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

University of Florida | Smathers Library | Room 100  
1545 West University Avenue | Gainesville, Florida 32611

Tuesday February 27, 2018 — 1:00-5:00 p.m. EST

11:45-1:00 Lunch

1:00-1:05 Call to Order  
Kathy Miller, Chair

1:05-1:15 1. Welcome and Member Introductions  
Kathy Miller

1:15-1:30 2. Consent Items  
Kathy Miller
   A. Approve December 7-8, 2017 Meeting Minutes  
   B. Accept FALSC Standing Committee Reports  
      I. Collection Management and E-Resources (CMESC)  
      II. Digital Initiatives (DISC)  
      III. Library Assessment (LASC)  
      IV. Resource Sharing (RSSC)  
      V. Technical Services (TSSC)  
      VI. Textbook Affordability and OER (TAOERSC)  
      VII. User Interfaces (UISC)  
   C. Future Meeting Dates  
      I. May 15-16, UCF, Orlando, FL  
      II. Future Meeting Dates Sept/Oct

1:30-1:45 3. MCLS Processes and Procedures  
Kathy Miller
   A. Nominating Committee for 18-19 Elections  
      (From the MCLS Operating Procedures: “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.”)

1:45-2:10 4. E-Resources  
Scott Schmucker
   A. Statewide Collections and Group Licensing Update  
   B. ACRL Metrics Pricing Information

2:10-2:30 ****BREAK****

2:30-2:45 5. FALSC Briefings  
Elijah Scott  
A. Hiring Update

2:45-4:45 6. Sierra/Encore Implementation Update  
Elijah Scott, Ellen Bishop,  
Dave Whisenant

4:45-5:00 Wrap Up  
Kathy Miller

5:00 Adjournment  
Kathy Miller
Wednesday, February 28, 2018 — 8:30 a.m. to 12:00 p.m. EDT

7:45-8:30 Breakfast

8:30-8:35 7. Call to Order  Kathy Miller

8:35-9:35 8. Review the Florida Digital Archive (FDA) Survey Results  Lydia Motyka, Elijah Scott

9:35-9:50 ***BREAK***

9:50-10:35 9. Archon Migration and Archive Space  Amanda Yesilbas, Elijah Scott


11:35-11:45 11. New Business  Kathy Miller

11:45-12:00 12. Wrap Up  Kathy Miller

12:00 Adjournment  Kathy Miller

Thank you for leaving your nametag for future use
Regular Meeting of the
Members Council on Library Services (MCLS)

Minutes

Thursday, December 7, 2017 – 1:00 to 5:00 p.m. EST
Friday, December 8, 2017 – 8:30 a.m. to 12:00 p.m. EST

Florida Virtual Campus
1753 W. Paul Dirac Dr. | Tallahassee, Florida 32303

Members Present: LisaMarie Bartusik (PSC), Christine Boatright (FGC), Ray Calvert (PHSC), Todd Chavez (USF), Mercedes Clement (DSC), Elizabeth Curry (UNF), Akos Delneyky (IRSC), Brian Doherty (NCF), Lori Driscoll (GCSC), Robert Dugan (UWF), Tricia Elton (TCC), Teresa Faust (CCF), Christina Fullerton (PSC), Karen Griffin (HCC), Margaret Hawkins (SCF), Janice Henderson (NWFSC), Carol Hixon (FAU), Robert Krull (PBSC), Tom Messner (FSCJ), Kathryn Miller (FPU), Kathleen Miller (FGCU), Lena Phelps (SFSC), Anne Prestamo (FIU), Judith Russell (UF), William Shuluk (FSSC), Ruth Smith (VC), Jane Stephens (CC), Morgan Tracy (SSCF), Faye Watkins (FAMU), Lynne Wyche (NFCC), and Julia Zimmerman (FSU).

