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

Virtual Meeting via Microsoft Teams

Thursday, September 16, 2021 — 1:00-5:00 p.m. ET

1:00-1:05 Call to Order
Gale Etschmaier

1:05-1:10 1. Welcome
Gale Etschmaier

1:10-1:30 2. FSU/NWRDC/FLVC Update
Tim Brown
   i. FLVC/FALSC Representation in NWRDC Governance

1:30-1:35 3. Consent Items
Gale Etschmaier
   A. Approve June 3-4, 2021 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. Accept ILS Working Group Reports
      i. Acquisitions and Serials
      ii. Cataloging and Authorities
      iii. Circ/Resource Sharing
      iv. Discovery
      v. E-Resources Management
      vi. Joint-Use
      vii. Systems
      viii. Training

1:35-2:20 4. MCLS Processes and Procedures
Gale Etschmaier
   A. Standing Committee Action Items
      i. CMESC - Vote on ProQuest
      ii. DISC Discussion
         • Updated Charge:
Provide a forum for discussion, promote and advocate best practices, explore opportunities for collaboration among interested Florida Virtual Campus (FLVC) libraries, and leverage the collective capacity of the colleges and universities for digital initiatives and services.

Serve as a source of expertise for statewide efforts in digital collection building, digital production, digital curation, and metadata in support of scholarship for the Florida Virtual Campus (FLVC) Library Services Members Council.

The committee provides the Members Council with reviews and recommended responses to proposals for new services, and changes and updates to existing services.

iii. TAOERSC- Vote on OER Summit
   iii. Discuss New MCLS Electronic Resources Management (ERM) Standing Committee
      • ERMSC Committee Charge:
        ▪ To develop, discuss, share, and document local and FLVC best practices to effectively use the Alma system to manage electronic resources across the entire lifecycle, including acquisitions, access, administration, troubleshooting, and assessment.
        ▪ To collectively develop and maintain troubleshooting guidelines for access issues in Alma/Primo VE.
        ▪ To coordinate with relevant FLVC staff and other committees and report to the Executive Committee.

iv. Discuss Collections Management and E-Resources Standing Committee (CMESC) Name Change
   • CMESC changed to Collections Management Standing Committee (CMSC).

B. Discuss Updated MCLS Operating Procedures
C. Upcoming Call for Standing Committee Vacancies  
D. Confirm December 2-3, 2021 Virtual MCLS Meeting

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<td>2:20-2:45</td>
<td>Internet Archive Group Update</td>
<td>Valerie Boulos</td>
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<td>2:45-3:00</td>
<td><em><strong>BREAK</strong></em></td>
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<td>3:00-4:30</td>
<td>5. Library Services Update</td>
<td>Elijah Scott, Ellen Bishop</td>
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<td>A. Executive Director Update</td>
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<td>B. Integrated Library Services Update</td>
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<td>i. TBLC Delivery Carrier Update</td>
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<td>ii. Patron Scrubbing/Anonymization Job</td>
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<td>iii. Next Gen ILS- Alma/Primo Ve</td>
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<td>C. E-Resources Update</td>
<td>Rachel Erb</td>
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<td>i. Library Services Licensed/Funded</td>
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<td>ii. MCLS Vote on Renewal of Statewide E-</td>
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<td>iii. Library Services Coordinated/Group</td>
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<td>Licensed Materials</td>
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<td>B. Library Support and Training Update</td>
<td>Brian Erb</td>
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<td>C. Digital Services and OER Update</td>
<td>Rebel Cummings-Sauls</td>
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<td>4:30-5:00</td>
<td>Wrap Up and Adjournment</td>
<td>Gale Etschmaier</td>
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**Friday, September 17, 2021 — 9:30 a.m. to Noon ET**

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<td>9:30-10:00</td>
<td>6. DLSS Update</td>
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<td>7. Division of Library and Information Services Update</td>
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<td>10:20-10:40</td>
<td>8. FCS Update</td>
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<td>9. SUS Update</td>
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<td>11:00-11:40</td>
<td>New Business</td>
<td>Gale Etschmaier</td>
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<td>11:40-12:00</td>
<td>Wrap Up and Adjournment</td>
<td>Gale Etschmaier</td>
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Regular Meeting of the
Members Council on Library Services (MCLS)

Minutes

Thursday, June 3, 2021 – 1:00 to 5:00 p.m. EST
Friday, June 4, 2021 – 9:30 a.m. to 12:00 p.m. EST

