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

Minutes

Wednesday, May 24, 2017 – 1:00 to 5:00 p.m. EDT
Thursday, May 25, 2017 – 8:30 a.m. to 12:00 p.m. EDT

Eastern Florida State College (EFSC) | Cocoa Campus | Community Dining Room |
Building 11, Room 129 | 1519 Clearlake Road | Cocoa, Florida 32922

Members Present: Rich Ackerman (BC), Kevin Arms (LSSC), Barry Baker (UCF), LisaMarie Bartusik (PSC), Ray Calvert (Pasco-Hernando), Lisandra Carmichael (UNF), Mercedes Clement (DSC), Brian Doherty (NCF), Erick Dominicis (MDC), Lori Driscoll (GCSC), Teresa Faust (CCF), Rebecca Frank (SPC), Christina Fullerton (PoSC), Karen Griffin (HCC), Janice Henderson (NWFSC), Rob Krull (PBSC), Tom Messner (FSCJ), Kathryn Miller (FPU) Kathy Miller (FGCU), Lena Phelps (South Florida), Jean Phillips (FSU), Judy Russell (UF), Katie Saaco (LSSC), Shelly Schmucker (TCC), William Shuluk (FSW), Jill Simser (EFSC), Ruth Smith (VC), Myra Sterrett (SFC) Moran Tracy (SSC), Martin Wood (FSU, Medical), and Lynn Wyche (NFCC)

Guests: Sara Allegria (MDC), Valerie Boulos (FIU), Tina Buck (UCF), Joanne Connell (EFSC), Annie Glerum (FSU), Laura Gayle Green (FSU), Marina Keating (III), Nancy Kellett (FSU), Roger Leitner (III), Ramona Miller-Ridlon (SFC), Kristina Neihouse (FKCC), Andrew Romer (UWF), LeEtta Schmidt (USF), Teresa Smith (SFC), Courtlann Thomas (PSC), and Mia Tignor (IRSC)

FLVC/FALSC Staff: Ellen Bishop, Joni Branch, Tammy Elliott, Laura Kreps, Linda McCarthy, Scott Schmucker, Elijah Scott, Dave Whisenant, and Shawn Wilson

Call to Order
The meeting was called to order at 1:00 p.m.

Welcome to Eastern Florida State College
Dr. Dedra Sibley welcomed the council to the Cocoa Campus.
Questions and Answers with FALSC Standing Committees

- Collection Management and E-Resources (CMESC)—Boulos 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. A new member was announced.
- Digital Initiatives (DISC)—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. New members were announced.
- Resource Sharing (RSSC)—Messner 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.
- Technical Services (TSSC)—Clements represented the committee. Prior to the meeting, a detailed report of the committee’s activities was distributed. There were no questions or comments from the council on the report.
- User Interfaces (UIS)—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.

Questions and Answers with Sierra/Encore Duet Implementation Working Groups

- Acquisitions and Serials—Bennett represented the Working Group. Prior to the meeting, a detailed report of the Working Group’s activities was distributed. There were no questions or comments from the council on the report.
- Cataloging and Authorities—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 were no questions or comments from the council on the report.
- Discovery Configuration and Discovery Interface—Green represented the 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. The Working Group submitted a proposal to merge two working groups into one. A motion was made accept the proposal. It was seconded, and approved by the Member’s Council.
- E-Resource Management—Buck 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. The group’s activities were reported since a report was not included in the packet. There were no questions or comments from the council on the report.
- Systems—Kellett represented the 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.
- Training—Alegria represented the 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 from Other Groups and Committees

**Council on State University Libraries (CSUL)**

Miller (FPU) stated that CSUL is trying to identify how to move forward and make the best use of resources and is looking at textbook affordability data sets.

**Learning Resources Standing Committee (LRSC)**

Driscoll noted the LRSC is working on revising the LIS 2004 Course, statewide, to bring it into alignment with ACRL framework for literacy. The new title is Research Strategies for College Students. Lori Driscoll is chair-elect for the LRSC.
E-Resources
Schmucker (FALSC) discussed statewide collections. The Legislature provides an allocation for e-resources for the colleges and universities for annual subscriptions. There are separate collections for each with some overlap. The budget has been held flat. If the governor signs the budget, there will be the same amount of money as last year. Scott gave a historical overview of past budgets in regards to the Legislature and FLVC. FLVC is committed to providing some funding for statewide collections for 2018. Costs are going up. The CMESC has been planning and preparing for 2018 licenses. At the last council meeting, the SUS decided to cut one product to meet the budget. Last year the FCS made cuts to meet the 2017 budget, and it looks like the colleges can maintain their collection for 2018. If it is the committee’s recommendation, SUS will keep the same collections minus one product, and FCS will keep the same collections from 2017.

A year ago, CMESC accelerated its schedule for recommendations for statewide collections so schools can plan for absorbing loss. If it keeps the same schedule, CMESC will provide recommendations for statewide collections for 2019 by December.

Update on FLVC Group Licensing Process
Schmucker (FALSC) described the opt-in licensing process, which is conducted every fall. FALSC acts as an agent on licenses. Schools can get together on single license to achieve group participation discounts. FALSC will have webinars to discuss expectations and parameters for participants for 2018. FALSC will send out a survey on products of interest, then come back with pricing and work with institutions to come to an agreement on what to license. FALSC will invoice the schools; vendors will invoice FALSC; schools will pay FALSC; and FALSC will pay vendors. Last year, there were 38 participating schools and 30 vendors. FALSC will send an invitation to a licensing webinar. The process will be well underway by the September MCLS meeting.

Briefings and Discussion with FALSC and Innovative (III) Staff
Sierra/Encore Implementation
Roger Leitner and Marina Keating from Innovative Interfaces Inc. (III) were in attendance and discussed the next steps, from their perspective, in moving forward now that the implementation has been delayed until July 2018.

Updated Timeline
Bishop and Whisenant updated the council on the process so far and what the next steps are moving forward from the FALSC viewpoint.

Summary of Development Issues
Prior to the meeting, the meeting presentation was distributed. Bishop listed 21 development issues and walked the council and staff through those issues. Highlights of that discussion included updates on development issues, upcoming releases, items that have been completed, and other outstanding issues.

Other Updates
Whisenant updated the council on delay implications in regard to EBSCO offers and clarified the status of Curriculum Builder, Full Text Finder, and EDS.

Whisenant noted that communication continues with the monthly implementation newsletter. Information can also be found on Sierra/Encore Duet Implementation Wiki, and on the FALSC Website. Staff training continues in a program that includes nearly 150 in-person training sessions at 31 sites throughout the state. More than 130 sessions have been held, with each accommodating up to 15 trainees. Eleven out of 21 scheduled webinars have been presented to almost 200 attendees.
Legislative Update
Romer stated there is a short time-frame for Legislative Budget Requests (LBR) this year. A process exists for university LBR requests. With the process being administered by UWF, the request must be approved by a Board of Trustees before it is submitted to the Board of Governors on July 17. Any LBR request must be presented to the UWF Board of Trustees by June 21.

FALSC and FLVC Briefings and Updates

Update on FALSC Hiring Activities
Scott briefed the Member’s Council on the four positions now open at FALSC.

1. Director of E-Resources
2. Director of Digital Services and Open Educational Resources (OER)
3. Director of Library Support and Training
4. Library Services Analyst

Human Resources is working with Myers McRae, a search and consulting firm, on a national search for the three director positions.
Scott also noted that Elliott has moved into a new position, Events and Logistics Coordinator. FLVC is currently searching for someone to fill her former role of Administrative Specialist.

Update on FALSC Digital Services Planning
Scott stated that a survey on digital archives was sent out. The goal is to better assess the needs of the members who are currently using the archive service; outline future plans for use; and access whether members not using the archive would be interested in participating.
Scott gave overview on Digital Services.

Scott noted FALSC is looking to make improvements to service, whether in-house or outside vendor.

FLVC Organizational Update
Scott updated the council on recent FLVC organizational updates.

- Dr. Pamela Northrup is the new Vice President for the Division of Research and Strategic Innovation (DRSI) at UWF as of January.
- On July 1, DRSI’s two associate vice presidents, Michael Dieckmann and Karen Rasmussen, will take on expanded roles.
  - Dieckmann becomes Chief Operating Officer of FLVC, which will eventually hire a Director of Business Operations and a Chief Technology Officer.
  - Rasmussen transitions to working with other units and will no longer be administrative liaison to FLVC.