Guests: Rich Ackerman (BC), Valerie Boulos (FIU), Sarah Cohen (FSU), Elizabeth Farrell Clifford (FSU Law), Rebecca Frank (SPC), Jean Phillips (FSU), Jeff Gallant (Affordable Learning Georgia), Annie Glerum (FSU), Laura Gayle Green (FSU), Amy Johnson (Florida Division of Library and Information Services), Nancy Kellett (FSU), Victoria McGlone (FSCJ), Ramona Miller-Ridlon (SCF), LeEtta Schmidt (USF), Courtlann Thomas (PSC), Krystal Thomas (FSU), and Martin Wood (FSU).

FLVC/FALSC Staff: Ellen Bishop, Joni Branch, Chase Fiorini, Brenda Rutten, Susan Rodgers, Scott Schmucker, Elijah Scott, Dave Whisenant, and Shawn Wilson

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

Welcome and Introductions
Miller welcomed everyone to Tallahassee, introduced herself, and asked members to introduce themselves.
Consent Items
Prior to the meeting a packet was sent out with detailed reports from the standing committees, as well as November’s meeting minutes and future meeting dates. Miller pulled the Collection Management and E-Resources Standing Committee (CMESC) and the Technical Services Standing Committee (TSSC) reports for discussion later in the meeting. Prestamo made a motion to approve consent items; Messner seconded the motion. Motion approved.

Sierra/Encore Implementation Update
Prior to the meeting a packet was sent out with detailed reports. Scott welcomed everyone to Tallahassee. The ILS Implementation Project is ever changing, and the goal today is to update the council on where the project is currently, what the next steps are, and what the future looks like. Scott noted that no final decision had been made for the ILS Project.

Testing Results
Bishop gave an overview of the ILS Project status that included Preproduction Verification (PPV) testing results. FALSC staff, ILS working groups, and institution implementation teams have been involved in PPV testing. PPV1 began Oct. 9 and lasted through Oct. 20. 190 issues were uncovered with 31 major priority issues. On Nov. 14, PPV 2 testing began and lasted through Dec. 2. 15 issues were added to the 31 major priority issues from PPV 1. All the major issues identified in PPV are in addition to the 21 blockers that were identified back in January and February.

Bishop briefed the council on all the unresolved major priority issues identified in testing, including harvesting, location facets, ERM functionality, paging options, authentication, and system response times. Bishop reviewed system performance and response times in Sierra and Encore. Bishop noted response times aren’t available for Sierra Web because it has not been delivered. In September, Sierra 3.4 was released and there was a small improvement in response times, but not close to contractual obligations. Encore 4.7 was released on Dec. 6 with some response time fixes, and FALSC staff is in the process of testing it. Scott noted that the system is being tested lightly and not tested with full student load capacity. Once testing ended on Dec. 2, Innovative(III) is now at a point of failure in system acceptance. The contract gives III a deadline of Dec. 18 to resolve all issues for system acceptance. If the company fails system acceptance, it will be in default of the contract. Under the contract, III then has 60 days to fix the defaults before contract termination.

Testing surveys were sent out after both testing periods. The results are in the packet. Bishop gave an overview of the testing results to the council.

Whisenant reviewed the on-going development issues with the council. These included: Sierra Web Application, bi-directional updates, course reserves, restricting access, based on course registration, and authentication.

Whisenant reviewed the revised Implementation Timeline.

Whisenant shared the system acceptance contract language with the council. He noted FALSC/FLVC has followed and continues to follow the contract.

Next Steps
Scott and the council discussed the future viability of continuing this project with the vendor within the contractual stipulations and what is needed to move forward with the system.

Bishop and Whisenant presented currently supported systems to include Mango, Primo, Aleph, Data Warehouse, SFX, Prime Central Index (PCI), MetaLib, etc. They reviewed viable options with the currently supported systems.
Scott explained to the council what the next steps are both short and long term. Discussion followed.

Henderson made a motion of recommendation that while following the contract, FALSC and the council begin looking for other options because the current option, at this moment, doesn’t appear viable for the colleges and universities; Alegria seconded.

Griffin made a motion to amend the recommendation to include “after extensive training and testing by the colleges and universities and FALSC.”

