal packages will come back for renewal: Cambridge, Oxford, and Sage.
- FALSC has a 1-year addendum for Sage, which is anxious to get us on a regular schedule.

Schmucker reiterated that as far as e-resources support, FALSC will continue the proxy server support and the e-resources records maintenance.

FALSC and FLVC Briefings and Discussion
Update on FALSC Hiring Activities
Scott acknowledged the work that Bishop, Whisenant, and other FALSC staff are doing to support the implementation of the new ILS, as they are doing this in addition to their regular work. The council wholeheartedly agreed and applauded.

He reported that FALSC is currently hiring for two Help Desk Analysts. FALSC will also be hiring a Director of E-Resources, to be based in Tallahassee. This position will be responsible for most of the duties Claire Dygert had before she left. FALSC also will be hiring a new Director of Digital Services and OER, and for that position will be flexible as to location. When these positions are posted, he will share them with the council.

FALSC Digital Services Planning
FALSC staff have found some areas in Digital Services that they want to do some improvement on, such as the Dark Archives. The system needs hardware and software updates that are quite expensive, and Scott noted that, as a group, the council might need to look for other options. FALSC and FLVC staff are currently researching new options as well.
In 2014, ISF did a survey for FLVC and put together a report of recommendations for digital services. Scott and other FALSC staff have been looking at the results of the survey, and he would like to take those same questions, add a few more in-depth questions based on what responses were given, and send that back out to everyone. The data from 2014 is three years old at this point, and so he would like to see where everyone is now, so that FALSC can provide better and enhanced services.

It was noted that the Florida Digital Archives are a very important source of information to those who have digital collections. It was suggested it may be worth looking at the cost and opportunity of using a third party with whom they could contract, rather than trying to refresh a program internally. They could also look to see if there are vendors or other universities who may be willing to contract out this work. There was a comment that it would be good to open the FDA to the FCS as well. Scott agreed.

**FLVC Organizational Update**

Scott also gave some updates regarding the FALSC, FLVC, and DoIT organization charts. Dr. Pam Northrup is now Vice Provost of the Division of Research and Strategic Innovation. FLVC will be housed under that division, but there are no changes in the chart for those housed under FALSC and FLVC. Scott will continue to report to her. This also won’t affect how budget requests will move up the chain, as those conversations will continue to happen with Dr. Northrup and the FLVC Senior Leadership Team.

There was some discussion about LBRs and the fact that this meeting was intended to be the one where the council would start working on an LBR request, and an opportunity for the FCS to provide their input. Members were concerned that past recommendations for funding have never cleared the process and moved up the chain and been approved. Scott reported that this might have been derailed due to Janice Gilley’s departure from the University of West Florida (UWF). He noted, though, that he and Dr. John Opper would be in attendance and presenting at the Council of Instructional Affairs meeting later this week. He also noted that it is anticipated that Andrew Romer will step in to Gilley’s role, and so we will work directly with him and Dr. Northrup to get any LBR request up the chain.

**NGILS Branding Activities**

**Presentation from BowStern President**

Tom Derzypolski and Jane Wilder from BowStern Marketing Communications in Tallahassee attended the meeting to present their ideas for branding the new NGILS system. They presented the names shown below. The council provided feedback, but no one name stood out. FALSC staff will continue their work with BowStern and will keep members updated on actions with the branding initiatives.

- Juice
- Fetch It
- Beacon
- FIN
- Flagship
- Swift
- The Grove

**Adjournment**

Calvert adjourned the meeting at 3:47 p.m.