Update on OER Survey Results
Scott stated Dr. Robin Donaldson of Distance Learning and Student Services is compiling a report of the results on the OER Survey. Once the results become available, he will share with members. He reminded the members about the OER Summit that will be held Sept. 7-8, Hilton Daytona Beach/Ocean Walk Village Resort. Dr. Cable Green from Open Education at Creative Commons will be the keynote speaker.

MCLS Processes and Procedures

2017-18 Elections
Calvert presented the 2017-2018 slate of officer nominees:

- Tom Messner, Florida State College at Jacksonville—Chair-Elect (3-year term)
• Karen Griffin, Hillsborough Community College—FCS At-Large Member (2-year term)
• Brian Doherty, New College of Florida—Secretary (1-year term)

Prestamo made a motion to approve the slate of officers. The motion was seconded. Motion approved.

Approve Updated Bylaws
Calvert presented updated draft bylaws, which had been edited at the February meeting. Discussion followed. A final version will be drafted and submitted for approval at the September meeting. Calvert will incorporate the suggested changes.

Announcement of New CMESC, DISC, and TSSC Members
Calvert announced new standing committee members.

• CMESC—Nora Rackley, Lake-Sumter State College
• DISC—Kelley Rowan, Florida International University
• TSSC—Susan A. Massey, University of North Florida

Confirm Future Meeting Dates and Locations
The council confirmed their next two MCLS meeting dates and locations as: September 13-14, 2017, at the New College of Florida in Sarasota, and December 7-8, 2017, at FLVC in Tallahassee.

NGILS Branding Activities
McCarthy presented new logo for Online Access to Knowledge, OAK. The council was pleased with the progress and the new logo.

Members General Information Sharing
Morgan Tracey, Seminole State College, introduced himself to the council. Janice Henderson, NWFSC, shared staffing updates from the NWFSC Library.

Member Accomplishments
Calvert shared member accomplishments.

• Elizabeth Curry, Dean of the University of North Florida Thomas G. Carpenter Library, 2017 Leadership & Professional Achievement Award from the Association of Specialized and Cooperative Library Agencies (ASCLA), a division of ALA
• Judith Russell, Dean of University Libraries at the University of Florida, 2017 James Bennett Childs Award by the Government Documents Round Table (GODORT) of the American Library Association (ALA)

New Business
Scott asked for suggestions on verbiage for new LBR for additional funding for e-resources for next legislative session. Discussion followed.

Adjournment
The meeting adjourned at 11:00 a.m. EDT.
Regular Meeting of the Members Council on Library Services (MCLS)

Agenda

Eastern Florida State College | Cocoa Campus | Community Dining Room
Building 11, Room 129 | 1519 Clearlake Road | Cocoa, FL 32922

Wednesday, May 24, 2017 - 1:00 to 5:00 p.m. ET

11:45 - 1:00 Lunch

1:00 - 1:02  1. Call to Order
              Ray Calvert, Chair

1:02 - 1:05  2. Welcome to Eastern Florida State College!
              Dr. Dedra Sibley, Cocoa Campus Provost

1:05 - 1:30  3. Questions and Answers with FALSC Standing Committees
              A. Collection Management and E-Resources
                 Judy Russell, Valerie Boulos
              B. Digital Initiatives
                 Carol Hixson, Kevin Arms
              C. Resource Sharing
                 Tom Messner, Mercedes Clement
              D. Technical Services
                 Meg Hawkins

1:30 - 2:00  4. 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 and Discovery Interface
                 Laura Gayle Green, Alexis Carlson
                 i. Request to Merge Groups
                 Tina Buck
              E. E-Resources Management
                 Janice Henderson
              F. Joint Use
                 Nancy Kellett
              G. Systems
                 Sara Alegria
              H. Training

2:00 - 2:05  5. Updates from Other Groups and Committees
              Kathryn Miller and Lori Driscoll
              A. Announce 2017-18 CSUL and LRSC Chairs
              B. Other Updates

2:05 - 2:20  6. E-Resources Update
              Scott Schmucker
2:20 - 2:45  Break

2:45 - 5:00  7. Briefings and Discussion with FALSC and Innovative (III) Staff

   Ellen Bishop (FALSC), Dave Whisenant (FALSC), Roger Leitner (III), Marina Keating (III)

   A. Sierra/Encore Implementation
      i. Updated Timeline
      ii. Summary of Development Issues
      iii. Other Updates

5:00    Adjournment

Ray Calvert

Thursday, May 25, 2017 – 8:30 a.m. to Noon ET

7:45 - 8:30  Breakfast

8:30 - 8:35  8. Call to Order

Ray Calvert

8:35 - 9:15  9. Legislative Updates

Andrew Romer, UWF Office of Government and Community Relations

9:15 - 10:15  10. FALSC and FLVC Briefings and Updates

Elijah Scott

   A. Update on FALSC Hiring Activities
   B. Update on FALSC Digital Services Planning
   C. FLVC Organizational Update
   D. EBSCO Offers Discussion
   E. Update on OER Survey Results

10:15 - 10:45  Break

10:45 - 11:00  11. MCLS Processes and Procedures

Anne Prestamo

   A. 2017-18 Elections
   B. Approve Updated Bylaws
   C. Announcement of New CMESC, DISC, and TSSC Members
   D. Confirm Future Meeting Dates and Locations
      i. September 13-14, 2017—New College of Florida, Sarasota
      ii. December 7-8, 2017—FLVC, Tallahassee

11:00 - 11:15  12. NGILS Branding Activities

Linda McCarthy

11:15 - 11:20  13. Member General Information Sharing

Ray Calvert

11:20 - 11:30  14. Farewell to Linda McCarthy

Ray Calvert, Elijah Scott

11:30 - 11:35  15. Member Accomplishments

Elijah Scott


Ray Calvert

11:40  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
May 24-25, 2017

CO-CHAIRS: Valerie Boulos, Jenna Miller
MCLS LIAISON: Judy Russell

CURRENT ACTIVITIES:

During this quarter the FLVC Collection Management and E-Resources Standing Committee (CMESC) held four full committee meetings, plus conducted significant business via email. Below is a summary of activities this quarter.

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 discussions at MCLS meetings in November and February, the following changes to the collection are expected for 2018:

- The FCS expects no statewide e-resource cuts for 2018 at this time.
- The SUS MCLS members selected LexisNexis Academic as the product to cut to balance the budget. Since this may provide some FY18 savings on the SUS side, the SUS members of the committee will consider non-recurring products after the e-resource budget is confirmed.

One Time Funding Bonus

FLVC identified some salary savings which they allocated for FALSC to use for one-time purchases with JSTOR, to be used to benefit both FCS and SUS. The committee discussed options for the funding and determined JSTOR e-book purchases would be the most effective use of funds in the time allowed to complete the project. Lists of titles were reviewed and discussed. Ultimately, the committee limited the list according to the following parameters: content published in 2017, English language only, published by U.S. University Presses, and priced $150 or below. Individual titles were further reviewed to narrow the pool according to our budget.

JSTOR has sent modifications on the original offer and the committee is in the process of reviewing the potential titles based on these changes. A title list will be distributed to member libraries upon completion.
E-Journal Package Updates

Judy Russell and Scott Schmucker gave regular updates to the committee on the status of shared ongoing contract negotiations with Taylor & Francis, Springer, and Elsevier.

“Talking Tech” Session

CMESC continues to be interested in hosting a Talking Tech Session tentatively titled “The Role of Usage Statistics in Decision Making” in late summer. An FCS volunteer has been secured; an SUS volunteer is pending.

Membership Change

In February, the committee was notified that Sara Duff would be leaving her position at Gulf Coast State College. A request for a replacement FCS member was sent to the Executive Committee and is pending.