Virtual Meeting Via Microsoft Teams

Members Present: Frank Allen (UCF), Stephen Banister (TCC), LisaMarie Bartusik (PSC), Monique Blake (BC), Christine Boatright (FGC), Matthew Bodie (SPC), Todd Chavez (USF), Mercedes Clement (DSC), Elizabeth Farrell Clifford (FSU LAW), Eric Dominici (MDC), Tracy Elliott (FGCU), Stephanie Clark (UWF), Brian Doherty (NCF), Lori Driscoll (GCSC), Gale Etschmaier (FSU), Teresa Faust (CCF), Christina Fullerton (PSC), Karen Griffin (HCC), Margaret Hawkins (SCF), Janice Henderson (NWFSC), Richard Hodges (FSWSC), Amy Komblau (FAU), Robert Krull (PBSC), Nance Lempinen-Leedy (SFC), Brent Mai (UNF), Karen MacArthur (EFSC), Tom Messner (FSCJ), Kristina Neihouse (CFK), Lena Phelps (SFSC), Anne Prestamo (FIU), Ingrid Purrenhage (PHSC), Judith Russell (UF), Kathleen Sacco (LSSC), Ruth Smith (VC), Jane Stephens (CC), Mia Tignor (IRSC), Courtlann Thomas (PSC), Morgan Tracy (SSCF) Faye Watkins (FAMU), Christina Will (SJRSC), Martin Wood (FCALM), Lynn Wyche (NFCC).

Guests: Kevin Arms (LSSC), Royce Bass (SJRSC), Valerie Boulos (FSU), Jeremy Brown (FGCU), Tara Cataldo (UF), Theresa Smith-Ennis (SCF), Jin Guo (FLU), Annie Glerum (FSU), Laura Gayle Green (FSU), Jin Guo (FLU), Christina Hastie (DSC), Maris Hayashi (FAU), Ernestine Holmes (FAMU), Amy Johnson (DLSI), Nancy Kellett (SFC), Kirsten Kinsely (FSU), Alicia Long (SCF), Mark Marino (SCFMS), Xiying Mi (USF), Kathryn Miller (UCF), Jennifer Murray (UNF), Ashley Olund (EFSC), Jean Phillips (FSU), Tammera Race (NCF), Patrick Reakes (UF), Keila Zayas-Ruiz (FSU), Kristine Shrauger (UCF), Madeline Sims (FSCJ), Brett Williams (IRSC), Lindsey Xanthopoulos (UCF).


Call to Order
The meeting was called to order at 1:02 p.m.

Welcome
Banister welcomed everyone.
Controlled Digital Lending Presentation
Chris Freeland, Director of Open Libraries, gave a presentation on Controlled Digital Lending. Discussion followed.

FLVC/FSU/NWRDC Update
Tim Brown, IT Assistant Vice President, of Northwest Regional Data Center (NWRDC) briefed the council on the latest business of FLVC. The ILS project is moving along. The Governor signed budget. The House Bill has not been sent to the Governor yet, but we do not expect any problems with that. RSM has concluded interviews and is putting together a draft for the board. The NWRDC board meets June 10 and RSM will present their recommendations. It is a virtual meeting and open to the public. We will send out the meeting information. Brown reviewed FLVC’s budget with the council.

Consent Items
Prior to the meeting, a packet was sent out with detailed reports from the standing committees, as well as, March’s meeting minutes. Faust made a motion to approve consent items; Lempinen-Leedy seconded. Motion passed.

MCLS Processes and Procedures
CMESC Recommendations
Prior to the meeting, a packet was sent out with detailed reports including all standing committee reports. Marino briefed the council on EBSCO’s multi-year offer and CMESC’s recommendation. Discussion followed. Henderson made a motion to table this discussion to Friday’s portion of the MCLS meeting to give the council time to digest info and come up with any suggestions. Etschmaier seconded; Motion passed.

The CMESC has been exploring ways to adjust the statewide collections in a way that more resources were shared by all 40 institutions. A questionnaire was distributed to all 40 institutions. Cataldo discussed the questionnaire summary with the council. The legislative mandate driving this charge is no longer included in the reorganization. Cataldo asked the council if CMESC should continue with this direction and recommend changes to the collection this year. Discussion followed. Henderson made a motion to offer that the CMESC no longer have a mandate to buy for all 40 institutions but continue to keep track of cost and begin looking at resources that work best with discovery service. Messner seconded; motion passed.

