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

Minutes

Wednesday, November 1, 2017 – 9:30 a.m. to 12:30 p.m. EST

Virtual Meeting

Members Present: Rich Ackerman (BC), Barry Baker (UCF), LisaMarie Bartusik (PSC), Valerie Boulos (FIU, representing Anne Prestamo), Todd Chavez (USF), Ray Calvert (PHSC), Elizabeth Curry (UNF), Akos Delneky (IRSC), Brian Doherty (NCF), Lori Driscoll (GCSC), Robert Dugan (UWF), Tricia Elson (TCC), Teresa Faust (CCF), Christina Fullerton (PSC), Karen Griffin (HCC), Margaret Hawkins (SCF), Lori Kelly (FKCC), Rob Krull (PBSC), Ramona Miller-Ridlon (SFC), Tom Messner (FSCJ), Lena Phelps (SFSC), Patrick Reakes (UF, representing Judy Russell), Kathleen Saaco (LSSC), William Shuluk (FSW), Ruth Smith (VC), Jane Stephens (CC), Barbara Stites (FGCU, representing Kathy Miller), Courtlann Thomas (PSC), Morgan Tracy (SSC), Christina Will (SJRSC), and Lynn Wyche (NFCC)

Guests: Tina Buck (UCF), Alexis Carlson (IRSC), Laura Gayle Green (FSU), Ernestine Holmes (FAMU), Karen MacArthur (EFSC), Patricia Morris (FGC), Kristina Neihouse (FKCC), Kelly Rowan (FIU), Dan Schoonover (FSU).


Call to Order
The meeting was called to order at 9:30 a.m. EDT.

Welcome
Messner chaired the meeting for Dr. Kathleen Miller who was unable to attend. Messner welcomed the council and noted that this virtual meeting serves as a replacement to September’s meeting that was cancelled due to Hurricane Irma. Griffin made a motion to approve the agenda; Calvert seconded the motion. Motion approved.

Consent Agenda Approach
Messner stated Dr. Miller presented the consent agenda approach to the Executive Committee, and the committee agreed to use moving forward with the MCLS. Items under the consent agenda, such as minutes, reports, etc., are provided beforehand for review. During the meeting, any member may remove an item from the consent agenda and move it to discussion. A motion is made to approve all items under consent at one time, except for any items pulled out for discussion.
Consent Items
Prior to the meeting a packet was sent out with detailed reports from the standing committees and working groups, as well as, May’s meeting minutes. Henderson made a motion to approve all consent items; Driscoll seconded the motion. Motion approved.

Updates
Messner announced that the Executive Committee had approved the recommendation from the Collections Management and E-Resources Standing Committee (CMESC) to expand their charge to read:

- Recommend which e-resources will be licensed for all college and university.
- 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.
- Periodically review guidelines and processes relating to e-resources negotiations and procurement.

Messner updated the council on recent standing committee appointments. Two new standing committees have been created: The Library Assessment Standing Committee (LASC) and the Textbook Affordability and OER Standing Committee (TAOERSC). Both committees are meeting early in November to select a chair and determine a meeting schedule.

Sierra/Encore Implementation Update
Whisenant and Bishop gave an update on the ILS project status. The implementation project continues to move forward on the projected go live date of July 2018. In-person training was completed in summer of 2017. Refresher training sessions will be led by Innovative and are planned for Spring 2018. Those dates and times are currently being compiled.

FALSC created user accounts for all library staff. This work was completed in early October. In September, FALSC distributed a Pre-Production Verification Plan to all the working groups and ILS Coordinators. FALSC staff tested various system functions and tested Encore and Sierra with special software to evaluate response time. All reported issues have been evaluated and submitted to Innovative for resolution by November 14. A second round of formal testing is scheduled for November 14 through December 2 to retest first round issues. Results from the formal testing period will be used in the recommendation on whether to move forward. FALSC has given Innovative a December deadline to address all issues.