Minutes and Meeting Recordings

The CMESC regularly posts minutes to the wiki site at: [https://certf.wiki.flvc.org/wiki/index.php/Main_Page](https://certf.wiki.flvc.org/wiki/index.php/Main_Page). Due to the sensitive nature of committee discussions, often concerning negotiations and vendor pricing, meeting recordings are not posted.
DIGITAL INITIATIVES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

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

CURRENT ACTIVITIES: This report reflects DISC activity from February 2017 – May 2017. The group met 3 times by conference call to:

- Discuss statewide collaboration on digital initiatives and services, to share research and expertise, and to coordinate activities.
- Discuss issues related to centralized services: common digital library system and companion tools; Florida Digital Archive (FDA); PALMM; Archon/ArchivesSpace; 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 Omeka, DPLA, and metadata remediation/enhancement.
- Discuss reports back on ILS Discovery Configuration Working Group activities regarding Digital Collections metadata ingesting into Encore as well as requirements documentation for Encore submitted to Innovative Interfaces.
- Share current activities and digital initiatives among member institutions
- Establish an ArchivesSpace Working Group

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

- FLIIRT statistics information demo (download count and views count for PDFs) and display of statistics information to the public.
- FLIIRT demo of IR functionality
RESOURCE SHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

CHAIR: Peggy Glatthaar
MCLS LIAISON: Thomas Messner

CURRENT ACTIVITIES:

- The Resource Sharing committee is discussing decisions and issues from the Circ/Resource Sharing Working group.
- Discussing the feasibility of a uniform Reciprocal Borrowing Policy.
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

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

CURRENT ACTIVITIES:

We are seeking a new committee member. Term begins July 1, 2017 and ends June 20, 2019, and the member must be from the state university system (research or other institution).

We are also seeing a new co-chair for the committee as Kristine Shrauger (UCF) will be stepping down as co-chair this summer.

We are still seeking a secretary to take minutes.

The Cataloging Standards Subcommittee, chaired by Sarah Hess Cohen (FSU) continued to meet and work on revising the college cataloging standards guidelines. Their work was recently completed. Sarah is going to reformat the document and present it to the TSSC for review in June or July.

Mary Ann O’Daniel continued to update the Committee on the progress of the Sierra implementation.

Annie Glerum and Jeanne Piascik updated the Committee on the Cataloging/Authorities Working Group, and Jennifer Codding updated the Committee on the Acquisitions/Serials Working Group.

The Committee discussed the various listservs currently in place for technical services professionals and staff and whether or not there was a way to combine some of them. It was determined to leave them as is for the time being.
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

CHAIR: Kristin Heathcock
MCLS LIAISON: Margaret Hawkins

CURRENT ACTIVITIES:
The UISC continues to get regular updates from the Discovery Interfaces Working Group. A subcommittee of the UISC is completing the review of WCAG requirements for each institution. A whitepaper will be completed to share this information and make recommendations for changes to address identified needs.
NEXT-GEN ILS
ACQUISITIONS/SERIALS WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

CHAIR: Ernestine Holmes
FALSC LIAISONS: Natalie Henri-Bennett

CURRENT ACTIVITIES:

- The group meet weekly on Tuesday’s at 1pm except 2nd Tuesday’s at 10am
- Data Cleanup – old ALEPH orders, and vendors
- Review Acquisitions data
- Updates from working group members live in-person training
- Prepared a list Sierra Serials Codes
- Vendors Codes and vendor names
- Fund Codes and fund names
- Discussion topics:
  - Training agendas
  - Financial system update
  - Description of fixed length fields and variable length fields
  - Sierra’s Acquisitions quick start guide
  - ALEPH order log
  - YBP/GOBI Testing
  - Library review of their receiving and billing locations
  - Institutions’ needs for additional accounting units
  - System setting for when orders stop showing up in the public interface
  - Number of sessions needed for “Pay an invoice” function
  - How and what fields to retain when copying order records?
  - Volume Record Creation – Recommendation from the Cataloging/Authorities WG
  - GOBI API
NEXT-GEN ILS
CATALOGING/AUTHORITIES WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

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

CURRENT ACTIVITIES:

The Cataloging/Authorities Working Group (CAWG) meets on Tuesdays 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. We currently do not have any liaisons from other Working groups but would welcome those representatives to join our meetings to facilitate understanding of how activities in the different areas influence the other workflows.

The Cataloging/Authorities Working Group continues to examine data in Sierra to find and suggest solutions for issues that might affect the migration with the emphasis on preventing lost data and adverse impacts to user experience. CAWG has formed subgroups to develop data remediation processes to facilitate the bibliographic record deduplication process and identify local data, examine Sierra’s capabilities for mirroring the functionality of the Aleph LKR field that associates related bibliographic records, consider the impact on public display of bibliographic records that do not migrate with full location codes on a Sierra item record, configure generic Sierra record templates for institutions to adapt for their local needs, recommend remediation of Aleph Item Status Codes or configuration of Sierra Item Codes for the migration of suppressed Aleph holdings records, and consult with the Serials community on whether Sierra volume records should be implemented post-migration.

The Working Group is also addressing Item Processing Status codes that represent locations into Sierra location 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.

Beginning in July, once a month the Working Group will devote one of its weekly meeting times to outreach with the broader Cataloging/Authorities community. The Working Group will share a few updates on their activities but leave the majority of the session for questions and answers. Joint outreach sessions with other Working Groups may be held as well.
NEXT-GEN ILS
CIRCULATION/RESOURCE SHARING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

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

CURRENT ACTIVITIES:
The Circulation and Resource Sharing Working Group created an UBorrow/requesting scenarios page on the wiki to help explain how local requesting and UBorrow requesting will work in Sierra/Encore Duet.

Continuing activities for the Circulation and Resource Sharing working group include
• investigating options for distanced learner UBorrow requests in Sierra/Encore Duet,
• testing course reserves data load, display and functionality,
• creating a FAQ for questions specific to circulation and resource sharing, and
• planning a webinar on UBorrow and related functions.
NEXT-GEN ILS
DISCOVERY CONFIGURATION WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 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.

Our activities have included examining Google Analytics and discovery tool reporting needs, particularly relating to statistics for resource usage (click throughs). We have also reviewed the FALSC report inventory as the Systems Working Group requested, particularly for those reports that may be needed day one of implementation.

We have also reviewed workarounds developed for bib record permalinks, and continued to test Sierra and Encore Duet as the various records/data loads and software updates occurred. FALSC staff have provided test samples in response to our coding priorities requests (permalinks, generating code templates for use in LibGuides, etc).

Additionally, working group members have attended various webinars hosted by III and Ebsco regarding configuration of the discovery tools. Members have been testing Ebsco Publication Finder links for their institutions and reviewing data as it has been loaded and configured.

A separate document has been submitted for consideration; given the many overlapping issues regarding configuration and interface, the Discovery Configuration and Discovery Interface Working Groups have proposed to merge. Should this proposal not be accepted, both working groups will continue to hold joint meetings as much as possible to facilitate efficient collaboration and decision making.

While we’re all relieved to have implementation delayed until July 2018, particularly given the many issues with the data loads and displays among others, we’re taking this opportunity to prioritize the next steps in configuration and do more testing. Additionally, several institutions are looking at moving to Ebsco EDS as a discovery interface for a variety of reasons. On the one hand, this means that we will all be more familiar with Ebsco’s configuration. We are still committed to examine, configure, and test the Encore Duet product.
CURRENT ACTIVITIES:

The DIWG continues to look at the Encore Duet interface to report issues in the way data is displayed. We have been revising various messages and text, such as informational messages. We are in the process of asking for the Discovery Configuration Working Group to combine with the Interface Working Group. Many issues presented to DIWG have to go to the DCWG and vice versa. Members from each group have been attending the other groups’ meetings and combining the two groups is a logical step with an entire year of membership for everyone involved. We are working on a template for any institutions that do not want to do any of the customizations, using Chipola as the example institution. We discussed a recommendation for all institutions to use a shared icon set for materials in Encore Duet, but did not reach a consensus and will discuss again once we meet and have time to think about this.
NEXT-GEN ILS
E-RESOURCES MANAGEMENT WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

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

CURRENT ACTIVITIES:

The ERM Working Group has finalized ERM records’ fields and field options. We are in the process of testing the public display of resource and license records. We have distributed a survey to determine which libraries may need field definitions that will enhance consortially-friendly tickler options. We are having discussions about the Sierra WebPac database A-Z pages, and recently had a brainstorming session with a FALSC programmer working on the pages. We are planning training and documentation for all libraries expecting to load ERM data during the July-September load.
NEXT-GEN ILS
SYSTEMS WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

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

CURRENT ACTIVITIES: The Systems Working Group (SWG) is looking at the spreadsheet of reports that one or more institutions indicated were needed on Day One after go-live. The SWG hopes to determine which reports are truly necessary, and of those, which can be produced using Sierra’s reporting features, and which will require custom programming by FALSC. The target date for completion of this analysis is May 17th. Since the previous MCLS meeting, the SWG has posted a link to a Best Practices document on the ILS Implementation wiki under Systems Working Group Documents: https://docs.google.com/document/d/1jhqmOgfblj1jkGztvZQglOAPFGGhIlxwH4smCfdvoWcw/edit. While this document continues to evolve, it currently contains recommendations for naming and retention policies for various types of user-created processes and files in Sierra.
NEXT-GEN ILS
TRAINING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
May 24-25, 2017

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

CURRENT ACTIVITIES:
The Training WG welcomes the extended go-live date as an opportunity for more in-depth training and familiarization with additional functionalities. We are planning on scheduling the supplementary training starting in January, 2018.