During Friday’s portion of the meeting the council further discussed CMESC’s recommendation for EBSCO’s multi-year offer. R. Erb and Tatum presented more information. Discussion followed. Hawkins made a motion to accept EBSCO’s three-year deal; Griffin seconded. Motion passed.

Standing Committee Appointments
Prior to the meeting, a packet was sent out with detailed reports including standing committee membership. Newly appointed and returning members were listed. Rodgers stated there are still vacancies that need to be filled. Another call for applications will be sent out in September or October after the ILS Implementation is complete.

Executive Committee ’21-’22 Nominations and Vote
Henderson presented the ’21-’22 slate of nominations; Christine Boatright for Chair-Elect, Morgan Tracy for FCS at-large Representative, and Judy Russell for Secretary. Henderson asked for any floor nominations. There were none. Driscoll made a motion to accept the slate of nominations; Tignor seconded. Motion passed.

MCLS Meeting Dates
September 16-17, 2021 were presented as the next MCLS meeting dates. Due to the pandemic and budgeting it will be a virtual meeting.
Library Services Update

Executive Director Update

Scott updated the council on House Bill 847 which creates the Florida Postsecondary Academic Library Network under the joint oversight of the Board of Governors (BOG) and the Department of Education (DOE). This is in place of Florida Academic Libraries Cooperative (FALSC). Scott reviewed the changes from Legislation 1006.73 and language that was removed and added to House Bill 847. You can find the bill summary at https://www.flsenate.gov/Committees/BillSummaries/2021/html/2574. Scott reviewed the FALSC budget for ’20-’21. He presented the ’21-’22 budget for FALSC under SB 2500 state appropriation.

Integrated Library Services

Bishop took a moment to thank all the ILS working groups for all their work over the past few months. A recap was given on the phases of the project; The Onboarding Phase (March-June 2020), the Vanguard Phase (July- October 2020), and the Testload Phase (November 2020- May 2021). We are currently in the Go-Live Phase (May-July 2021). Bishop reviewed the cutover tasks and switch to go-live timeline (https://falsc.libguides.com/ILS-Implementation/timeline). July 13, 2021 will Alma and Primo Ve will go live. After going live, July 23-30, the 12 premium sandboxes for Alma/Primo Ve test environments will be released. Permalinks must be created for links coming from Mango, EDS, and Curriculum Builder. On September 30, Permalinks in frozen Mango will redirect to Primo home page for all 40 institutions. Bishop gave a brief update on enhancements. Bond with Improvements and Joint-Use are currently being tested. Whisenant reviewed the status of third-party integrations to include Patron Loads, Single Sign On, Cash Exports, APFeed, SMS, EDI, SIP2, Patron Photos, and OCLC connection.

Sykes gave a recap on the Spring Workshops. Ex Libris held 10 one-week live, online workshops on using Alma. Each workshop contains 10 sessions split up over 4 days. Each session covered a particular aspect of the system (acquisitions, cataloging, circulation, course reserves, etc.) For the 100 sessions offered 4101 attended. 704 individual library staff attended at least 1 session. Two recording for each session is available on the libguide. You can find all information regarding the implementation on the libguide (https://falsc.libguides.com/ILS-Implementation) and the FALSC website (https://libraries.test.flvc.org/alma).

E-Resources

R. Erb announced a personnel update. Devon Hickey resigned her position effective June 1. There are plans to fill the position as soon as possible.

Statewide Collection

R. Erb stated they are wrapping up the Statewide Collection for 2021. The Springer Nature contract is being reviewed by FSU. Funds distributed for ProQuest’s E-book expenditure included Rowan and Littlefield and Packt packages for over 489 titles. There was a negative percentage increase this year due to flat renewals and roll back prices. For the 2022 Statewide Collection Sage CQ, Gale, DeGruyter, NewsBank, APA PsycInfo, and Infobase Films on Demand have been negotiated. ProQuest and Lyrasis are still pending. Pricing is not available for S&P NetAdvantage, Springer Link, and Sage Premier. Elsevier is still in negotiation.