Whisenant reviewed development issues that have been completed and encouraged everyone to go in and test the system and report any issues. Bishop gave an update on the development issues that are still being worked on and the key issues identified during testing. An updated timeline was also presented to the council.

Bishop announced dates FALSC would like to propose for freezing changes to Aleph, Mango, and Primo legacy systems. The dates include February 1, 2018 for service requests that don’t affect functionality; service requests for table changes; and new development functionality. June 1, 2018 will be for service requests for policy or system changes. Henderson motioned to approve the freeze dates; Calvert seconded. The motion did not pass and the vote was tabled and will be brought for discussion at the December 7-8 meeting.
E-Resources
Schmucker presented the Collection Management and E-Resources Standing Committee (CMESC) recommendations for the 2018 statewide collection of e-resources. The recommendation is: to retain the products currently shared by both systems; to retain the products in the current FCS collection; and to retain the products in the current SUS collection except for LexisNexis Academic.

Henderson made a motion to accept the CMESC’s shared 2018 statewide collection recommendation; Hawkins seconded. Motion approved.

Faust made a motion to accept the CMESC’s FCS 2018 statewide collection recommendation; Fullerton seconded. Motion approved.
Curry made a motion to accept the CMESC’s SUS 2018 statewide collections recommendation, with the contingency of LexisNexis Uni if it is recommended by CMESC; Dugan seconded. Motion approved.

Update on FLVC Group Licensing Process
Schmucker gave an update on the 2018 opt-in licensing process. This is a single license with single invoicing through FALSC. First round responses have been received and FALSC is recalculate pricing. The second-round pricing will be out soon. Second round responses should be an indication of the final subscriptions. Letters of intent will be sent out after the second round, which serve as a commitment.

FALSC Briefings and Discussion
Scott updated the council on FALSC hiring activities. There are currently three positions: Director of Library Support and Training, Director of Digital Services and OER, and Director of E-Resources. Search committees have been created for all three positions and they are in the process of reviewing applications and selecting candidates for a first round of interviews. Then, they will narrow the candidates down to two or three for face to face interviews and presentations. We will inform the council when those presentations are scheduled. The plan is to have the members participate in the presentations.

The OER summit will be held Feb 7-8, 2018 in Miramar Beach, FL. Scott encouraged the members to attend.

New Business
There was no new business.

Adjournment
Messner adjourned the meeting at 12:03 p.m. EDT.
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Virtual Meeting of the
Members Council on Library Services (MCLS)
Agenda

Participant Link:
https://sas.elluminate.com/m.jnlp?sid=uf0707&password=M.9F93F162D5FF820562046D305A002B