The group has placed a questions/suggestions box in the General Library Staff Training section of the FALSC web page, to encourage all staff to reach out as needed. It is also planning an Update Training Webinar for staff statewide, to present an updated timeline of activities and review new training activities and practice exercise documents. The date of the webinar will be set upon the publication of the new Project Implementation Plan.
ORGANIZATIONAL UPDATE

Hello Everyone,

As spring draws near to a close, and the warm days of summer loom ahead of us, we at FALSC reluctantly bid a fond farewell to our dear colleague, Linda McCarthy, Director of Library Support and Training. Linda has worked with FALSC and CCLA for 15 years, during which time she has created a legacy of service to Florida libraries. Her contributions to our organization have been invaluable, but she has also served libraries across the state in many capacities, including as president of the Florida Library Association. Along the way, she has been a kind and cheerful representative of our organization, always reaching out to meet and connect with our colleagues across the state. She will indeed be missed.

Linda’s departure leaves another hole in the leadership fabric of FALSC, one of three director positions that we are working to fill: Director of Library Support and Training, Director of E-Resources, and Director of Digital Services and Open Educational Resources (OER). We are currently working with the search firm Myers McRae to finalize the postings for national searches for each of these positions. Each presents an opportunity for professionals in our field who have the capacity and the desire to collaboratively create the future of our consortium and the libraries that we serve. As the postings for the positions become available, please share this information with anyone you know who would be interested in joining the FALSC team.

Several FALSC staff recently attended the Florida Library Association Annual Conference. This was my first occasion to attend the FLA event, and I thoroughly enjoyed the opportunity to meet and talk with many library professionals from across our state. We had many visitors to our FALSC booth, including a lucky few who won FALSC chairs! Our colleague Tom Messner wasted no time in taking his new chair to the beach and sharing a photo with us. While working
at our booth, I discovered that having a bowl of chocolate in hand to be an excellent way to draw people into a conversation about FALSC and the resources and services we provide.

Our partnership with Innovative Interfaces, Inc., continues to yield forward momentum for the development of the next-generation integrated library system (ILS). FALSC staff continue to have multiple weekly meetings with Innovative to work through the development work to create a system that meets our needs and expectations. We have developed a revised timeline for the implementation, which will soon be shared with all member libraries. The path forward to a successful implementation of the ILS will continue to emerge over the coming months.

Einstein once observed that, “The world as we have created it is a process of our thinking. It cannot be changed without changing our thinking.” In our academic libraries, we have created a world in which we can provide an array of services and resources that would likely astound Einstein if he were here to see it. As a group of library professionals across the colleges and universities within our state, our collective thoughts on the future of our libraries will enable us to continue to change and grow to meet the needs of the future.

Sincerely,
Elijah Scott, Executive Director

GOVERNANCE AND ADVISORY PROCESSES

MCLS Executive Committee – May 17

The Executive Committee of the Members Council on Library Services (MCLS) met by conference call on May 17 with Chair Raymond Calvert, Director of Libraries at Pasco-Hernando State College, presiding. Members discussed the agenda for the May MCLS meeting, organization bylaws, and committee nominations, approving three new members for Standing Committees. They also heard updates on the Sierra/Encore Duet Implementation Project, the recent legislative Session, e-resources, and other topics.

As Executive Committee members noted, the May MCLS meeting will be Ray’s last as Chair of the organization. On July 1, Kathleen Miller, Library Dean of Florida Gulf Coast University, becomes the new Chair.

“I actually enjoyed doing this,” Ray said of his service. “This has been very worthwhile, very rewarding.”

The Executive Committee meets next on June 21.
SIERRA/ENCORE DUET IMPLEMENTATION

ABOUT WIKI ACCESS: Many items here refer readers to wikis for more information. Since there is proprietary information on the wikis, a password is required to view content. Users can log in with generic, view-only credentials: username, ilsimp@flvc.org; password, FLVCIII. For assistance, contact the Help Desk, help@flvc.org or (877) 506-2210 (toll free).

Project Status and Next Steps

Since the March 31st announcement that our project has been extended for a year, with Go Live now set for July 2018, FALSC and FLVC staff have been working with vendor Innovative Interfaces to hammer out a new timeline. The “Implementation Timeline Overview” and an “Issues List Delivery” schedule will be presented to the MCLS at the May 24-25 meeting and later distributed to library staff.

FALSC’s new, high-level timeline and “Issues List” map out when each desired software feature in the new system will be developed and when new versions of the full system software will be released and tested, and set timeframes for data conversion, a client readiness review, and the Production Go Live period.

Our extended schedule is intended to allow Innovative Interfaces time to develop a fully functional system that addresses the needs of our consortium. The goal now is to complete and test work on a schedule that will allow Go Live in July 2018 to become essentially a non-event. With that result in mind, a full, finished version of the system software is scheduled to be released in December 2017 for executive review and approval, with the readiness review and Production Go Live period occurring in 2018.

Here are a few key points on where the ILS project stands and what’s ahead:

- All work by FALSC staff, Innovative, and library staff continues
- The Organizational Framework for Implementation remains in place
- The ILS Working Groups continue to meet, review, and test
- In-person training of all library staff goes on as scheduled through mid-June, and training webinars are being released as planned
- Refresher training is to be provided in Spring 2018 by Innovative staff
- Our longer timeline offers the opportunity for broader system testing by library staff

Special thanks go to all members of the Working Groups, who have so generously contributed their time and expertise to this project. We deeply appreciate members’ continued service.

“Staying Informed,” below, provides links to in-depth information on the project and key groups that meet regularly, including the Working Groups, the Implementation Team, and the ILS Coordinators at the institutions.
Ongoing Topics

FALSC and FLVC staff and Innovative are addressing these issues on an agreed-upon timeline and intend to resolve them by December 2017:

- Support of Multiple Time Zones
- Authentication
- APIs; Patron CRUD, Fines output, Invoice output
- PDA/DDA solution
- OAI-PMH Harvesting
- Mobile Encore for individual library suites
- Mapping Display in Encore
- SIP2 Encryption
- ERM functionality and Open Knowledge Base
- Encore Duet/EDS API
- Browse Search in Encore
- Sierra Web Application
- Paging Options in Sierra/UBorrow
- Local Field Display in Encore
- Timeout Page in Encore
- Audit Trails for record edits
- Support for Multiple Patron Roles
- Log Tracking of Activities

Training

In-person training continues through mid-June, and it’s important that staffers who are registered attend. Classroom sessions provide the foundation for supplemental educational activities, including the refresher training to be provided in Spring 2018.

The delay in implementation allows library staff greater opportunity to review data, test and customize local loan policies, and customize templates. Library staffers who have completed training can now focus on reviewing their records and loan policies in Sierra and sending feedback to help@flvc.org with any issues they find. They also can begin customizing templates and other functions within Sierra.

The webinar schedule continues as planned, and webinars on specific aspects of the system will be offered throughout the coming year. Please take a look at the webinar schedule and follow the instructions to register for sessions relevant to you. Note that many webinars, such as customizing notices and spine labels, require that in-person training be completed beforehand.

All webinars are recorded and made available to library staff. Check the Training Tracks wiki for recordings and new documentation.
In addition, FALSC plans to begin the configuration of individual staff user accounts soon. Library staff will need to be comfortable navigating Sierra in order to test their functions and permissions and make sure they can perform their daily work.

**If your in-person training is coming up:** Please note there are online prerequisites for anyone attending the sessions. The Training Tracks wiki offers step-by-step details on how to prepare for classroom training, and organizes materials into topic categories.

**Branding**

Drumroll … logo mockups for our new system’s name, OAK: Online Access to Knowledge, will be unveiled at the MCLS meeting. We’re pleased with the designs from our new graphic artist, and hope you will be, too. As a reminder: FALSC will provide branding for the new system, but the decision to use it, or not, is up to each institution.

