



Providing statewide library services to Florida's colleges and universities.

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

**Minutes**

Tuesday, May 15, 2018 – 1:00 to 5:00 p.m. EST  
Wednesday, May 16, 2018 – 8:30 a.m. to 12:00 p.m. EST

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

**Members Present:** Barry Baker (UCF), Christine Boatright (FGC), Ray Calvert (PHSC), Lisandra Carmichael (UNF), Elizabeth Farrell Clifford (FSU Law), Akos Delneky (IRSC), Lori Driscoll (GCSC), 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), Kathleen Miller (FGCU), Ramona Miller-Ridlon (SFC), Lena Phelps (SFSC), Anne Prestamo (FIU), Patrick Reakes (UF, representing Judith Russell), Kathleen Sacco (LSSC), William Shuluk (FSSC), Jane Stephens (CC), Morgan Tracy (SSCF), Faye Watkins (FAMU), and Julia Zimmerman (FSU).

**Guests:** Sara Alegria (MDC), Robbie Allen (PBSC), Kevin Arms (LSSC), Valerie Boulos (FIU), Tina Buck (UCF), Sarah Cohen (FSU), Carol Ann Davis (USF), Rebecca Frank (SPC), Annie Glerum (FSU), Jennifer Gregor (SPC), Beth King (VC), Karen MacArthur (EFSC), Mark Marino (SCF), LeEtta Schmidt (USF), Courtlann Thomas (PSC), and Krystal Thomas (FSU).

**FLVC/FALSC Staff:** Ellen Bishop, Tammy Elliott, Wendy Ellis, Brian Erb, Rachel Erb Chase Fiorini, Susan Rodgers, Scott Schmucker, Elijah Scott, Rebel Cummings-Sauls, Dave Whisenant, and Amanda Yesilbas.

**Call to Order**

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

**Welcome and Introductions**

Miller welcomed everyone to the University of Central Florida and thanked Barry Baker and staff for hosting the meeting. She asked the members to introduce themselves. Miller announced the upcoming member retirements of Elizabeth Curry (UNF), Robert Dugan (UWF), and Julia Zimmerman (FSU).

**Consent Items**

Prior to the meeting a packet was sent out with detailed reports from the standing committees, as well as February's meeting minutes and future meeting dates. Messner made a motion to approve consent items; MacArthur seconded the motion. Motion passed.

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## **MCLS Processes and Procedures**

### ***Standing Committee Vacancies***

Miller reminded the Council about the standing committee vacancies and encouraged them and their staff to apply. There are currently 9 vacancies for DISC, 5 vacancies for RSSC, 6 vacancies for TSSC, and 6 vacancies for UISC. The application deadline is May 25, 2018.

### ***CMESC Recommendation***

Prior to the meeting a packet was sent out with detailed reports from the standing committees. Boulos presented the CEMSC's recommendation to the Council. The CMESC recommends updates to the *Complete Florida Plus Guidelines for E-Resource License Agreements* as seen in the CEMSC report, and requests MCLS recommend adoption of the updated guidelines to FALSC and UWF General Counsel.

Discussion followed. Prestamo made a motion to approve the recommendation. MacArthur seconded the motion. Motion passed.

### ***RSSC Recommendation***

Prior to the meeting a packet was sent out with detailed reports from the standing committees. The RSSC would like to add "Provide resource sharing focused training and facilitate opportunities for sharing best practices and expertise statewide." Sacco made a motion to approve the recommendation. Messner seconded the motion. Motion passed.

## **FALSC Briefings**

### ***FALSC New Director Presentations***

Scott introduced FALSC's three new directors, Brian Erb, Director of Library Support and Training, Rachel Erb, Director of E-Resources, and Rebel Cummings-Sauls, Director of Digital Services and OER. Each gave a brief presentation on their background, and their unit visions going forward.

### ***Patron Record Scrubbing***

Ellis reviewed with the council the current Patron ID Scrubbing schedule, Backup Processes, and FALSC's Patron Privacy Policy.

Both the SUS and FCS are on now on the same schedule for Patron ID Scrubbing. Patron ID Scrubbing is every 24 hours following return. Backups are done every 37 days and an annual Patron Purge is done to delete expired patron records with no outstanding transactions that are one year old.

FALSC is committed to protecting and maintaining the privacy and security of library data on the ILS servers, including library patron records, requests, and other circulation activities by retaining as little patron identifying information for fully completed transactions as possible, while meeting most of our users reporting and statistical needs reporting and statistical needs. Patron Information will be safeguarded, and not made available to any outside agency except in accordance with a proper judicial order as defined in the Florida Statute 257.261. If FALSC is asked to provide patron record or circulation activity data from any library database to any state, local or federal government agency, we will only release requested data to the Dean, Director or authoritative representative at the library.

### ***E-Resources Update***

Erb gave a brief overview on projects she is working on in E-Resources to include Wiley Contract negotiations, exploring different options on keeping the Council better updated on the group licensing process and how the process can be improved.

### ***Statewide Collections***

Schmucker stated that the 2018 statewide collections for both the colleges and universities were in place. The focus is now on 2019. There will be a flat budget again this year and cuts will need to be made. There is approximately \$6.9 million budget. The CMESC will be evaluating the

collection. The CMESC will send out an E-Resources survey, to all the colleges and universities, that contains all the products in the statewide collections. This will be to gain feedback on what resources are valuable to the institutions. The survey will be sent out sometime in June. The goal is to have a recommendation on the 2019 statewide collections to the council at the September MCLS meeting. Discussion followed.