Wednesday, November 1, 2017 — 9:30 a.m.-12:30 p.m. EDT

9:30 - 9:32  Call to Order  Tom Messner, Chair Elect

9:32 - 9:40  1. Welcome  Tom Messner

9:40 - 9:45  2. Consent Agenda Approach  Tom Messner

9:45 - 10:10  3. Consent Items  Tom Messner
   A. May 24-25 Meeting Minutes
   B. MCLS Revised Operating Procedures
   C. Expanded Charge to the CMESC
   D. FALSC Standing Committee Reports
      I. Collection Management and E-Resources (CMESC)
      II. Digital Initiatives (DISC)
      III. Resource Sharing (RSSC)
      IV. Technical Services (TSSC)
      V. User Interfaces (UISC)
   E. Standing Committee Appointments
   F. Sierra/Encore Duet Implementation Working Group Reports
      I. Acquisitions and Serials
      II. Cataloging and Authorities
      III. Circulation and Resource Sharing
      IV. Discovery
      V. E-Resources Management
      VI. Joint-Use
      VII. Systems
      VIII. Training
   G. Future Meeting Dates
      I. December 7-8, FLVC, Tallahassee
      II. February 27-28, Location TBD
      III. May 15-16, UCF, Orlando, FL
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<td>10:10 - 11:20</td>
<td>4. Sierra/Encore Implementation Update</td>
<td>Ellen Bishop and Dave Whisenant</td>
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<td>A. October Testing</td>
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<td>B. Summary of Development Issues</td>
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<td>C. Updated Timeline</td>
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<td>11:20 - 11:30</td>
<td><em><strong>Break</strong></em></td>
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<td>11:30 - 12:00</td>
<td>5. E-Resources Update</td>
<td>Scott Schmucker</td>
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<td>A. Approval of 2018 Statewide Collection</td>
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<td>B. Group Licensing</td>
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<td>12:00 - 12:15</td>
<td>6. FALSC Briefings and Discussion</td>
<td>Elijah Scott</td>
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<td>A. Update on Hiring Activities</td>
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<td>12:15 - 12:25</td>
<td>7. New Business</td>
<td>Tom Messner</td>
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<td>12:25 - 12:30</td>
<td>8. Wrap Up</td>
<td>Tom Messner</td>
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<td>12:30</td>
<td>Adjournment</td>
<td>Tom Messner</td>
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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 text book 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 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 regards 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 an 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)
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.
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FLORIDA ACADEMIC LIBRARY SERVICES COOPERATIVE
MEMBERS COUNCIL ON LIBRARY SERVICES OPERATING PROCEDURES

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 possible 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 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 online during the meeting.

A. Motions Requiring More Than a Majority of the Member in attendance: The following recommendations will require 75% of the votes cast by members (30 members) to carry.
   1. Recommendations concerning expenditures on statewide electronic resources
   2. Recommendations concerning electronic system options
   3. Recommendations concerning amendments to the Members Council on Library Services Operating Procedures

B. 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. 50% + 1 all members of the State University System libraries will constitute a majority.

C. 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.

D. 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 (9 total) and at least 75% of the Florida College System MCLS members (21 total) to 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 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. Standing Committee members may not send alternates to meetings. 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 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.
COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 13-14, 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 three full committee meetings and several task-related subgroup meetings. Below is a summary of activities this quarter.

2018 Statewide Collection of Electronic Resources Update

FLVC has agreed to allow carry-forward of unused funds from the FY17 fiscal year for e-resource purchases. This will amount to $25,362 in unexpected funding added to the e-resource budget, for a final amount of $7,123,678. As this information just surfaced in August, the committee has not yet discussed how to utilize the funds. Specific discussions for the statewide collection related to FCS and SUS holdings:

- FCS: The rollover funds mentioned above will sufficiently cover the minor shortfall in the FCS 2018 collection budget, thus ensuring that no databases will need to be cut from the collection unless renewal costs exceed our typical percentage increases. The FCS members are reviewing the ProQuest and NewsBank newspaper collections to determine which better fits the needs of the FCS.
- SUS: Based on discussions at MCLS meetings in February, LexisNexis Uni (formerly Academic) was selected as the product cut to balance the budget. This is expected to provide some FY18 savings on the SUS side. The SUS members of CMESC are consulting with the CSUL Collection Advisory Committee to determine the priorities of our membership to determine how to spend these funds.

JSTOR E-Book Titles

In the spring, FLVC identified some salary savings that were allocated for one-time purchases with JSTOR, to be used to benefit both FCS and SUS. The purchase required a new contract with JSTOR which delayed the process. Upon completion of contract and invoicing, a list of titles will be distributed to member libraries via the E-resource contact listserv.
Webinar Session: Making Sense of E-Resources Usage Statistics

Members of the committee coordinated a webinar offered through FALSC called “Making Sense of E-Resources Usage Statistics.” The session is scheduled for August 29 at 2:00. Presenters include CMESC members Shelly Schmucker of TCC, Pammy Herring of UCF-Med, and Scott Schmucker of FALSC, plus Athena Hoeepner of UCF.

E-Resources Survey

The CMESC would like to conduct a survey for a better understanding of the importance of the products in the shared collection. A subgroup of FCS and SUS members are reviewing the survey conducted in 2013 to determine whether to use the same type of instrument.