Group Licensing

R. Erb reviewed the group licensing timeline for 2022. Consortia Manager will be used. On July 7 vendors will be contacted for renewal quote. There will be a 10-business day deadline. July 13 will be the Executive Director’s call for liaisons. There will be a webinar on July 20. Kickoff will begin August 2 for members to begin requesting renewals and/or reviewing obtained renewal quotes and new quotes. The deadline for final decisions from member is October 15. The goal is for confirmation forms to be distributed by November 8 and invoices sent to institutions November 22.
Library Support and Training
B. Erb gave an update on OpenAthens. All FSC schools have completed OpenAthens implementation. There will be an implantation hiatus until after Go live in July for the ILS. MARC record URL conversion to OpenAthens is ongoing for a few schools. July 2022 is the sunset date for LINCCweb for eResources management and EZ Proxy for FCS. B. Erb reviewed OpenAthens statistics. Library Support and Training will be working on helping with Canvas changes around OpenAthens/Primo and getting some training materials out. Also, changing EZ Proxy links in OpenAthens in courses so students will only need SSO credentials for eResources.

Digital Services and OER
Cummings-Sauls gave an update on Digital Services and OER. There are over 1,290,000 items in the Florida Open Academic Library. DISC sent out a platform preference survey request. Cummings-Sauls requested institutions complete those and send them in. A new journal has been added to Florida Online Journals, Journal of Veterinary Forensic Sciences. The group is working on the Florida OJ System upgrade. Work is being done to upgrade the development server. The Florida OER Summit was held May 13-14. There were 28 sessions with over 350 registrants. Cummings-Sauls recommended members join the Open Florida network. You can find information at www.falsc.libguides.com/openfl.

DLSS Update
Dr. Opper gave an overview of current projects and upcoming plans within DLSS.

Division of Library and Information Services Update
Amy Johnson, the Florida State Librarian, updated the members on the business at the statewide level. This next fiscal year we will be focusing on the five-year evaluation and plan. This is a requirement from the federal government that we look at all the services we provide and evaluate the last five years and plan for the next five. DLIS has been awarded 6.7 million dollars in ARPA funds. One hundred percent of this will be turned around as grants. There will be a call for applications soon. Please contact Amy for more information. There will be a DLIS update on June 10 at 3 p.m. On June 21 at 3 p.m. there will be a DLIS open discussion. The topic will be lockers.

FCS Update
Tom Messner gave a report on the business of the FCS. He gave an overview of current projects, activities, and upcoming plans within the FCS.

SUS Update
Todd Chavez gave a report on the business of the SUS. She gave an overview of current projects, activities, and upcoming plans within the SUS.

New Business
As a follow up to the Controlled Digital Lending presentation, Russell made a motion for FASLC to send Internet Archives any matching items, in the Members Council System that are non-circulating, to Controlled Digital Lending to see if there are matches. Messner seconded; Motion passed. Etschmaier suggested, in the coming months, charging a group to look at results and make recommendations. The council agreed.

Scott thanked Bannister and the Executive Committee for all their work and support this past year.

Adjournment
The meeting adjourned at 11:34 am EST.
COLLECTION MANAGEMENT AND E-RESOURCES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 16, 2021

CO-CHAIRS: Mark Marino and Tara Cataldo
MCLS LIAISON: Judy Russell

CURRENT ACTIVITIES:

The Committee has met five times in the last quarter.

2021 Statewide E-Resources:
The Proquest e-books have been purchased and have been automatically enabled in Alma in each institution's zone for the Ebook Central collection.

2022 Statewide E-Resources:
FLVC staff continue negotiations with the majority having submitted renewal options. Quotes are pending for S&P NetAdvantage, Springer Nature and SAGE. CMESC is discussing multiple offers from Elsevier for 2 engineering databases. The committee has reviewed a 3-year offer for the Proquest databases and voted to accept this offer.

ACTION ITEM: MCLS must vote on the Proquest recommendation

2022 Group Licensing:
FLVC staff are waiting on pricing for EBSCO-RLG, MLA, and ProQuest Avery Index to Architectural Periodicals for the state universities

E-Resources Task Force:
A small task was formed to create a snapshot of the positive impact of the state-wide collections. The group plans to have work completed in September.
We wish to convey a sense of urgency to the MCLS regarding the situation with the need to replace the current digital library platform service. The current system will no longer be supported as of November, 2022. The committee has been working with the Library Services division of Florida Virtual Campus for two years to assess options for a feasible replacement platform. There is a distinction between what is desired in a platform for all members and what basic functions will allow a platform to serve as a functional service for a reasonable number of our members. DISC members have raised the question if a “statewide digital library platform” is actually needed vs. a platform available for institutions which do not have a system of their own. The needs and criteria differ depending on the answer to that question.

