



ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

Steering Committee Conference Call Notes

ASERL Collaborative Federal Depository Program

January 27, 2009 - 3:00pm EST

Attendees:

- *John Burger, ASERL
- *Cheryle Cole-Bennett, ASERL
- *Chelsea Dinsmore, University of Florida
- *Valerie Glenn, University of Alabama, program chair
- *Laura Harper, University of Mississippi
- *Bill Sudduth, University of South Carolina
- *Mary Beth Thomson, University of Kentucky
- *Faye Jones, Florida State University Law Library
- *Judy Russell, University of Florida
- *Mary Clark, Library of Virginia

AGENDA

1. Project Updates:

- a. WPA: 1586 titles were cataloged in the WPA collection, comprising of 1822 items, now bar coded. They are currently being shelf read and put in call number order by GA/students.

Original cataloging : 8

Derived cataloging : 109

Copy cataloging : 1469

In Cataloging queue: 20 [some will end up in "I" rather than "FW"]

20 problems still on the shelf

5 items that did not belong in the collection

Some call numbers were readjusted upon verification in the Monthly Catalog or Cumulative title index. Records were kept so shelf list cards could be adjusted, but not yet counted.

Currently:

Working on some double checking of records, and pulling reports.

Next steps:

Will merge updated spreadsheet with the original spreadsheet and identify gaps in the collection.

Will run query in the catalog to identify WPA material in other locations in the library.

UNLV is thinking about weeding their WPA material having to do with the Hoover Dam

b. DoEd: Temporary cataloger has finished the first pass through the paper. Pamphlet collection has been gone through. Fiche is being gone through as are CD and DVD. Items are being checked for barcodes and cataloging. Stats will be emailed.

c. Panama Canal:

Total # of items: 174

18 Items waiting on shelf to be added to holdings list for processing

80 volumes waiting on shelf to be processed for shipment to IA (volume count is lower than item count since some volumes will be broken into separate items upon scanning)

12 volumes have been sent to preservation to have their "strings loosened" to facilitate scanning.

45 titles have been scanned at IA (includes one title on fiche)

An agreement has been signed with the Panama Canal Museum and the library is ready to begin receiving their material.

d. Training Committee (Mary Clark, Chair): No new activity. John, Cheryle, and Mary will talk separately about getting this process started again.

e. ASERL Dean's Committee (Judy Russell, Chair): See posted update. Sarah Michalak, Dean of Libraries at UNC Chapel Hill has joined the committee.

2. Status of RFP and scheduling sessions: RFP application closes on January 29th. This RFP represents the first phase in a five phase process. The business analyst will work with stakeholders to identify the data requirements needed in the masterlist. The second phase engages a Solutions Architect who, based on the requirements, will either assist in the selection of a "shelf-ready" product or in the design of a custom build. The third through fifth stages involve the building, testing and deployment of the masterlist. Meeting dates with the Business Analyst are being scheduled for the last week in February and dates are expected to be finalized soon.

Lizanne Payne from CRL will listen in on the stakeholder sessions with the Business Analyst as they are working on a similar project.

3. Business Requirements: In preparation for the stakeholder sessions, Committee members are asked to think about what type of data is needed, what fields will be optional, what levels of security/access are needed, how the data might be used and by whom, types of searches, input/export capabilities, etc. What are our critical success factors? What will make this database successful?

More discussion needs to happen over email prior to the meeting.

4. Review/Approval of MOU: basic editorial changes are being made as they come in. A few questions remain outstanding:

- What is meant by access and delivery of subject expertise?
- Defining the level of cataloging needed for materials
- What kind of contingency plans are needed should a library need to relinquish their "center of excellence" role?

Subject expertise: how do we certify or identify an expert? How far away from the collection can an expert be? Is the expert an expert in the subject area or on the physical collection? Does local faculty need to be brought in? There was consensus that this project needs experts in what contained in each collection, rather than experts in the overall subject matter. The experts will therefore likely need to be located close to the collection. Once the centers are created a good

website that describes the holdings will help with the knowledge base. Knowledge of the collection will also grow as the collections are used more.

Does the MOU 'require' that the library maintain or commit to designating an expert in the collection? Does this tie in with the GIO project? It seems that there may be opportunities to be included in that project.

Contingency plan will be discussed at another time.

What is meant by an archival copy? There is a MARC field that indicates that a copy will be permanently maintained. OCLC is beginning to indicate records that identify items and libraries as preservation collections. Are we asking that the copy be permanently retained or that it will not circulate—a copy of last resort? This discussion will be continued via email.

5. Upcoming Milestones/measurements in the grants timeline: Document about collection size and use is coming due. How to define use—perhaps circulation over the last year? Is there a way to count scanned pages and web hits. So, we will use circulation in the last year as a starting baseline.

Grant narrative indicates the expectation of *increased public use of target collections based on pre-project and post-project measures of use at each library. Measures will be defined at the beginning of the project based on usage metrics each library already collects; they may not reflect complete usage of the collections, since some uses (such as that resulting from collection browsing) are difficult to measure.*

Next meeting date: The next conf. call date is tentatively scheduled for February 24 at 3:00pm (EST). This may be subject to change based on scheduling of the stakeholder sessions with the Business Analyst.

Adjournment: Meeting adjourned at 3:55pm.