Revised Charge Request

The CMESC has requested a revision to their charge, which would now include "Periodically review guidelines and processes relating to e-resources negotiations and procurement." The request was approved at the MCLS Executive Committee meeting on August 16. The committee plans to start the review of the E-Journal Licensing Guidelines for possible revisions in the Fall. The committee has also been discussing accessibility issues and VPAT language.

Membership Changes

In July, the committee welcomed a new FCS member: Nora Rackley of Lake Sumter State College. The committee eagerly awaits the appointment of an SUS member to fill the position recently vacated by Mary Page of UCF.

Minutes and Meeting Recordings

The CMESC regularly posts minutes to the wiki site at: 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
September 13-14, 2017

CHAIR: Krystal Thomas
MCLS LIAISON: Carol Hixson

CURRENT ACTIVITIES: This report reflects DISC activity from June – August 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.
- Reporting from the ArchivesSpace Working Group regarding their work on the feasibility of moving from Archon to ArchivesSpace.
- Discuss the work of the Sunshine State Digital Network (SSDN) which is the new service hub for the Digital Public Library of America (DPLA) in Florida.
- Re-establish a working group to finish work started to move DISC information into a public wiki.
- Share current activities and digital initiatives among member institutions.

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

- Work continued on the FL-Islandora Institutional Repository Functionality (FLIIRT). Entities is implemented on Islandora sites. Discussion occurred on how institutions can get IR functionality up and running on production. Read more about the project on its wiki: https://fliirt.wiki.flvc.org/wiki/index.php/Main_Page
- Requested batch editing of MODS records in Islandora requires development work that has been put on hold due to ILS development.
- Discussion of statistics displays with single items (as seen with IR items) occurred.
- ISG meeting notes can be seen for this time period on its public wiki: https://islandora.pubwiki.fcla.edu/wiki/index.php/ISG_Meeting_Notes_pubwiki

Other FALSC Digital Services Updates:

- FALSC continues work on Encore and harvesting digital objects. Other development discussions continue with Innovate.
- A survey regarding FDA was completed. The survey will be shared with MCLS and next steps discussed.
RESOURCESHARINGSTANDINGCOMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 13-14, 2017

CHAIR: Robbie Allen
MCLS LIAISON: Thomas Messner

CURRENT ACTIVITIES: The Resource Sharing Standing Committee has been discussing the use of paging to pull books for local patrons during our summer meetings. We have also reviewed updates to Sierra including the webinar from the Resource Sharing Working Group.

In early September (6th) we plan to meet to begin discussion on Reciprocal Borrowing issues and policies. The discussion will begin with a presentation by Chrissy Cogar in our September meeting. Following meetings will look at policies including the lost policy for items lost through Reciprocal Borrowing.
TECHNICAL SERVICES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 13-14, 2017

CO-CHAIRS: Jennifer Codd, Sarah Hess Cohen
MCLS LIAISON: Mercedes Clement

CURRENT ACTIVITIES:

Sarah Hess Cohen (FSU) is our new university co-chair, replacing Kristine Shrauger (UCF) who stepped down.

Rhonda Trueman (NWFSC) is our new secretary.

We added a new member, Susan Massey (UNF), for the term of July 1, 2017 through June 20, 2019.

The Cataloging Standards Subcommittee, chaired by Sarah Hess Cohen (FSU), continues to meet and work on revising the college cataloging standards guidelines. Susan Massey (UNF) has joined the subcommittee. This document is being re-written as a ‘quick reference’ guide for catalogers and as a manual for training new or inexperienced catalogers.

Mary Ann O’Daniel (FALSC) continued to update the committee on the progress of the Sierra implementation.

Annie Glerum (FSU) and Jeanne Piascik (UCF) updated the committee on the Cataloging/Authorities Working Group.

Jennifer Codd (VC) and Cindy Campbell (FSWSC) updated the committee on the Acquisitions/Serials Working Group.

The committee received a request to match a mentee to a mentor through our mentoring program.