CURRENT ACTIVITIES:

- FALSC reported that the implementation of Alma/Primo VE has gone well. Busy cleaning up migration issues and reviewing functionality.
- We will refer to FALSC as FLVC going forward.
- DISC members attended a presentation on the Texas Digital Library, “a collaborative consortium which “builds capacity among its membership for ensuring equitable access to and preservation of digital content of value to research, instruction, cultural heritage, and institutional memory.” The TDL uses D-Space as their platform.
- Discussions continued regarding possible and reasonable options for a new platform for a statewide Digital library platform to replace Islandora 7 currently in use (expiring November 2022).
- Recognized the Open Journal System upgrade delivered by FLVC, with gratitude.
- Committee began reviewing the Charge under which it operate, with an eye to proposing an update to the members’ council.
- Subcommittees remain paused and the Islandora sub-group has joined back in with the regular DISC meetings to assist with information sharing and to ensure awareness of Islandora replacement options is widespread.
A review and update of services provided by FLVC under the area of Digital Initiatives was provided

- Florida Online Journals – OJS. Currently upgrading to 3.3.0.5. Testing almost complete. https://journals.flvc.org/
- ETD Server – transfer to FL-Islandora almost complete. Only 5 items left to update.
- Excel to MODS Transformer http://exceltomods.flvc.org
- PALMM – Any changes keep in mind grant requirements http://palmm.digital.flvc.org/islandora/object/palmm%3Aroot
- PURLs http://purl.flvc.org/
- Citation Server – FLVC would like input on the future of this service and how it could best be utilized. The use case scenarios do not align with current platform.
- FOAL – Florida Open Academic Library https://openlib.flvc.org
LIBRARY ASSESSMENT STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 16, 2021

CO-CHAIRS: Kirsten Kinsley and Tammera Race
MCLS LIAISON: Katie Sacco

CURRENT ACTIVITIES:

In deference to all those in the throes of ALMA implementation, we only met once this quarter.

23 June 2021
We had informal discussion with guest speakers from FSU Dr. Jesse Klein and Dr. Nick Ruhs on Best Data Management Practices for Privacy

Discussion topics included:
- Definitions of data management
- Anonymization vs. deidentification
- Third-Party Data considerations
- Data Retention procedures and policies
- FAIR Principles: Findable, accessible, interoperable, reusable: Principles to follow when collecting data
  - FAIRy Tale: A Fake story in a trustworthy guide to the FAIR Principles for Research Data

19 August 2021
Tammera Race presented at a FACRL Webinar on Data Visualization for the Collective: Developing a Dashboard for Florida Academic Library Assessment that demonstrated the LASC LibGuide Dashboards created in Microsoft PowerBI & Tableau

Future Directions for Fall Meetings:
--LASC LibGuide –open discussion on updating this guide and how the dashboard might be used
--ALMA update
--Salary Data –how to use data to support efforts toward equity in pay and retention

Meeting in September TBD
RESOURCESHARINGSTANDINGCOMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 16, 2021

CHAIR/Co-Chair: Nava Cohen; Xuan (Lily) Pang
MCLS LIAISON: Stephanie Clark

CURRENT ACTIVITIES:

As of our August 2021 meeting:
- RSSC is focusing on settling into Alma Resource Sharing module and retrieving material that has been in transit during COVID/Aleph migration into the spreadsheet generated by FLVC
  - Discussion of lost items and delayed in transit items
    - TBLC is changing vendors later this year which may change the issues
    - RSSC subcommittee created for establishing claims return policy
- Alma Resource Sharing module
  - Configuration questions and feedback on modifying the lending workflow and paperwork
  - Discussion of fulfillment process, items included on the lending material, and workflow
- RSSC members are looking at revising/working on the following concepts for 2021-2022:
  - uBorrow Lost Manual Updates
  - Claims Return Policy
  - CDL & Alma
- RSSC is working to establish open office hours like other FLVC Standing Committees as we continue transitioning into Alma
CURRENT ACTIVITIES:

TSSC meets the second Monday of each month from 2:00 - 3:30 pm. Upcoming meeting dates: September 13, October 11, and November 8.

During the past quarter, the FLVC Technical Services Standing Committee (TSSC) met three times. Below is a summary of activities for the past quarter.

Cataloging Authorities Working Group (CAWG)
Planning for implementation on July 13 and working on pre-migration cleanup and planning for post-migration cleanup projects. Their last meeting was Friday August 27. The list with the post migration cleanup was handed over to TSSC’s MQCS subcommittee. Relevant files and links from their Libguide will be moved to the TSSC’s.