Henderson withdrew the motion. Griffin withdrew the amendment. Alegria had no objection. Motion and amendment removed from the floor.

Miller posed the question: “Knowing what we know today, based on all the preproduction testing, does the council recommend moving forward with the implementation of Sierra/Encore Duet system?”

Miller called for a vote by show of hands. It was unanimous not to move forward with the implementation of the Sierra/Encore Duet system.

Bishop thanked library staff, working groups, and FALSC/FLVS staff for all the hard work on the ILS project.

**Technical Services Standing Committee (TSSC)**

Prior to the meeting a packet was sent out with a detailed report. Cohen gave an overview of the recommendation. Since 2012, when the SUS libraries merged their catalogs, the CSUL Cataloging, Authorities, and Metadata Committee has maintained a cataloging standards document for use in the shared catalog. The CAM subcommittee charged with the maintenance of that document, the Bibliographic Control and Discovery Subcommittee (BCDS), continues to main to maintain that document and meets quarterly. Their document “Guidelines and Procedures for the Shared Bibliographic Catalog,” is designed for the expert cataloger, while the TSSC Cataloging Standards document is being written with the non-specialist staff member in mind. With the forthcoming merger of the SUS and FCS catalogs, BCDS feels that its work may be better served under the auspices of the Technical Services Standing Committee. Both CAM and TSSC have agreed in principle to this move.

Messner made a motion to accept the recommendation; Zimmerman seconded. Motion passed.

**Collection Management and E-Resources Standing Committee (CMESC)**

Prior to the meeting a packet was sent out with a detailed report. Miller (SFC) gave an overview of the recommendation from the CMESC for 2019 FCS Collection decisions. The committee timeline calls for recommendations on how to balance the 2019 collection to allow MCLS Deans and Directors sufficient time to plan their local budgets and collections. The FCS recommends cutting one of the newspaper databases to balance the budget. There was not an agreement among committee members on which one to cut, either US Newstream or Newsbank. Frank made a motion to retain US Newstream; there no second. The motion died. Discussion followed. Miller (SFC) requested the FCS to give CMESC a list of which one they want to retain, US Newstream or Newsbank. Messner suggested the CMESC send a doodle poll to the FCS directors to see which one to retain. Schmucker agreed to send out the poll.

**E-Resources**

**Statewide Collections**

Schmucker updated the council on the statewide collections for 2018. The CMESC selected Lexis Nexis Academic for the pick in the statewide collections. This will be available to
the SUS for 2018. There will be a $14,000 surplus in the budget. FLVC confirmed that surplus can roll over for 2019.

**Group Licensing Process**
Schmucker stated group the licensing process is wrapping up. Commitment letters have been sent in by all participating schools. Invoices are in the process of being sent out and paid. This year there were 38 institutions that participated for a total of 131 products. There were 36 vendors who participated. Total spent was $1.79 million, an increase of about 6.5 percent from last year.

**Journal Packages**
Schmucker noted FALSC is continuing with the journal package licensing services for those who are interested. We will continue with our agreement with Taylor and Frances. FALSC is pursuing a one-year agreement with Cambridge to get through the next year and is working on a three-year agreement with Oxford and Sage.

**A Focus on OER**
Scott gave a brief historical background on his involvement in Open Educational Resources (OER). He proposed the libraries take a leadership role in Textbook Affordability and OER. This is an area all libraries can have a direct and measurable impact. OER is open resources at no cost to anyone. Scott encouraged the members to attend the OER Summit February 7-8 in Miramar Beach, Fla. Scott gave the introduction for the keynote speaker, Jeff Gallant, Program Manager with Affordable Learning Georgia.

**Affordable Learning Georgia and OER**
Gallant gave a presentation on OER and Affordable Learning Georgia and the impact it has had for the state college and universities of the state of Georgia. He briefed the council on the steps Georgia took to implement OER within the institutions. These steps included raising awareness, providing support, expanding on success, planning for the future, and lessons learned. He opened the floor for questions. Discussion followed.