We added an open discussion portion to our meetings that is devoted to the new Sierra system. It is an open forum to discuss differences that people have noticed between the old Aleph system and the new Sierra system.
CURRENT ACTIVITIES:
The UISC Committee did not hold any meetings during the summer session. A subcommittee of the UISC has completed a draft whitepaper about the accessibility of Encore Duet. The whitepaper will be reviewed by the membership of the UISC at our next meeting. The committee elected Danielle Rosenthal to be UISC Chair for 2017-2018.
CURRENT ACTIVITIES:

- The group meet Bi-weekly on Tuesday’s at 1pm except 2nd Tuesday’s at 10am
- Data Cleanup – old ALEPH orders, and vendors
- Review Acquisitions data
- Vendors Codes and vendor names
- Fund Codes and fund names
- Discussion topics:
  - Sierra Serials Codes Update
  - Templates
  - Workflows
  - Sierra’s Acquisitions quick start guide
  - Order Extractions
  - YBP/GOBI Testing
  - Library review of their receiving and billing locations
  - Multiple accounting units will have the same vendor records
  - Five institutions will have multiple accounting units
  - Testing for Data Reload
  - Workflows functionality testing
  - User accounts
  - Vendor, order, and holdings recommendations for default temples
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 Working Groups and a liaison from the Circulation /Resource Sharing Working Group.

The Cataloging/Authorities Working Group (CAWG) 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. Subgroups continue to work on various focused issues to insure a successful implementation. These issues include preserving the identification of local information, bibliographic records that are linked to holdings records but not item records, achieving the same functionality of linking associated bibliographic records as we currently have in Aleph, the display of titles in Encore when the holdings or item records are suppressed--in Mango the title would not display, and developing generic record templates for institutions to adapt for local needs.

On August 1, 2017, nearly fifty people attended the Working Group’s first open session with the broader Cataloging/Authorities community. Open sessions will continue to be held on the first Tuesday of the month. The agenda for open session on September 5th session includes sharing a checklist for pre-implementation catalog cleanup projects. The October session will present a checklist of workflow functionalities for the October testing of Sierra and Encore. These open sessions will be announced broadly to FALSC, CSUL, and LINCC technical services and cataloging listservs.
NEXT-GEN ILS
CIRCULATION/RESOURCE SHARING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 13-14, 2017

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

CURRENT ACTIVITIES:

The Circulation and Resource Sharing Working Group gave a webinar on U Borrow and hold functions in Sierra/Encore Duet on June 14th. The recording of this webinar is available on the Next-Gen ILS Implementation wiki. In advance of this webinar the committee created an FAQ on the wiki to address circulation, reserves and resource sharing questions regarding the new system. The FAQ will be updated with questions received from the webinar and other communications with library staff.

The working group also made recommendations for the minimally required fields for the successful creation of patron and course reserves records, and for the global pullslip generation schedule.

Continuing activities for the Circulation and Resource Sharing working group include:

• Testing workflows in Sierra to spot potential issues and predict staff questions
• Organize a follow-up U Borrow webinar to discuss U Borrow workflows and processes in greater detail
• Making recommendations for staff workflows and best practices specific to Sierra functionality
CURRENT ACTIVITIES:

The working group held an open meeting on July 20 which featured a presentation by Athena Hoeppner on EBSCOAdmin configuration. The group provided feedback to FALSC on usage of two legacy purl sites. One of them (purl.flvc.org) which is used by the universities, does not require any changes. The other (linking to linccweb) which is used by the colleges, will be retrofitted to provide links to Encore, Publication Finder, etc. The group continued to provide feedback on Google Analytics by recommending that the reports be as detailed as possible at first, for example, by identifying in the reports the name which displays on the customlinks in Encore. The names in Google Analytics will come from the normalized list on the working group’s wiki. The group discussed an issue brought to them by FALSC (by Polk State College) in which the Full Text Finder menu that displayed was that of another institution. FALSC discussed with the group the changes that EBSCO recommended be made to the Full Text Finder query string. FALSC will make the changes for those institutions which do not want to make the change themselves. The group has been working on normalizing wording for links and messages that appear in Encore Duet and also provided feedback on several draft versions of the banner for the statewide Encore interface.
CURRENT ACTIVITIES:

The ERM Working Group and our FALSC liaisons have finalized the data load information for all ERM record types for the final test load. We held a training session on completing the data load spreadsheets for all who were interested across all institutions. The ERM data is unique in that it is the only migration data which will not be pulled from ALEPH. All institutions who wanted to participate have submitted their data for the last test load.