**Staying Informed**

There are many paths for finding more information about the ILS project:

- The Sierra / Encore Duet Implementation Wiki, which includes links to training recordings and to wikis for the Working Groups, Implementation Team, ILS Coordinators, and ILS IT Contacts
- The monthly Sierra/Encore Duet Implementation Update newsletter, which is sent mid-month via Listservs to all library staff and posted on the FALSC website
- The FALSC website’s ILS Implementation section, including Information Technology pages intended to help library staff communicate with institutions’ IT departments

**OTHER LIBRARY PROJECTS & SERVICES**

**E-Resources**

The Florida legislature passed an $82 billion budget that is now in the governor’s hands. In the budget, the allocation for electronic resources for the colleges and universities remains unchanged. If the budget holds, we project that the college collection can remain intact for the 2018 calendar year, since the colleges cut high-cost items for 2017. The universities, however, will face a shortfall and the university collection will face a cut for 2018. The Collections Management and E-Resources Standing Committee has submitted a recommendation for the 2018 collection, and will review when the budget is finalized.

FALSC is gearing up for our 2018 Group Licensing process, in which we act as agent on behalf of institutions wishing to join a shared license, using local funds, in order to realize consortial or group participation discounts. We are looking forward to another successful licensing process,
and are taking steps to ensure it goes smoothly. Our initial survey of interest will go out on September 1st. Look for an invitation to a webinar in August, in which we will discuss the parameters of the process and set expectations for the timeline.

Centralized Data Loads, Extracts, and Reports

SUS Aleph record counts for April are complete. Ad hoc reports were completed on Panama City and Ringling items for FSU.

FCS quarterly vendor statistics and FCS monthly reports have been released. Ad hoc reports for various institutions were prepared on:

- All items in a specific collection
- Shelf-list report for a specific collection
- Item status 60
- HOL in three specific collections with and without items
- Circulation for iPADs
- HOL without items and items without call number
- Duplicate titles
- Hourly stats for the Sunday before finals last year
- “Complicated subject headings” report – specific s.h. (topic and name) related to Cuba, NOT published in Cuba, and published prior to 1923
- MARCit! records in Aleph with order records attached
- Report of records with 852 $cMAIN and $XDISCARDED
- Report of all records with Panama Canal in subject heading and no URL (to help with digitizing remaining items) – still in progress
- Counts of HOL without items for CAWG
- Report of ISBNs (follow up to report from last fall)
- Report of all items in specific sublibrary/collection (FSRIN/KOG)

Recent data loading projects include:

- Periodic loads: Ebook Central, Overdrive, Credo, Rittenhouse
- May loads: SUS GPO
- MARCit! load for May for USF
- Added vendor One Click Digital for IRC, JSTOR for MJC & Kanopy PDA plan for PKC
- Almost finished with the college migrations of ebrary to Ebook Central; BOC and VCC PDA plans loaded and migrated
- Completed SUS-wide Taylor and Francis PDA load for FAMU
- Completed PDA load profile change for UF Harrassowitz to differentiate between two print plans
- LC authority loads complete through 1719
- RAPIDILL Updates - EJournal via SFX: May pending for FAMU, NCF, UCF and USF
• RAPIDILL Updates - EJournal via Serial Solutions: April done for FAU, FGCU, FIU and UF, May pending for FAU, FGCU, FIU and UF
• RAPIDILL Yearly Book Chapters Update: Done for all participating SUS libraries (Florida Poly not a participant).
• ECCO Record Reloads Eighteenth Century Collections Online: completed for FSU
• EEBO Record Reloads Early English Books Online: Currently working with UCF, FSU & USF to load the replacement records for Early English Books Online.

Genload profiles were created for FSU for Oxford Linguistics, Oxford Literature, Oxford philosophy, and Oxford religion.

FALSC also extracts data from Aleph, on regular schedules, for shipping to outside parties (e.g., institutional financial systems, third-party discovery systems).

**Digital Services**

Islandora:
- A routine Islandora software upgrade was completed on the production server on May 7.

Florida Digital Archive:
- A User Survey will be sent out to assist in planning for the Florida Digital Archive. Every institution’s input, both universities and colleges, will be a valuable contribution.

Digital Collections harvest for the Encore discovery tool:
- Discussions with Innovative about Encore Duet harvesting and presentation of digital collections records in Encore are underway.

**IN OTHER NEWS**

**Congrats!**

Congratulations to the staff members at Florida’s public colleges and universities who have been elected to section seats in the Association of College and Research Libraries (ACRL), a division of the American Library Association:

- **Susan Silver**, University of South Florida (USF): Member-at-Large (two-year term), Anthropology and Sociology Section (ANSS) of ACRL
- **Abby Janine Scheel**, Florida State University (FSU): Member-at-Large, Literatures in English Section (LES)
- **E. Haven Hawley**, University of Florida (UF): Secretary (two-year term), Rare Books and Manuscripts Section (RBMS)
- **Sara Russell Gonzalez**, UF: Member-at-Large (two-year term), Science and Technology Section
We welcome **Morgan Tracy** as the new Director of College Libraries at Seminole State College. He started in April and will now serve as the college's new MCLS primary representative. Morgan comes to Seminole from Asbury University, Wilmore, Ky. Previously, he worked for the Kentucky Department for Libraries and Archives for several years.

FALSC regularly shares news about our library colleagues and the public colleges and universities on the [FALSC website](https://www.falsc.org) and [Facebook](https://www.facebook.com/falscflorida/).

If you have news about yourself or your institution, please share it. Send information to Joni Branch, [jbranch@flvc.org](mailto:jbranch@flvc.org).

**Of Chocolate, Colleagues, and FLA**

As he mentions in his introduction above, Executive Director Elijah Scott was the guy offering a big bowl of chocolates to anyone passing FALSC’s booth at the Florida Library Association Annual Conference, May 10-12 in Orlando. Most everyone in FALSC’s 12-person FLA contingent spent time at the booth, where we offered flyers with information about the organization, the ILS, our job openings, and Digital Services. Besides candy, we came bearing FALSC pens, tape measures, and camp chairs.

It was a great pleasure to see so many library colleagues at FLA, and to hear several public college and university staffers give highly informative, well-structured presentations. Elijah and FALSC staff were particularly intrigued by Bess de Farber’s presentation titled “Collaborative Grant-Seeking: A Guide for Librarians.” Bess, who is grants manager for the University of Florida’s George A. Smathers Libraries, knows her subject inside-out and has written a book on the topic under the same title. Working from her ideas, FALSC may explore how it can help libraries pursue grants at some point in the future.

For more on our trip to FLA 2017, please check out [FALSC on Facebook](https://www.facebook.com/falscflorida/). You’ll find lots of photos, including some taken at our booth, which placed second for “best booth” there.

**Staff Update**

Sadly, FALSC says goodbye to **Linda McCarthy**, Director of Library Support and Training, at the end of May, with her last day in the office falling on May 26. In her 15 years with FALSC and predecessor organizations, Linda has been a driving force behind scores of projects, a mentor to many, and a kind but indomitable presence at countless meetings and conferences. We at FALSC and FLVC salute her service, and wish her many wonderful years of leisure in retirement. Linda, raise a glass to us in Paris.
Linda’s departure brings to four the number of positions that FALSC is now seeking to fill:

- Director of Library Support and Training
- Director of E-Resources
- Director of Digital Services and OER
- Library Services Analyst

The three leadership positions will be advertised by a national search firm. The Library Services Analyst position is currently posted, and we are accepting applications. Read the full job description or apply at jobs.uwf.edu/postings/6019, on the University of West Florida jobs site.

UPCOMING EVENTS

The MCLS plans to meet on Sept. 13-14 at New College of Florida, Sarasota, and is considering dates for a December meeting at FLVC headquarters in Tallahassee.