**ACRL Metrics Presentation**
Karen Kupiac, Director of Customer Service, gave a brief overview of ACRL Metrics. She presented a demonstration on ACRL Metrics to the council.

**Work Groups: Textbook Affordability and OER**
Scott assembled the council into workgroups by table and asked them to ponder the following question. What if commercially published textbooks didn’t exist? How would our libraries facilitate the use of library collections and OER as essential teaching resources? After discussion by the workgroups, ideas were presented from each group. Some ideas included using tools already in place; getting administration involved; incentivizing; making sure libraries are equipped with resources; partnerships with librarians, instructional designers, and instructors; reconstructing the technical side; relying on learning objects that relate to learning outcomes; accelerated use of course reserves in LMS; integrations of e-resources into LMS; multi-media licensing; working with acquisitions on copyright; and having centralized services.

**New Business**
**Open Textbook Network (OTN) Membership**
Scott gave an overview of the Open Textbook Network (OTN). It is an alliance of more than 600 colleges and universities that helps members build sustainable open textbook programs. Scott state he reached out to OTN to see what it would take to get a large consortia membership for our state. FALSC could pay for entry level membership at $15,000 to apply to all 40 institutions. This includes two full-day training workshops to train leaders from the colleges and universities, who then train others across the state; and four attendees may attend the 2018 OTN Summer Institute at the University of Minnesota.
Scott asked if there is interest from the council to explore the OTN as a pilot project. Discussion followed.

Miller asked for a vote by show of hands. Majority approved exploring the OTN as a pilot project. Scott will take the next steps to move forward with the OTN.

**Legislative Budget Request (LBR) for OER**
Scott stated Phillips and he started working on a Legislative Budget Request (LBR) for OER. The Board of Governors (BOG) was working on a request for OER as well. Scott was asked to be a part of the OER/E-text committee working on LBR. Committee is meeting on Monday. Scott will report out after the meeting.

**Adjournment**
The meeting adjourned at 12:00 p.m. EST.
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COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 27-28, 2018

CO-CHAIRS: Valerie Boulos, Mark Marino
MCLS LIAISON: Judy Russell

CURRENT ACTIVITIES:

During this quarter, the FLVC Collection Management and E-Resources Standing Committee (CMESC) held three committee meetings. Below is a summary of activities this quarter.

2018 Statewide Collection of Electronic Resources Update

FLVC is completing payments for the 2018 products. Please note that for both the FCS and SUS, the 2018 collection will remain the same as the 2017 collection.

2019 Statewide Collection of Electronic Resources

The committee has no firm recommendations on the 2019 collection at this time.

- FCS – At the December meeting the FCS subgroup recommending cutting one of the newspaper databases to balance the budget. A vote was taken which resulted in no clear course of action: 9 schools votes to keep NewsBank, 8 schools voted for U.S. Newsstream, and 2 voted to keep both.
- SUS – Due to the December reinstatement of LexisNexis Uni and the subsequent holidays, the SUS CMESC members have not had an opportunity to thoroughly review which product to recommend for cancellation.

E-Resources Survey

Last summer the CMESC discussed conducting a survey for a better understanding of the importance of the products in the FALSC shared collection; this work was suspended due to other projects. The committee will be working on this in the spring with the goal of disseminating the survey in Summer 2018.

E-Licensing Guidelines

The CMESC is starting work pursuant to the recently added statement in the charge: "Periodically review guidelines and processes relating to e-resources negotiations and procurement." The committee will be reviewing the Complete Florida Plus Licensing Guidelines for recommended revisions and processes. The committee has also been discussing accessibility issues and VPAT language.
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
February 27-28, 2018

CHAIR: Krystal Thomas
MCLS LIAISON: Carol Hixson

CURRENT ACTIVITIES: This report reflects DISC activity from December 2017 – February 2018. 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
• Present the final report from a working group which moved DISC information into a public wiki and archived older, out of date information on the internal wiki. This work is complete.
• Discuss a plan for handling committee members who never attend meetings. A policy for committee meeting attendance was drafted and passed to our MCLS Liaison for presentation to the Members Council.
• As a result of our attendance discussion, the committee agreed to move our meeting time to better accommodate member attendance. The committee will meet at 1pm on the second Wednesday of the month.
• Share current activities and digital initiatives among member institutions.