We examined the Sierra WebPac database A-Z pages and, unfortunately, found them to be very outdated and inflexible. We have ceased work on that function as we don’t think it’s viable.

We are currently testing and learning about coverage load, a function which can bring in holdings data for libraries’ serials based on III or EBSCO knowledge base settings. This has implications for ERM, public display of serials holdings, serials cataloging, and work in the knowledge bases, which in the case of EBSCO means the Full Text Finder link resolver.
NEXT-GEN ILS
JOINT USE WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 13-14, 2017

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

CURRENT ACTIVITIES:
Meets every other Tuesday, usually at 11:00am ET, but that time is changing.

The Working Group has been working primarily on two projects and one challenge:

- Testing, both testing the current data and processes and planning for the wider testing by defining scripts of particular joint use situations in both Sierra and Encore/Duet.
- Webinar, a planned webinar for late September in order to define and explain some of the joint use operations and possibilities in Sierra and Encore/Duet.
- Loss of group members and academic contracts have left the committee down to a skeleton group. We are actively looking for more members for the testing that has yet to be accomplished so if you have joint use campus personnel to suggest please let me know.
NEXT-GEN ILS SYSTEMS WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 13-14, 2017

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

CURRENT ACTIVITIES: Since the last MCLS meeting report was submitted, the Systems Working Group has met six times. The primary activities have been finalizing Sierra user account policies and analyzing the list of reports needed for Day One after go-live. Individual user accounts are now being created by FALSC, with 16 institutions complete as of this writing. The Day One Reports analysis showed that fewer than half a dozen would require custom programming, as the rest can be replicated in Sierra using the Create Lists function. The Working Group’s next activities will include meeting with III to discuss best practices for creating reports in a shared environment, and then planning and presenting webinars on this topic and how to create reports of various types (Create Lists, Statistics, and Web Management).
NEXT-GEN ILS
TRAINING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 13-14, 2017

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

CURRENT ACTIVITIES:

The Training Working Group members are working on a survey of the ILS Coordinators to gauge current institutional needs and interests pertaining to Sierra implementation. They will use the information to create a Training Plan of webinars and in-person sessions for each functionality.

Members are also creating practice exercises organized by role for each functionality. The document includes information about permissions related to each task. Then, the Working Group will present a training update webinar in October to staff statewide.
Sierra/Encore Duet Implementation

Project Timeline Overview and Issues Delivery Schedule

October 2017

(Dates accurate as of Oct. 24, but subject to change)
Project Status

- In early 2017, FALSC, member libraries, and Innovative agreed to extend the project timeline for a year, rescheduling the implementation to July 2018
- Innovative continues to address development issues
- All work by FALSC staff, Innovative, and library staff continues, and the Organizational Framework for the project remains in place
- The ILS Working Groups remain in place and continue to meet, review data migration and configuration, and test workflows
- The new system is currently undergoing Preproduction Verification, a formal program of functionality, integrations, and performance testing
- The first phase of Preproduction Verification testing by FALSC, FLVC, the Working Groups, and local implementation teams was completed Oct. 20; a second phase begins Nov. 14
- In late December/early January there will be an Executive Review and Approval to Proceed
- In-person training of all library staff was completed in June 2017, and refresher training will be provided in Spring 2018 by Innovative staff; webinars are being released as planned
- FALSC has completed creating the initial staff user accounts and permissions in Sierra