#### *Group Licensing Process*

Schmucker noted that the group licensing process is an opt-in process where FALSC acts as an agent. Multiple institutions can get together on a single license to achieve consortia discounts, single invoicing, etc. 2019's process will begin soon. The CMESC would like to update each institution contact person for the group licensing process. An email will be sent out requesting that information. The CMESC is looking at dates to schedule a webinar on the group licensing process. Look for a survey at the beginning of September for all the products with group licensing. This will kick-off the annual process.

#### *Journal Packages*

Schmucker noted FALSC is still working on the 2018 contracts for Sage, Oxford, and SciFinder. We are awaiting word from each vendor and hope to wrap them up soon and send out invoices.

#### **ILS Update**

Bishop updated the council on the current ILS projects to include an Aleph upgrade, Mango consolidation, and implementation of EDS mega-index and Full Text Finder link resolver with Mango.

The Aleph upgrade for v.20 to v. 23 is set for three phases. Phase 1 will take place from April – June for server configuration and performing initial upgrade steps to v.23. Phase 2 will take place from July- September for Aleph file configuration, development, and test. Phase 3 will take place from October – December to build clients, training library staff, and upgrade production. Go live will take place over the December break.

The Mango consolidation will migrate 19 remaining colleges to Mango. There will be 3 phases. Phase 1 will take place from April-June for local interface customization and moving current authentication. Phase 2 will take place from July- September and finalize authentication and go live in early August. Phase 3 will take place from October – December to decommission Primo.

The implementation of EDS mega-index and Full Text Finder link resolver with Mango will take place from July – September. EDS mega-index and Full Text Finder link resolver will be integrated with Mango. No institution will be using SFX or Primo Central Index. No institution will be using MetaLib.

FALSC participated in demos for both Ex Libris and OCLA. The Ex Libris demo of Alma took place on April 13. The OCLA demo of WMS took place on April 25 at FLVC office in Tallahassee. They were both half day demos that reviewed what was new since the 2015 ITN demos and discussed each system's highlights.

FALSC is gathering information on other possible ILS systems. Staff attended the ELUNA conference on May 1-4, 2018 in Spokane, WA. Met with Ex Libris staff to discuss Joint Use needs and other system topics. Staff will be traveling to Athens, GA on May 17 to visit GALILEO and meet with implementation staff. On May 18 will be attending the GIL Users Group meeting.

#### **ITN Update**

Prior to the meeting a packet was sent out with detailed reports from the ILS Working Groups. Scott stated, per instructions from the MCLS, that all working groups were charged with reviewing the requirements listed in the ITN and make any changes and additions that may be relevant to their area. This work was completed by all working groups on April 20, 2018.

Whisenant briefed the council on the ITN review and highlighted each working group report. The next steps are a marked-up ITN Requirements document incorporating all the recommended changes has been distributed to the ILS-Implementation Team for their review. The team is to report back any additional changes to Ellen and Dave. When the ITN process starts again with FALSC via UWF, these requirements will be incorporated into the final document that will be available to prospective vendors.

Scott discussed with the council at what point they thought they would be satisfied with the revised ITN document and when they would like to see it released for vendors. Miller made a motion for FALSC/FLVC to move forward with the ITN process and that FALSC will send the final draft to the Executive Committee for review and approval at the next Executive Committee meeting on June 20, 2018; Prestamo seconded the motion. Motion passed.

#### *ILS Working Groups: Next Steps*

Whisenant stated FALSC recommends that structures outlined in the Organizational Framework document be dissolved until FALSC has completed the ITN process and chosen a new integrated library system. This includes all teams, working groups, committees, and coordinators. Discussion followed. Reakes made a motion to disband all structures outlined in the Organizational Framework document; Messer seconded. Motion passed.

#### **Future MCLS Meeting Structure**

Miller asked the Council for ideas on how to structure future MCLS meetings. Discussion followed. Some ideas included: More open communication during the meeting, themed meetings, a show and tell from institutions, networking and collaboration opportunities, project oriented meetings with direct outcomes, product demos, allied organizations like DLSS for joint meetings, strategic planning discussions with upper administration from FLVC, and more guest speakers.

#### **EBSCO DRM Demo**

Dave Putz and Steve Strother, from EBSCO, presented a demo to the council on EBSCO eBooks DRM-free model. Topics covered included how users will access, how users will read, and content that is available. Discussion followed.

#### **Lyrasis ArchiveSpace Demo**

Christine DiBella and John Hurbert, with Lyrasis, presented a demo on ArchivesSpace. Discussion followed. Miller made a motion for FALSC to move forward with the project to migrate from Archon to ArchivesSpace; Messner seconded the motion. Motion passed.

#### **IPEDS Web-Based Collection Statistics**

Prior to the meeting a packet was sent out with a detailed report on IPEDS. Driscoll presented IPEDS Web-Based Collection Statistics and Survey to the council. Discussion followed. Faust made a motion that FALSC and The Library Assessment Standing Committee, at the next meeting, address concerns raised in report and review the process of the IPEDS web-based collection statistics; Driscoll seconded the motion. Motion passed.

#### **New Business**

Scott shared that FLVC will be hosting another OER Summit in October that will be more task oriented. More information will be shared in the coming months.

#### **Adjournment**

The meeting adjourned at 11:15 a.m. EST.