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

• Work continued on the FL-Islandora Institutional Repository Functionality (FLIIRT). Read more about the project on its wiki: https://flirtwiki.flvc.org/wiki/index.php/Main_Page. In a recent call, both FGCU and FAU demonstrated the work they are doing with FLIIRT functionality.
• Testing began on a MODS batch editing functionality.
• An Open Journal Systems OJS version 3 demonstration site has been created. OJS 3 Demonstration site accounts have been issued to librarians working with the software. Any librarians working regularly with Florida OJ should have been issued an account. The purpose of these accounts is to explore differences in the interface and prepare for planning on what training or communication will be needed to get editorial boards ready for the new interface. At this time, any upgrade to the site is far away - more than a year off, and it’s too early to share the demonstration site with editorial boards.
• 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:

- Institutions with digital collection metadata in Mango worked with FLVC in test loading their metadata into Encore and evaluating the results in the Encore interface. The ability to load and display thumbnail images for Encore-harvested collections was added by Innovative Interfaces in December 2017.
LIBRARY ASSESSMENT STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 27-28, 2018

CHAIR: Victoria McGlone
MCLS LIAISON: Katie Sacco

Agenda and Minutes from January 11, 2018 Meeting

| Data and Time       | Jan. 11, 2018<sup>th</sup>  
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| Location            | Online via Blackboard Collaborate  
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|                     | A computer headset works best, but if you need to use the telephone for audio:  
|                     | Dial in to the teleconference using:  
|                     | 571-392-7703 PIN: 238 518 707 383 |

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<th>Facilitators</th>
<th>Brenda Rutten (FALSC Liaison) Victoria McGlone (Chair)</th>
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| Attendees (revise after meeting and move to Absent if needed) | Christina Fullerton (Polk SC), Helene Gold (TCC), Connie Head (GCSC), Kirsten Kinsley (FSU), Victoria McGlone, Committee Chair (FSCJ), Patricia Morris (FGC), Audrey Powers (USF), Tammera Race, Committee Secretary (NCF), Meg Scharf (UCF), Morgan Tracy (Seminole SC), Katie Sacco MCLS Liaison, (Lake-Sumter SC) |
| Absent              | Angelica Cortez (Palm Beach SC) |
| Other Attendees     | Shannon Dew (FSCJ), Helene Gold (TCC) |

**Agenda**

- Approval of the agenda. Anything to add?
- Approval of December minutes
- LibGuides as a potential repository (Shannon Dew, Director of Online Library Services FSCJ)
- Library assessment examples (Victoria McGlone))
- Next steps?

**Discussion Notes and Committee Decisions (D)**

Shannon Dew demonstrated LibGuides as a possible platform for organizing and collating our examples of best practices. Key aspects of using LibGuides include group features, customization options, searching via multiple points, and 5 GB storage.

The committee discussed other assessment examples, including the NEFLIN assessment project and the LLAMA Assessment Community of Practice. NEFLIN will be ready to communicate and disseminate on June 12, 2018. LLAMA is piloting OMEKA.net for their assessment project. Committee also discussed how we should define assessment, the need to determine assessment, the importance of showing that the library has impact on success and retention, and determining policies and procedures.

(D) Committee approved December minutes.