Metadata Quality Control Subcommittee (MQCS) / eResource Task Force of the MQCS Subcommittee
Didn’t meet in June or July. New members are being recruited to help lead clean-up projects. Additional cleanup guidelines and procedures are being added to the TSSC LibGuide.

TSSC Cataloging Guidelines Subcommittee. Day One cataloging guidelines were created for Alma Resources’ users addressing mainly the NZ. The guidelines were posted in the CAWG guide, the TSSC guide, the Alma Resource Management guide. https://falsc.libguides.com/c.php?g=1156894&p=8450683

Trainings Subcommittee
Training Group is on hiatus right now but will resume work closer to go live.

Change the Subject Task Force
The group is largely on hold until migration. Plans to re-convene in the Fall and begin creating list of changes to implement.

Authority Subcommittee
A new subcommittee was created to address how authority jobs will be handle in Alma.

Drop-in-Office Hours
TSSC offers to answer questions from catalogers once a week in a virtual space. Staffed by volunteering catalogers from the SUS and FCS.
TEXTBOOK AFFORDABILITY AND OER STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 16, 2021

CO-CHAIRS: Shannon Dew and Chris Levesque
MCLS LIAISON: Erick Dominicis

CURRENT ACTIVITIES:

The TAOER Standing Committee heard a presentation by Dorrine Banks and Aaron Krebeck of the Washington Research Library Consortium about Controlled Digital Lending by member libraries. The consortium maintains a sharing collection of over 3 million volumes which had been transferred via courier and the pandemic led them to look for other methods to distribute materials. WRLC joined the OpenLibraries Project in a limited fashion, which allows metadata from OpenLibrary to appear in Primo.

Members discussed CDL projects at their libraries:

1. UF Libraries are working on small-scale CDL projects with just 30 titles related to specific courses. This collection is not discoverable and is linked directly with courses. UF Libraries worked with their General Counsel to develop their CDL project within the framework of copyright compliance.
2. Florida Southwestern College is working with scanner vendor DSLG for CDL because its IT department does not believe Google Docs is secure enough for CDL. The collection started with the 25 most requested textbooks, which were scanned and made available to students with a QR code.

Members also set the agenda for the 2021-2022 Academic year, including institutional reports and a review of Open Education Resources for the top-ten General Education Courses and Dual-Enrollment courses with the goal of creating a resource that can be shared across the 40 member institutions.
During the August meeting, members discussed how to review and add resources that may eventually become part of a collection of OER for high-enrollment General Education courses. Members indicated that we should take note of faculty feedback that they need more than textbooks or textual resources, to include ancillary materials and to identify them by resource type and how they might be used. Information about which materials have been adopted by faculty teaching in Florida would also help faculty select materials.

Members also discussed the example provided by California funding Zero Cost Degrees for its institutions and how those ideas might be used in Florida. The initial step is to develop a database of OER for 18 General Education courses. Because reports provided by Florida institutions of higher education do not lend themselves well to creating a visual dashboard showing costs and savings, members from SUS institutions will review the template used by FCS institutions to try to develop common data.

The TAOER Committee requests that MCLS approve the members’ recommendation that the FLVC OER Summit continue in 2022 as in virtual, in-person, or hybrid format.
USER INTERFACES STANDING COMMITTEE

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Diana Matthews
MCLS LIAISON: Margaret Hawkins

CURRENT ACTIVITIES:

The committee selected a new chair, Diana Matthews (Santa Fe College) and a new secretary, Paul Williford (University of West Florida).

In preparation for the handover of outstanding Alma/Primo issues from the Discovery Working Group, the committee has committed to meeting twice a month (first and third Monday afternoons), with the goal of completing critical issues prior to the full Ex Libris re-load and re-indexing of MARC records in Primo VE.

Additionally, the committee has created a new subgroup, led by Adam Chalmers (University of North Florida), to explore how JavaScript can be used to improve Primo functionality and usability. The other current subgroups are an accessibility group and a group examining best practices for communication and settings in the library catalog for emergency situations, such as hurricanes. Both subgroups have been on a hiatus during the Alma/Primo transition and will restart shortly.

There are currently three vacancies on the committee that we look forward to filling.
NEXT-GEN ILS
ACQUISITIONS/SERIALS WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Ernestine Holmes/Michelle Rezeau
FALSC LIAISONS: Jay Wiese/Clayton Tucker

CURRENT ACTIVITIES:
The ASWG had their last meeting on 8/24/2021.