The Florida OER Summit, with national and campus leaders speaking on strategies and initiatives for implementing open educational resources programs, will be Sept. 7-8 at the Hilton Daytona Beach Resort / Ocean Walk Village, Daytona Beach. For more information, please email OERSummit@flvc.org.
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## Comparison Between Encore Duet and EDS

<table>
<thead>
<tr>
<th>Feature</th>
<th>Innovative Encore Duet</th>
<th>EBSCO EDS</th>
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<tbody>
<tr>
<td><strong>Cost</strong></td>
<td>Free once Sierra is implemented in July 2018. Until then, Encore is unavailable. Libraries will rely on the current discovery tools available, Mango and Primo until Go Live.</td>
<td>Licensing fees are waived once Sierra is implemented in July 2018. Each institution will need to work with EBSCO on any possible setup, such as creating widgets, and/or administrative costs. EBSCO is willing to offer substantial discounts for institutions to begin using EDS now. The cost is based on FTE and if MARC service is required. Libraries would have to work with FALSC to set up periodic record loads between Aleph and EDS until Sierra is implemented.</td>
</tr>
<tr>
<td><strong>Updating/Indexing Local MARC Records</strong></td>
<td>Local records in Sierra are uploaded to Encore Duet and indexed constantly in real time. The only delay would be when a large batch of records is being loaded and processed. Delay is minimal. (By comparison, updates to Mango are processed within the hour; Primo is updated four times a day.)</td>
<td>Currently, FALSC supports four libraries using EDS. Updates to their holdings are sent to EBSCO on a nightly basis. EBSCO requires one to three business days to process these records before they are seen in EDS. This procedure would continue until the switch to Sierra. EBSCO and Innovative are working on an API that would automate the extraction of records from Sierra for libraries using EDS. This should be ready in the next several months. However, the API only automates the nightly extract process, not the frequency of the records being loaded and indexed by EDS. EBSCO will still require one to two business days to process these records before they are seen in EDS. There is no API between Aleph and EBSCO EDS.</td>
</tr>
<tr>
<td><strong>Article Content</strong></td>
<td>Encore Duet uses the EDS Mega-index currently maintained in EBSCOAdmin.</td>
<td>EDS uses the EDS Mega-index currently maintained in EBSCOAdmin.</td>
</tr>
<tr>
<td><strong>Real Time Availability</strong></td>
<td>Because of the relationship with Sierra, the display of item availability in Encore is seamless. It works similarly to how Mango and Primo currently displays this information.</td>
<td>EDS requires the use of a Z39.50 connection to the ILS in order to display the availability of local item. EBSCO is working on an API connection to Sierra so that this will work more efficiently. (Z39.50 can be slow at times.)</td>
</tr>
<tr>
<td>Feature</td>
<td>Innovative Encore Duet</td>
<td>EBSCO EDS</td>
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<tr>
<td>Browse Searching</td>
<td>Encore Duet does not offer browse searching at this time, but Sierra's WebPac does. Innovative demonstrated how a library can provide access to this service through a link on their Encore suite. Also, Encore does have a &quot;browse shelf&quot; feature that allow users to display records of materials that are before and after a particular item.</td>
<td>EDS does not offer browse search functionality.</td>
</tr>
<tr>
<td>Patron Empowerment</td>
<td>Encore Duet provides an Account login; including real-time circulation activities, patron record, My ebooks; Holds, Fines/Fees, bookings, etc.</td>
<td>EDS provides a MyLibrary login that takes you out of EDS and into Sierra where you can then access your account information.</td>
</tr>
<tr>
<td>Mobile Interface</td>
<td>Encore Duet supports a mobile interface for the union catalog, but not for the individual institution’s suite. This functionality will be delivered by Innovative in Summer 2017.</td>
<td>EDS currently supports a mobile interface.</td>
</tr>
<tr>
<td>PDA/DDA Support</td>
<td>Encore Duet does not support loading PDA records directly into the discovery tool. Innovative is currently working on a solution, which should be available by the end of 2017.</td>
<td>EDS currently supports loading PDA records into their knowledgebase. For collections they manage, all that is needed is to activate them in their administration module. All other collections are loaded separately.</td>
</tr>
<tr>
<td>Digital Repositories</td>
<td>Encore Duet supports unqualified, simple Dublin Core. Innovative cannot map metadata from Dublin Core (or any descriptive metadata) into a Collection facet, so each collection requires a separate harvest operation for the Encore harvester. Encore cannot display thumbnail images.</td>
<td>EDS supports qualified and unqualified Dublin Core, EAD, METS, and MODS formats. Digital collections can be loaded into EDS and integrated into overall search results or searched separately. EDS also supports thumbnail images.</td>
</tr>
<tr>
<td>Facets</td>
<td>Encore Duet displays facets from Sierra and EDS. These include: Availability, Found in, Format, Place, Language, Subject, Digital Collection, Location, Date, Content Provider, and Publisher.</td>
<td>EDS displays facets from EDS (none specifically from Sierra.) These include: Date, Subject, Type (Format), Publisher, Publication, Language, Geography, Library Location, and Content Provider.</td>
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<tr>
<td>Feature</td>
<td>Innovative Encore Duet</td>
<td>EBSCO EDS</td>
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<tr>
<td>Relevancy Ranking</td>
<td>Encore uses a trademarked process called “RightResult” to rank items. Innovative receives the content from EBSCO and interfiles the EBSCO results with the Sierra search results.</td>
<td>EBSCO blends and interfiles the content from the EDS mega-index and Sierra using their own ranking system.</td>
</tr>
<tr>
<td>Look and Feel</td>
<td>Encore Duet can have local branding in a custom header. It has a single, Google-like search box with up to four search tabs that can be enabled: CatalogPlus which searches all content, Catalog which searches just Sierra results, Articles which searches just EBSCO results, and Images which searches just harvested digital content. These tabs can be renamed. There are basic and advanced searching. The Encore Duet interface is in both English and Spanish at the request of several institutions. Additional features such as a permalink and integrated mapping to an item’s location on the shelf is on the record detail page and not the main search results page. It may be possible to add some widgets to the main search results page using JavaScript.</td>
<td>EDS can have local branding in a custom header. EDS has a single, Google-like search box. The overall look and feel is controlled in EBSCOAdmin. Results display with facets on the left. There are basic and advanced searching. Additional features such as a permalink, integration with LibGuides, integrated mapping to an item’s location on the shelf, and widgets to conduct a passthrough search appear on the main search results page. Some of these features (mapping, libguides) are integrated into the main search results list in the center of the page, but others (passthrough search) appear on the right.</td>
</tr>
<tr>
<td>Features</td>
<td>• Citation managers (EndNote, RefWorks, Zotero)</td>
<td>• Save PDFs in Google Drive</td>
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<td></td>
<td>• Permalinks</td>
<td>• Search widgets on right-side for additional sources</td>
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<td></td>
<td>• Pathfinder Pro search functionality on detailed record page offers pass through searches to sites that can be configured (per Innovative recommendation, implement after go live)</td>
<td>• Fuzzy match</td>
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<td></td>
<td>• Integration with third party mapping functionality on the detailed record page</td>
<td>• Variety of citation managers</td>
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<td></td>
<td>• Integration with eBook services Overdrive, 3M and Axis 360. All requires MARC records to be loaded.</td>
<td>• Permalinks</td>
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<td>• Integration with third party mapping functionality on the search results page</td>
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<tr>
<td>Feature</td>
<td>Innovative Encore Duet</td>
<td>EBSCO EDS</td>
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<tr>
<td>Support (customization,</td>
<td>Support is divided between FALSC and Innovative. FALSC provides support for custom</td>
<td>Support is mainly provided by EBSCO. They are</td>
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<td>front end and back end)</td>
<td>headers, custom javascript, changing text in each interface, maintaining the content in</td>
<td>responsible for the main front-end configuration</td>
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<td>the EDS mega-index, maintaining EBSCO’s link resolver, etc. Innovative is responsible</td>
<td>(facets, custom headers, custom javascript, etc. FALSC support is</td>
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<td>for configuration that must be done on the server, such as adding or removing a search</td>
<td>limited to the EDS mega-index and</td>
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<td></td>
<td>tab, suppressing a facet, etc.</td>
<td>the link resolver.</td>
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<tr>
<td>Union Catalog</td>
<td>Encore Duet provides a union catalog of all institutions. This is where users go in</td>
<td>EDS does not support a union catalog for all 40 institutions. This may</td>
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<td></td>
<td>order to do UBorrow functionality. Each local interface will have a simple way to</td>
<td>be feasible, but would require</td>
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<td></td>
<td>expand a search into the union catalog.</td>
<td>many resources from FALSC in order to support. EDS can provide a link</td>
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<td></td>
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<td>to the Encore Duet union catalog for patrons looking to expand their</td>
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<td></td>
<td>search.</td>
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<tr>
<td>UBorrow Functionality</td>
<td>Encore Duet supports UBorrow functionality in the following ways:</td>
<td>EDS does not support UBorrow Functionality. As stated above, EDS can</td>
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<tr>
<td></td>
<td>● In the union catalog, the UBorrow button will be available for all items that are</td>
<td>provide a link to the Encore Duet union catalog in order for patrons to</td>
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<td></td>
<td>requestable.</td>
<td>use this service.</td>
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<td>● In the local interfaces, requested items that cannot be filled will automatically</td>
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<td>be sent to other libraries.</td>
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<td>● Patrons can choose to pick up items from their home library or from any library</td>
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<td>location in the state.</td>
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<td>● For titles with multiple volumes, patrons can request a specific volume.</td>
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<td></td>
<td>● Patrons can specify a “Not Needed After” date or use the default date.</td>
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</table>
### Members Council on Library Services
#### Executive Committee Elections