Ongoing Topics and Development Issues

- APIs; Fines Output, Invoice API
- Audit Trails for record edits; front-end functionality for patron records
- Authentication; set-up for each of the 40 colleges and universities tested in October, a few institutions experienced problems, which are being addressed
- Database A-Z List Functionality
- EBSCO API to harvest Sierra records to EDS interface
- EBSCO RMA API; bi-directional updates between Full Text Finder, Knowledge Base, and ERM
- EBSCO API; patron functionality in EDS interface
- Location Facets
- Log Tracking of Activities
- OAI-PMH Harvesting; ability to set up harvesting tasks; display thumbnails; linked fields; collection name not appearing; supply logging reports
- Paging Option by Institution in Sierra/Encore
- Restricting Access to Course Reserves
- Sierra Web Application
Development Issues: Releases

Sierra Release 3.3
(Q3 Sept. 1, 2017)
- API Functionality
  - Invoice API; line item invoice record endpoint
  - Fines Output or Cash Transactions (batch mode); includes agency code and date range
- Audit Trails for Record Edits
  (front-end functionality)
  - Report available in Sierra
- ERM and Knowledge Base
  - SUSHI (Standardized Usage Statistics Harvesting Initiative) and Counter Fix

Encore 4.6.3
(Q3 Sept. 7, 2017)
- Local Field Display
- Timeout page in Encore; return to home suite instead of union
- OAI-PMH Harvesting; malformed XML harvesting bug

Sierra Release 3.4
(Q4 Dec. 1, 2017)
- API Functionality
  - Fines Output or Cash Transactions
  - Invoice API
- Log Tracking of Activities
  - Includes individual making fund transfers
- Self-Harvesting Tool
  - Ability to set up harvesting tasks
  - Logging records that failed to load
  - Bug fix for Delete Manager
- ERM and Knowledge Base
  - EBSCO RMA API; bi-directional updates between Full Text Finder, Knowledge Base, and ERM

Encore 4.7
(Q4 Dec. 8, 2017)
- Location Facets: limit to locations for the suite
- OAI-PMH Harvesting Requirements
  - Display thumbnails
  - Linked Collection, Creator, Subject fields in the full record display
  - Collection name appearing properly
  - Logging records that failed to load
Development Issues: Complete

- **Removal of Limits to Configuration Tables**
  - Available in Sierra Release 3.1 (pTypes, iTypes, Status and Material Types)

- **SIP2 Encryption for Self-Check machines**
  - In-house testing complete; test with institutions; full implementation at Go Live

- **Encore Duet/EDS Discovery Comparison Webinar**
  - Joint presentation by Innovative and EBSCO on April 11-12, 2017
  - Recording posted on the wiki

- **Multiple Patron Roles**
  - Global Patron Database meets the needs for Joint Use Facilities

- **Browse Searching**
  - Development will not be done in Encore; workaround to link to WebPac for functionality

- **Support of Multiple Time Zones**

- **Timeout Page in Encore**

- **API Functionality**
  - Patron CRUD (Create, Read, Update, Delete)
  - Patron authentication
  - Staff authentication

- **Audit Trails for Record Edits**
  - Front-end functionality for reports in Sierra
  - Back-end functionality for reports including patron data

- **Self Harvesting Tool for OAI-PMH Harvesting**

- **Mapping of Material Type and Status in Encore Display**

- **Mobile Encore for Individual Library Suites**

- **Bib Records with Many Items**
  - Testing Innovative’s new match and attach method

- **Customize Encore Mobile Suites**

- **Location Maps**
  - Call-number based location maps for Encore – FLVC developed
Development Issues: Outstanding

- **Authentication**
  - Set up for each of the colleges and universities and was tested in October; a few institutions experienced problems, which are being addressed. We are supporting SSO integration (SAML, Shibboleth, and CAS), LDAP integration for three schools, and LWAUTH for many of the colleges.