• Pam Tejes of Ex Libris provided a demo of the Alma deposit account/prepaid workflow on 6/8/2021.
• Trenita White, SFC and liaison from the Systems Working Group, provided a demo of Alma eBooks workflows and shared her procedures documents on 6/8/2021

The following issues were discussed in the last quarter:
• Scoping of receiving operator, purchasing operator, and cataloger extended roles and differences between each
• FY Rollover and rolling over with allocations and without
• Invoices not paid in Aleph before cut-off, paying in Alma before FY Rollover
• EOD/EOCR ordering
• Testing workflows in the Sandboxes
• Go Live migration statistics
• Items that migrated as Claims
• Items that migrated as Received but not actually received in Aleph
• Work Orders for post-receiving workflows
• Letters sent automatically from Alma to the vendors
• Fund reports in Analytics
• API Ordering via GOBI
• PO Lines In Review
• Orphans BIBs and order records
• Acquisitions Process Type on Items and Primo Display
• Field mapping for EOCR
• Spine-o-matic labeling program
• Changing fund owners from institution to accounting unit
NEXT-GEN ILS
CATALOGING/AUTHORITIES WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Dave Van Kleeck
FALSC LIAISONS: Daniel Cromwell/Melissa Stinson

CURRENT ACTIVITIES:

The Cataloging/Authorities Working Group (CAWG) meets every Friday from 2:00 pm to 4:00 pm. CAWG Agenda, minutes, and recordings are posted to the CAWG section of the FALSC Next-Gen ILS Implementation LibGuide (https://falsc.libguides.com/c.php?g=1007029&p=7347430). Migration issues identified by the Authorities, Bibs, Holdings, and Items Subgroups are posted to the CAWG LibGuide under Working Documents.

CAWG has been focused on post migration issues since the Go Live in July. These have fallen into two main areas. The first is reviewing the migrated data and Alma/Primo functionality compared to the pre-migration data and functionality during the Test Load phase. The second area is populating a spreadsheet of post-migration data remediation projects. Many of these were holdovers from the pre-migration project list. The list can be found on the CAWG TEAMS site and as solutions/instructions for the projects are developed, they are being added to the spreadsheet.

A list of Go Live Known Issues is being populated on the LibGuide (https://falsc.libguides.com/c.php?g=1007029&p=8476372), and solutions to the issues are being added as they are identified. A list of Go Live Resources (https://falsc.libguides.com/ILS-Implementation/GoLiveResources) has also been developed. It contains links related to Go-Live and Post Go-Live activities library staff might need to set up certain functionality within Alma and Primo. As new procedures are developed, they are being added to this list. As an example of this is that CAWG developed a list of Day One Cataloging Guidelines that were shared with consortium members and added to this list. These guidelines and additional information is also being added to the Resource Management Guide section of the Alma/Primo VE Resource Guide (https://falsc.libguides.com/AlmaPrimoVE).

In addition, members of CAWG are serving as resources for Alma cataloging-related questions during the FLVC Technical Services Standing Committee's weekly open office hours held each Wednesday from July 21st through September 8th.
NEXT-GEN ILS
CIRC/RESOURCE SHARING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Lindsey Xanthopoulos
FALSC LIAISONS: Clayton Tucker/Chrissy Cogar

CURRENT ACTIVITIES:
The circulation and resource sharing working group spent spring and early summer preparing for Go Live. Our last meeting was held on Tuesday, August 24.

The group worked on adding content to the Problem Reporting Sheet and the Known Issues List. Both documents were reviewed at meetings for additional content or clarification on topics.

Group members attended the series of Alma Workshops presented by ExLibris.

Group members test the features for registering Reciprocal Borrows and using Return Anywhere. Testing was done across institutions to ensure the procedures were accurate and the processes worked correctly.

Small groups were formed to look at Workflows and Course Reserves. The small groups brainstormed ideas for how to use these features in Alma.

A series of quick guides were developed for Day One of Go Live. These documents were meant to be useful How Tos for staff and student employees working with Alma for the first time. Topics included: Checkin and Returns, Processing Holds, Viewing Patron Records, etc.

The group also discussed institutional policies they planned to put in place during the Aleph Freeze. Considered how to handle Checkouts, Fines. Remove blocks, and due dates at the local level.