<table>
<thead>
<tr>
<th>Past Chair</th>
<th>Current</th>
<th>16-17</th>
<th>17-18</th>
<th>18-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anne Prestamo (SUS)</td>
<td>Ray Calvert (FCS)</td>
<td>Kathy Miller (SUS)</td>
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<tr>
<td>(Year 3 of 3-year term)</td>
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<td>Kathy Miller (SUS)</td>
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<td>(Year 2 of 3-year term)</td>
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<tr>
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<tr>
<td>Jill Simser: 1-year term</td>
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<tr>
<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>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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I. MEMBERS COUNCIL ON LIBRARY SERVICES

Section A. Authority and Responsibility

The Members Council on Library Services (MCLS) is an advisory body to the Florida Academic Library Services Cooperative (FALSC), part of the Florida Virtual Campus (FLVC) under the Innovation Institute at the University of West Florida, that provides advice and recommendations concerning resources and functions critical for supporting the needs of public postsecondary education in Florida, including, but not limited to, library automation services, electronic resources, and digital library services. FALSC is established in law by Florida Statute 1006.73, which outlines its legislative requirements.

The values of the MCLS are stated as follows: The Members Council on Library Services is a collaborative body committed to the statewide values of teaching, learning, and discovery upheld by the Florida public colleges and universities. This group sustains these values in a reciprocal partnership with FLVC/FALSC through a foundation based upon mutual accountability, active participation, civility, open and thoughtful communication, diverse points of view, ethical behavior, fairmindedness, integrity, respect, responsibility, and transparency. Through this foundation and by being responsible stewards of state and institutional funds, we conduct our business.

Section B. Membership

The Members Council consists of one primary representative and one alternate representative from each university in the State University System and each institution in the Florida College System.

The institutional representatives shall be appointed by the President or his/her designee. The Law libraries will be represented by one non-voting member, selected by the Law Libraries group. The Medical/Health Librarians Task Force will be represented by one non-voting member, selected by that group.

In the absence of the primary representative, the alternate representative will have the institution’s vote, including voting authority on the primary representative’s committee assignment.

The composition of the Members Council will be reviewed periodically by the Executive Committee and the Members Council. Amendments to the composition of the Members Council will be recommended by the Executive Committee to the Members Council and approved by vote of the Members Council.

Section C. Officers of the Members Council on Library Services

\( (1) \) Officers: The officers of the Members Council on Library Services shall consist of the Chair, the Vice Chair (Chair-Elect), the Past Chair, and the FALSC Executive Director, who serves as an Ex Officio member. The Chair, Chair-Elect, and FALSC Executive Director serve on the Florida Virtual Campus Executive Advisory Council.

\( (2) \) Selection of Officers and Term of Office: The Members Council will hold an annual election for its Officers. The Chair and Vice Chair shall alternate between members from the State University System
and the Florida College System. The term of office shall commence on the first day of July each year. Each officer shall serve for one year. A Nominating Committee consisting of one current officer and one non-officer and one additional Member Council member will provide a slate of nominations for the June MCLS meeting, where the vote will be taken.

(3) Vacancy in Office: In the event of a vacancy in the office of the Chair, the Vice Chair shall assume the position of Chair and shall serve out the remainder of the Chair’s term of office. In the event of a vacancy in the office of the Vice Chair, the Members Council shall hold a special election as soon as practical to select a successor who shall serve out the remainder of the Vice Chair’s term of office. In the event of a vacancy in the office of Past Chair, the previous Past Chair shall serve out the remainder of the Past Chair’s term of office.

(4) 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.

(5) 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.

(6) Staff: FLVC staff will assist the Members Council by arranging the meetings and logistics, preparing minutes for the Member Council meetings, conducting searches for committee members, and other activities as needed.

E. Meetings of the Members Council on Library Services

(1) Meetings: The Members Council shall meet periodically and no less than twice a year, as determined by the Chair. Typically, the MCLS meets quarterly.

(2) Use of Technology: Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means.

(3) Agenda: The Chair, in consultation with the Executive Committee and the Executive Director of FALSC, shall approve items to be placed on the agenda for each Members Council meeting. Any member may request items to be placed on the agenda for discussion or action at a meeting, subject to approval by the Members Council. All agenda items and supporting documentation must be submitted to FLVC staff with sufficient time for distribution to the Members Council members at least seven days in advance of the meeting where the item will be considered. A call for additional agenda items from the MCLS at large will be sent to the MCLS prior to each meeting.

(4) Quorum and Voting: A majority of the members of the Members Council must be present to constitute a quorum to transact official business. The decision recommendation of the majority of members in attendance and voting on an issue shall prevail, unless otherwise provided herein. The vote upon any resolution, motion, or other matter may be by voice vote, but the Chair may require a roll call vote if deemed appropriate. A member may abstain from voting. Voting by proxy is not permitted. Members may vote by email online during the meeting.

A. As there are a total of 40 members of the Members Council, X of the members constitutes a majority. [The 1978 Robert’s Rules indicates that two-thirds constitutes a majority. That would be 27 members of the MCLS]

B. Motions Requiring More Than a Majority of the Members: The following recommendations will require 75% of the votes cast by members (30 members) to carry.

a. Recommendations concerning expenditures on statewide electronic resources

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b. Recommendations concerning electronic system options. Caveat: An exception would be circumstances involving contract execution or technical feasibility issues.

c. Recommendations concerning amendments to the Members Council on Library Services Operating Procedures.

C. Recommendations related to expenditures on electronic resource collections for the State University System libraries will require a majority vote of the State University System libraries members. Florida College System members will not vote on recommendations related to electronic collections for the State University System libraries. X members of the State University System libraries will constitute a majority.

D. Recommendations related to expenditures on electronic resource collections for the Florida College System libraries will require a majority vote of the Florida College System members. State University System members will not vote on recommendations related to electronic collections for the Florida College System Libraries. X members of the Florida College System libraries will constitute a majority.

E. Under special circumstances, the Executive Committee, in consultation with the Executive Director of FALSC may require an affirmative vote of at least 75% of the State University System MCLS members and at least 75% of the Florida College System MCLS members to determine the outcome of a recommendation provide guidance on a proposed decision.

(5) Minutes: Minutes of the meetings of the Members Council shall be kept by the FALSC Executive Director’s staff. Staff shall file and preserve all minutes, agendas and agenda materials, notices, resolutions, and other documents pertaining to the business and proceedings of the Members Council. Records of the meetings, including any video or audio recordings, are public records subject to Chapter 119, Florida Statutes.

(6) Appearances before the Council: Non-members who desire to appear before the Members Council to initiate a subject within the Members Council’s jurisdiction shall submit a request specifying the matter on which they wish to be heard to the Chair of the MCLS Executive Committee. The Chair, in consultation with the Executive Director of FALSC, will determine whether the item will be considered and, if so, the timing of when such item will be placed on the agenda. The Chair may place time limits on any presentation and the number of speakers permitted to present the item.

(7) Parliamentary Rules: When not in conflict with any of the Members Council’s Operating Procedures, policy, or state law, Robert’s Rules of Order shall be utilized as a guide in conducting the meetings and business of the Members Council on Library Services.

(8) Amendment and Review of Procedures: The operating procedures of the FALSC Members Council on Library Services may be amended as needed after review by the Executive Committee, being recommended for adoption by the Members Council. Recommendations to amend the operating procedures will be submitted to the Chair of the Members Council for review by the Executive Committee. Recommendations to amend the operating procedures of the Members Council may be submitted by any member of the Members Council. After review by the Executive Committee, the recommendation will be either returned to the person recommending the amendment for more information or will be submitted to the members of the Members Council for consideration. After the recommended amendment has been received by the members of the Members Council, it will be placed on the agenda as a discussion item for the next meeting of the Members Council.
II. The Executive Committee

Section A. Authority and Responsibility

The Executive Committee is the coordinating body of and represents the Members Council. The Executive Committee of the MCLS shall work together with the FLVC staff and the FALSC Executive Director to facilitate a collaborative and open communication process for FLVC operations.