**Action Items (A)**

(A) Audrey volunteered to work on a new guide.
(A) Victoria will ask permission from others on the NEFLIN project to share their results and for information about policies and procedures. 
(A) Brenda will start a Google doc to discuss the criteria and policies for our assessment database. 
**Next meeting is February 8, 2018 at 1 PM**

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**Note:** Minutes from February 8 Meeting are not yet available. The meeting was devoted to a demonstration by ACRL Metrics

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**Library Assessment Standing Committee Charge:**

- Assist and advise the FLVC MCLS regarding methods and tools for library assessment to be used in Florida’s public colleges and universities.
- Create a centralized repository to house examples of best practices for assessment methods and activities
- Identify and promote examples of effective library assessment methods
- Create a shared repository of examples of library assessment practices for SACS and other accreditation
- Provide recommendations to the MCSL for resources and activities to support assessment in all FLVC libraries.
- Provide regular reports to the MCLS.
RESOURCE SHARING STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 27-28, 2018

CHAIR: Robbie Allen
MCLS LIAISON: Thomas Messner

CURRENT ACTIVITIES: The Resource Sharing Standing Committee is reviewing the invoicing process for materials requested through Uborrow to see if it has been working effectively. We will also look at evaluating OCLC’s Tipasa for processing ILL requests as replacement for ILLiad. For now the committee has tabled reviewing best practices and policies.
CURRENT ACTIVITIES:

During the past two months, the Technical Services Standing Committee has continued preparing for the merger of college and university catalog databases. In light of current circumstances, the TSSC has been in a holding pattern while waiting to hear the outcome of the implementation decision. Our December meeting was devoted to reports on implementation-related issues. In January, there was little to report, since most campuses had been on break for most of the previous month. However, several tributes were made in honor of Mary Ann O’Daniel, in thanks for her many years of service to Florida libraries. The February meeting was also brief, consisting of a report on data cleanup projects which had been spearheaded by the Cataloging and Authorities Working Group, a status report from the Cataloging Standards subcommittee, and an update from FALSC on the status of the ILS migration.

The Cataloging Standards subcommittee continues its work on the cataloging guidelines document. They plan to have a new draft finished by the end of February, and will be distributing it for comments.

A point of clarification is in order here: The December TSSC report asserted that the Bibliographic Control and Description Subcommittee wished to move from the Cataloging, Authorities, and Metadata committee (administered by CSUL) to TSSC. This was incorrect. Instead, the BCDS wishes to remain part of CAM, while working with the TSSC Cataloging Standards subcommittee to ensure consistency between the two standards documents.
TEXTBOOK AFFORDABILITY AND OER STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 27-28, 2018

CHAIR: Jennifer Gregor
MCLS LIAISON: Todd Chavez

CURRENT ACTIVITIES:

Jan. 11th, 2018 online meeting:

- Regular meeting day/time established as 2nd Thursday of each month from 3-4 PM.
- Proposed term lengths were voted on and approved.
- Elijah gave an update on the OER presentation at MCLS meeting in Dec. as well as a legislative update and announcement that the Open Textbook Network may become a statewide resource.
- Next meeting time falls during the OER Summit, attendees plan to get together in person.
- The committee reviewed our current statewide resources and finding aids.
- Member report on experiences with Open Textbook Network.
- Committee reviewed and discussed options for an OER Survey. The environment seems saturated with surveys right now, but we will review and continue to plan ways to gather information that will be helpful for the committee.
- Brainstorm output options for committee, including:
  - Tip sheet for librarians and advocates promoting TA/OER to faculty.
  - A list of LibGuides that have already been created about OER.
- Once it is launched, the committee will review the FLVC affordability website and use our work to inform the content.

Feb. 8th, 2018 OER Summit Gathering

- Committee members attending the OER Summit gathered informally to discuss the summit presentations and application at our own institutions.
- Members shared ideas and discussed the degree of implementation for OER at their home institutions.
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
February 27-28, 2018

CHAIR: Danielle Rosenthal
MCLS LIAISON: Margaret Hawkins

CURRENT ACTIVITIES:

