



ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

### **Steering Committee Conference Call Notes**

ASERL Collaborative Federal Depository Program

**March 24, 2010 - 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  
Sandee McAninch, University of Kentucky  
Mary Clark, Library of Virginia

David Vidor submitted his resignation from the Steering Committee and the Training Subcommittee citing competing demands on his time. We want to thank David for his contributions to the committee and acknowledge his work in helping get this project off the ground.

#### **AGENDA**

##### 1. Updates

- a. WPA: nothing new to report.
- b. DoE:
  - Bill is in the process of getting the records from Marcive for the 7500 record gap in their catalog at an approximate cost of \$2000.00.
  - Checking N&O lists.
  - Doing item record checks for barcodes.
  - Only missing about 400 records.
  - Total ED records universe: between 32000 and 40000 records (includes item records).
- c. Panama Canal: Added the project to the FDLP Digitization Registry (<http://registry.fdlp.gov/>).
- d. Training Committee: Mary reported her most pressing task is to revitalize the Committee due to turn-over in membership and the need to address non-responsive members.
- e. ASERL Dean's Committee:
  - Met about 2 weeks ago. Drafting a document for regional planning.
  - Does not address the Ithaka report step-down plan for reducing the number of regionals, focuses rather on streamlining and organizing processes.

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- Expect the draft to be released in the next couple of weeks to Deans at regionals and distribute from there.

2. Steering Committee Membership – term of service:

- Is the make-up of the committee working? Does anybody need to withdraw?
- The goals and role of the steering committee has shifted as the focus of the project transitions from start-up to one of implementation. The MOU may also shift the dynamic as more people sign up to the COE's.
- The existing COE Project Managers are integral to the committee make-up but feel they cannot manage the projects and chair the committee at the same time.
- Members voiced the need for Selectives to have a presence on the committee. The Steering Committee membership should continue to be 8-10 members (a quorum of 6).
- It was suggested that the Steering Committee meet less frequently, every other month or "as needed", and the Oversight Team (COE Project Managers from UK, USC and FL) meet more frequently. Every-other-month was agreed upon for sometime in the near future.

**Discussions:**

Sandee asked if the COE's should include fugitive documents in the collections? General agreement is that we should not miss an opportunity to incorporate fugitive documents; however, it might be more appropriate to class in LC, rather than attempting to assign SuDoc numbers. Sandee also asked about artworks created by the WPA and whether we should attempt to obtain metadata from the art museum which holds the collection. The question was asked if the fields we have begun to identify for the master list would work for artworks. Manuscript material was raised as another possible type of material that might be included. It was also brought up that websites could be used to help bring these groups of different materials together, even if they weren't included in the master list.

Mary brought up the question of if one COE wants to broaden their universe of document types and another one wants to stick more closely to the strict interpretation of agency publications—how does that affect the overall structure of the program? Group consensus was that this would be addressed in the MOU.

3. Status of Masterlist requirements:

a. Finalize homework assignment -

- Minimum fields in the 100, 110, 700 and 710 are a and b, but would also request d.
- Place holder ID: group is more or less happy with a collection designator, institutions OCLC symbol and the holding institutions id number, so (WPA)KUK#####.
- Link back to source library: Bill's idea for a script will be pursued.

4. Next meeting date – **May 26**. Note: The focus of this meeting will be on defining expert reference service and the identification of subject experts at the COE.

5. Memorandum of Understanding (MOU): tabled until next month.

6. **Adjournment:** Meeting adjourned at 4:00pm.