Huge thank you to Clayton Tucker and Chrissy Cogar for ALL of their excellent work guiding the group and being our experts on all things Alma!
NEXT-GEN ILS
DISCOVERY WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Laura Gayle Green
FALSC LIAISONS: Cherie McCraw/Jay Wiese

CURRENT ACTIVITIES:

The Discovery Working Group’s last meetings included discussions of how the implementations have rolled out, what changes have been made to the interface at the various institutions, and in general what feedback folks have received. Cherie has generously hosted open office hours during the DWG meeting times, and a number of people have brought their questions to those sessions.

I’d like to express my heartfelt thanks to the working group members for their time, energy, and collective brain power. Most of all, many thanks for the FALSC team for their dedication and hard work!!
NEXT-GEN ILS
ERM WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Tina Buck
FALSC LIAISONS: Lisa Tatum/Rachel Erb

CURRENT ACTIVITIES:
As of mid-July, the ERM WG voted to change our weekly meeting to an ERM Office Hours open to all. We did this so that everyone working with electronic resources in Alma would been able to ask questions and learn together. Thank you especially to Cherie McCraw for leading these sessions and providing guidance and training on numerous issues.

With this final MCLS report, I would like to recognize the contributions and hard work of all ERM WG’s members and FLVC liaisons.

Respectfully submitted,
Tina Buck
CURRENT ACTIVITIES:

The Joint Use enhancements that were designed by Exlibris were released in the last quarter before implementation. The committee had very little time to study the release and to understand how the enhancements would work. The main enhancement was centered around acquisitions and cataloging.

The committee members attended the training workshops and were able to practice in small groups before Go Live. This practice time helped us generate questions about how the enhancement was going to work.

Because we represent different types of joint use libraries, we discovered that parts of the enhancement worked well for some, and not so well for others. Each institution’s relationship with their partner is unique which makes it difficult to create a systematic checklist or workflow that will apply to all.

After Go-Live, we put into practice what we reviewed in various training sessions.

One librarian noted that letters and notifications are not configured by libraries but by institutions.

For UCF, there are still issues surrounding Circulation and UBorrow amongst the Joint Use facilities. There also appear to be issues regarding UBorrow requests that are turning into Hold/Paging instead of UBorrow requests. This was an issue as of 8/10/2021.
NEXT-GEN ILS
SYSTEMS WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Nancy Kellett
FALSC LIAISONS: Cindy Fox/Gary Phillips

CURRENT ACTIVITIES:

• The SRWG met five times since the previous report, and the Reports subgroup met once.
• The WG sponsored an open session on sharing reports with other users at an institution May 28th.
• The WG sponsored an open session on modifying and creating reports in Alma Analytics June 11th.
• The WG assisted Gary Phillips in identifying built-in reports from the Day One lists submitted by other working groups.
• The WG gave input on suggested topics for the upcoming Ex Libris Analytics training sessions in October.
• The WG was disbanded August 27th.
NEXT-GEN ILS
TRAINING WORKING GROUP

Report on Current Activities for the Members Council on Library Services Meeting
September 16-17, 2021

CHAIR: Brittnee Fisher
FALSC LIAISONS: Melissa Sykes/Brian Erb

CURRENT ACTIVITIES: The new resource guide was recently launched. Training working group members submitted information for the guide and will continue to do so since the guide is considered a living document.
FLORIDA ACADEMIC LIBRARY SERVICES COOPERATIVE

FLORIDA VIRTUAL CAMPUS

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 partners with the Florida Academic Library Service Cooperative (FALSC), part of the Florida Virtual Campus (FLVC) under the Innovation Institute at the University of West Florida, that provides which is managed by the Northwest Regional Data Center (NWRDC) through Florida State University. Its purpose is to provide advice and recommendations establish member priorities 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. FLVC is established in law by Florida Statute 1006.73, Florida Postsecondary Academic Library Network (FPALN), 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 FLVC Executive Director for Library Services, who serves as an Ex Officio member. The Chair, Chair-Elect, and the 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.

**Section D: 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, FLVC Executive Director for Library Services, 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 enough 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.
      i. Recommendations concerning expenditures on statewide electronic resources
ii. Recommendations concerning electronic system options 

iii. 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 FLVC Executive Director for Library Services 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 FLVC 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 FLVC Executive Director of Library Services 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. 


8. Amendment and Review of Procedures: The operating procedures of the FALSC FLVC 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 FLVC 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 FLVC 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 FLVC regarding service and product development
- Creating committees and task forces as needed
- Participating in the selection of the 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 FLVC 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.

Section C. Meetings of the Executive Committee

1. **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 FLVC 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. FLVC 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.