- **OAI-PMH Harvesting Outstanding Requirements**
  - Full Encore integration; materials type icons, facets, hot-linking Author and Subject
  - Thumbnail images in search results
  - Profiling and loading to include log reports
  - Collection name not appearing in self-harvester
  - Format facet for each digital object record in Encore – *III will not deliver*
  - Format or material type icon should display for each record – *III will not deliver*
  - Ability to scoping image tab to display only that institution's digital records – *III will not deliver*

- **Location Facets**
  - Reverted back, not limited to the locations for the suite

- **ERM functionality and Open Knowledge Base**
  - EBSCO’s RM API (bi-directional updates) testing must wait for Sierra 3.4; kickoff meeting Nov. 17
  - Databases A-Z List Functionality – *III will not deliver*, FLVC developing

- **Sierra/EDS Interface API**
  - Transfer of records from Sierra to EDS Interface

- **Sierra Web Application**
  - Functionality testing at end of October/beginning of November; performance testing in December

- **Paging Options in Sierra**
  - Each institution can choose whether local paging is on or off
  - Delivery timeline is Q2 (June) 2018

- **Course Reserves, Restricting Access Based on Course Registration**
  - Survey completed
  - *III will deliver a solution and timeframe by Oct. 31*
October Testing: Problems and Issues Reported to Innovative

- Scoping the Database
  - Not completed by the time testing began; resulted in institutions not being able to edit some of their records

- System Response Time
  - Search results; facets loading; retrieving create list records; check-in and check-out time; saving bib record

- Local Field Display
  - Working with III and BSLW to update bibs; libraries working on cleanup

- Cannot update Encore default suite material type icons

- Location Facets
  - Reverted back, not limited to the locations for the suite
  - Will be fixed in next release

- Encore sporadically goes down

- Manual overdue notices

- eBooks appearing as requestable

- Moving between suites when logged in
  - For joint-use, patron from the non-host institution doesn’t have a way to login to the host’s Encore

- Item suppression rules are ignored

- Authentication; new SSO servers
  - Broken functionality that used to work, e.g., various cart features, refworks

- ERM – coverage load
  - Transfer of records from Sierra to EDS Interface

- ERM – soft linking of order and holdings records with resource records
  - Resource records not working consistently

- Encore empty search results page
  - At time displays even when number of search results listed

- Encore features appear/don’t appear
  - e.g., Facets, back to results link, browse next and previous on detailed page, location maps

- Keyword searching in Acquisitions
  - In browse invoice and adding vendor to order record

- Digital collections facet sort order

- PURLs in Dublin Core Metadata
  - PURLs in descriptive metadata should be linked back to source record

- Encore harvested records don’t appear in subject facet

- All suite names appear interfiled with digital collection names in Union Encore
Implementation Timeline Overview

2017

April

May

June

July

Aug

Sept

Oct

Nov

Dec

Completion of Development work

Sierra Release Test 3.2

Encore Release 4.6.2

Sierra Release Test 3.3

Encore Release 4.6.3

Pre-Prod Ver 1 Start

Pre-Prod Ver 2 Start

Extract and Import Data

Test of release 3.2

Test of release 3.3

Feedback Loop /Corrections

Verification 2

Sierra Release Test 3.4

Encore Release 4.7

Feedback Loop /Corrections

Completion of Planning Phase
Issues List Delivery (Release Aligned)

Month

April

- Support for Multiple Time Zones
- Mobile Encore for full suites
- Self Harvesting tool
- API - Patron CRUD – Fines output – Staff Auth
- PDA/DDA Solution

May

June

- Sierra Release Test 3.2
- Local Field Display in Encore

July

- Encore Release 4.6.2
- API - Fines output – Invoices

August

- Sierra Release Test 3.3
- Audit Trails – Front End

September

- Encore Release 4.6.3
- ERM/KB – Auto Updates KB to Sierra

October

- Sierra Release Test 3.4
- OAI-PMH Harvesting Requirements

November

- Encore Release 4.7
- Log Tracking of Activities

December

- Timeout page in Encore

2017

Sierra Web