The User Interface Standing Committee was not convened this quarter. The Chair felt it was unnecessary since development work on Mango has ceased, and the implementation of the new Encore Duet interface is now uncertain. The Discovery Interface Working Group (the Chair is a member) has been very active in testing and troubleshooting the interface, and the Chair had no items for the UISC to work on since the interface has not been consistent or stable enough to warrant development work beyond what the DIWG is doing. The UISC has been kept informed regarding the status of the next-gen project.
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<tr>
<td>Past Chair</td>
<td>Ray Calvert (FCS) (Year 3 of 3-year term)</td>
<td>Kathy Miller (SUS) (Year 3 of 3-year term)</td>
<td>Tom Messner (FCS) (Year 3 of 3-year term)</td>
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<td>Current Chair (Rotates between FCS and SUS – odd year SUS; even year FCS.)</td>
<td>Kathy Miller (SUS) (Year 2 of 3-year term)</td>
<td>Tom Messner (FCS) (Year 2 of 3-year term)</td>
<td>SUS Representative (Year 2 of 3-year term)</td>
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<td>Chair-Elect</td>
<td>Tom Messner (FCS) (Year 1 of 3-year term)</td>
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<td>Officer: Elect FCS for 3-year term</td>
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<td>Secretary</td>
<td>Brian Doherty 1-year term</td>
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<td>SUS at-large representative</td>
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<td>FCS at-large Representative</td>
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<td>Karen Griffin (Year 2 of 2-year term)</td>
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Excerpts from Operating Procedures:

I. MEMBERS COUNCIL ON LIBRARY SERVICES

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.

II. The Executive Committee

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.
Lyrisis Migration of Archon to ArchivesSpace

What is Archon?
In librarian terms Archon works as the library management system for Archives. It allows for input of descriptive information about archives and publishes them to the web with a suite of search tools. Most importantly it is used to create finding aids and generate EADS and MARC records. This makes an archive’s collections discoverable and useable to researchers.

Why Migrate?
Archon is a dead product and has had no development since 2012. As an open source product, the vital user community has become smaller and smaller and support becomes increasingly difficult.

Why ArchivesSpace?
It is the only tool robust enough for our system in the marketplace. It has a dedicated development team and community centered around Lyrisis. Aspace has widespread adoption at prestigious institutions such as Yale and the Orbis-Cascade consortia, and there is a wealth of manuals and support material.

Why Lyrisis?
- The migration path from Archon to Aspace is difficult and time consuming. It would need a great deal of resources from libraries and FALSC. Using the experienced help of Lyrisis would lessen the burden of all.
- Experienced support and continued maintenance.
- Potential for interoperability between Aspace and Islandora.
- We can receive a discount working as a consortium.

Pricing proposed by Lyrisis:

The pricing provided by Lyrisis below is based upon the institutions that are currently using Archon or schools that do not have an archival tool but have expressed interest in using ArchivesSpace.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Setup (one-time)</strong></td>
<td>$500/institution</td>
</tr>
<tr>
<td><strong>Migration (Archon)</strong></td>
<td>$575/institution</td>
</tr>
<tr>
<td><strong>Hosting (annual)</strong></td>
<td>specific hosting fees are outline below by institution.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Institution</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida State University</td>
<td>988 $4,100</td>
</tr>
<tr>
<td>University of West Florida</td>
<td>800 $4,100</td>
</tr>
<tr>
<td>University of Central Florida</td>
<td>147 $3,150</td>
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<tr>
<td>Florida Atlantic University</td>
<td>109 $3,150</td>
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<tr>
<td>Florida International University</td>
<td>68 $3,050</td>
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<tr>
<td>University of North Florida</td>
<td>62 $3,050</td>
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<tr>
<td>Institution</td>
<td>Count</td>
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<tr>
<td>-------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>New College</td>
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</tr>
<tr>
<td>Lake Sumter State College</td>
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<tr>
<td>Florida Gulf Coast University</td>
<td>16</td>
</tr>
<tr>
<td>St. Pete College</td>
<td>1</td>
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</table>

Pricing is based on finding aid count, and some institutions have significantly more than others. It is important that all original ten institutions opt in to receive the special discounted pricing provided in the proposal. The fees above could encourage participants to opt in. If these ten institutions do not all opt in, the hosting fees will increase for all participants (see below):

- **Large** (over 400 finding aids/collection-level records) – $7,350
- **Medium** (100-399 finding aids/collection-level records) – $5,100
- **Small** (under 100 finding aids/collection-level records – $3,150