The Executive Committee’s responsibilities include:

- Fostering communication among member institutions about FALSC issues and operations
- Helping set the agenda for areas of interest for advisement
- Soliciting, synthesizing, and communicating advice from the Members Council on Library Services to FALSC regarding service and product development
- Creating committees and task forces as needed
- Participating in the selection of the FALSC Executive Director when a vacancy occurs
- Recommending legislative budget requests and e-resource funding decisions and recommendations
- Reviewing recommendations of the Members Council on changes to Council membership and operating procedures
- Developing and maintaining relationships with the Members Council on Distance Learning and Student Services and other entities

Section B. Membership of the Executive Committee

(1) 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 and a Secretary who shall record, prepare, and submit minutes of all Executive Committee meetings. The FALSC Executive Director is an Ex Officio member of the Executive Committee.

(2) Term of Office: Terms will be staggered, with a new at-large 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.

(3) Election Process: 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.

Section C. Meetings of the Executive Committee

Meetings: The Executive Committee shall meet periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. Typically the
Executive Committee meets monthly. If meetings are held in person, any member may choose to participate by any other available means. A quorum will consist of a majority of members.

III. Standing and Ad Hoc Committees and Task Forces

Section A. Authority and Responsibility

Purpose: The Executive Committee shall have the authority to establish standing and ad hoc committees and task forces of the Members Council. Standing and ad hoc committees and task forces of the Members Council shall consider matters that are encompassed within the subject matters assigned to each committee and make recommendations to the Members Council. Committees must submit a written report for each Members Council meeting and have someone on hand at the meeting to answer questions.

Section B. Membership of the Standing Committees

Membership and Quorum: The Executive Committee shall have the authority to appoint and remove members of each committee. Each Committee will select a Chair and a Secretary. Committees may also have a co-chair. A majority of committee members present at a committee meeting constitutes quorum for purposes of committee business. Committee membership is at the discretion of MCLS Executive Committee. Committee terms last for three years and begin July 1, except for the Collection Management and E-Resources Standing Committee, whose term begins January 1. If a committee member leaves before the end of her or his term, a new member will be selected, from recent committee applications or at the next selection period depending on the timing of the departure, at the discretion of the Executive Committee. Committee members are expected to attend all committee meetings.

Section C. Meetings of the Standing Committees

1) Meetings: Meetings of the Standing Committees shall occur periodically and no less than quarterly, as determined by the Chair. Meetings may be held in person, by telephone, online, or by other virtual means. If meetings are held in person, any member may choose to participate by any other available means. A quorum will consist of a majority of the members present.

2) Minutes: Minutes of committee or task force meetings shall be kept by the Secretary for each committee, and each meeting will be audio recorded. The recordings and minutes will be accessible through the FALSC website.

3) Roles and Responsibilities: Each committee and task force shall elect a Chair and a Secretary. The Members Council on Library Services shall provide a liaison to each committee. FALSC staff also will serve as committee liaisons. Liaisons are expected to attend all committee meetings. The Chair of each committee or the liaison shall report on any committee business at each Library Members Council meeting.
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Master FALSC Members Council on Library Services
Standing Committee Membership
2017-2018

Collection Management and E-Resources Standing Committee

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

Membership Guidelines (6 SUS/6 FCS):
- **SUS:**
  - 3 members from research institutions (including law and medical libraries)
  - 3 members from other institutions
- **FCS:**
  - 2 members from large institutions
  - 2 members from medium institutions
  - 1 member from small institutions
  - 1 member from any sized institution

Collection Management and E-Resources Standing Committee

Listserv: FLVC-COLLECTIONS-ERESOURCES-SC@LISTSERV.FLVC.ORG

<table>
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<td>Kate</td>
<td>Bernard</td>
<td>Florida Polytechnic University</td>
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<td><a href="mailto:kbernard@flpoly.org">kbernard@flpoly.org</a></td>
<td>2015-2018</td>
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<tr>
<td>Valerie</td>
<td>Boulos*</td>
<td>Florida International University</td>
<td>U-R</td>
<td><a href="mailto:vboulos@fiu.edu">vboulos@fiu.edu</a></td>
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<td>Tara</td>
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<td>Pamela</td>
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<td>Jagannath</td>
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<tr>
<td>Judy</td>
<td>Russell</td>
<td>MCLS Liaison</td>
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<td><a href="mailto:jcrussell@ufl.edu">jcrussell@ufl.edu</a></td>
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**" designates Co-chairs; "***" designates Secretaries; "R" designates Research universities; "L" designates Large colleges; "M" designates Medium colleges; "S" designates Small colleges
Digital Initiatives Standing Committee

Charge:
- Provide recommendations to the FALSC Members Council on Library Services regarding all technical aspects of digital collection building, digitization, and/or digital production, digital curation, and digital services in support of scholarship.
- Provide a forum for discussion, promote best practices, explore opportunities for collaboration among interested FALSC libraries, and leverage the collective capacity of the colleges and universities for digital initiatives and services.

Membership Guidelines (11 SUS/3 FCS):
- SUS:
  - 11 members from any type institution
- FCS:
  - 3 members from any sized institution

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<tr>
<td>Kevin D.</td>
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<td><a href="mailto:ArmsK@lssc.edu">ArmsK@lssc.edu</a></td>
<td>2015-2018</td>
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<tr>
<td>Dean</td>
<td>DeBolt</td>
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<td><a href="mailto:ddebolt@uwf.edu">ddebolt@uwf.edu</a></td>
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<tr>
<td>Shannon</td>
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<td><a href="mailto:Shannon.dew@fscj.edu">Shannon.dew@fscj.edu</a></td>
<td>2015-2018</td>
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<tr>
<td>Chelsea</td>
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<td><a href="mailto:chedins@uflib.ufl.edu">chedins@uflib.ufl.edu</a></td>
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<tr>
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<tr>
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<tr>
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**Resource Sharing Standing Committee**

**Charge:**
- Develop a set of statewide resource sharing guidelines for colleges and universities.
- Establish principles to facilitate the integration of resource sharing (UBorrow service, Circulation, Recalls, Overdues, Joint-Use facilities, Reserves, Stack Maintenance, etc.) among both entities.
- Recommend services to enhance resource sharing.
- Coordinate with relevant FALSC staff and other committees, and report to the Executive Committee.

**Membership Guidelines (7 SUS/7 FCS):**

**SUS:**
- 3 members from research institutions (including law and medical libraries)
- 2 members from other institutions
- 2 members with university circulation focus

**FCS:**
- 2 members from large institutions
- 2 members from medium institutions
- 1 member from small institutions
- 2 members with college circulation focus

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"*" designates Glatthaar as Chair; "**" designates Allen as Chair Elect; "***" designates Secretary; "R" designates Research universities; "L" designates Large colleges; "M" designates Medium colleges; "S" designates Small colleges
Technical Services Standing Committee

Charge:
- Assist and advise the FALSC Members Council on Library Services regarding all technical services issues in a statewide environment. Scope of committee work includes, but is not limited to, acquisitions, cataloging, preservation, and serials.
- Propose, review, and evaluate procedures and guidelines that support technical work products and training, focusing on the quality and effectiveness of technical operations and catalog functionalities in a complex academic environment that includes multiple types and sizes of libraries and materials.
- Working with other committees and task forces, solicit ideas and disseminate best practices using multiple communication mechanisms to enhance the exchange of necessary consortial initiatives in a cooperative statewide academic setting.

Membership Guidelines (5 SUS/5 FCS):
- SUS:
  - 3 members from research institutions (including law and medical libraries)
  - 2 members from other institutions
- FCS:
  - 2 members from large institutions
  - 2 members from medium institutions
  - 1 member from small institutions

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"**" designates Co-chairs; "***" designates Secretary; “R” designates Research universities; “L” designates Large colleges; “M” designates Medium colleges; “S” designates Small colleges
User Interfaces Standing Committee

Charge:
Advising the FALSC Members Council on Library Services regarding service interface options for library users. Scope of committee work includes, but is not limited to, online discovery tools, online catalog, interfaces on web and mobile devices, and support sites, taking into consideration issues such as accessibility and multiple languages. Group will liaise with other FALSC committees and task forces as appropriate.

Membership Guidelines:
- **SUS:**
  - 3 members from research institutions (including law and medical libraries)
  - 2 members from other institutions
- **FCS:**
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