



## ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

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

ASERL Collaborative Federal Depositories Program (CFDP)

**September 22, 2010 - 3:00pm EST**

#### **Attendees:**

Mary Clark, Library of Virginia  
Cheryle Cole-Bennett, ASERL  
Chelsea Dinsmore, University of Florida  
David Durant, East Carolina University  
Valerie Glenn, University of Alabama, program chair  
Laura Harper, University of Mississippi  
Santee McAninch, University of Kentucky  
Judith Russell, University of Florida  
Bill Sudduth, University of South Carolina

#### **AGENDA**

##### a. Brief Updates

1. WPA : UK is beginning to compare duplicates from the University of Missouri and is working to identify copies by condition. Contemplating how to make a truly archival collection, including digitization on demand. Missouri has additional copies of some of the WPA materials and UK may consider acquiring the second copy for their collection. They expect to keep two copies of Kentucky materials and possibly three. [Note: Question about duplicate copies for all Southeastern states was raised, though not addressed. The discussion focused primarily on scalability - is it feasible for a COE to retain so many copies? Further discussion is needed]. Also looking at lists from Kentucky and Florida.
2. ED : Work continues on identifying missing item records from the Marcive load – about 80% complete. Most of those are ERIC microfiche (98-99%). Expecting to identify a fairly short list of items not held.
3. PCZ: Post quality control being done on a number of digitized items and de-duping. Hope to have information from their general counsel regarding the GPO agreement by DLC.
4. Dean's Task Force (Parking lot issues): No recent activity. It was suggested that perhaps it is time to poll interested parties to see if agreement can be reached on the microfiche and shipping costs issues that had been posted for discussion. It was acknowledged that September is a very busy time of year and this may be having an affect on the level of discussion but we need to set a deadline so that the remaining topics can be addressed. It was decided that the originators of the current discussions (Jan and Barbie) should post a reminder with a deadline of October 1 for comment. The projected outcome of the discussions is to create proposals to give to the Deans in early November, so they may review the information prior to the November ASERL meeting, where a new draft will be under discussion. It was suggested that the group's proposal should either reach consensus or provide specific recommendations. It would most helpful to identify, if there is not consensus, the pros and cons and an indication of the level of support (80/20, 50/50?) Steering Committee members also agreed to initiate the discussion for the remaining issues:
  1. COE vs. Comprehensive collection—Santee
  2. State based procedures as a first tier of disposal combined with the number of days items should remain on the various disposal lists—Bill

3. ILL—David

4. Digitization--Valerie.

It was decided that emails will be sent starting Monday, October 4<sup>th</sup> with a deadline for comment of the 15<sup>th</sup>.

[Addendum: in an effort to better focus discussion of the topics, emails on the first two issues (COEs/state based) will be sent on the 4<sup>th</sup> with a deadline of the 15<sup>th</sup>; followed by the last two issues (ILL/digitization) being sent out on the 18<sup>th</sup> with a deadline of the 29<sup>th</sup>.

5. Training Committee: Mary indicated that she had been in communication with Beth but had nothing new to report at this time. Language for the boilerplate template promoting the CFDP COEs was discussed and small tweaks were suggested and agreed upon. Mary will distribute the information to the GIO libraries. IMLS grant guidelines require acknowledging IMLS funding support in printed/electronic documentation for the project (as per their general terms and conditions - [http://www.ims.gov/pdf/GTC\\_0410.pdf](http://www.ims.gov/pdf/GTC_0410.pdf)).
- b. Memorandum of Understanding (MOU). A few tweaks were suggested, but otherwise it was acceptable to the group. The next step will be to seek a review from one or more university general counsels.
- c. Finalize the "archival copy" issue. Recommendations will be included in the "Best Practices" attachment to the MOU. We may want to borrow similar language from the ASERL virtual storage project documentation. It was suggested that COEs may want to consider creating paper surrogates before circulating or digitizing on demand for ILL purposes.
- d. Masterlist Update
  1. Marcive update (brief). The letter is circulating for signatures.
  2. OCLC records use policy - WorldCat Rights and Responsibilities for the OCLC Cooperative. Review of the policy indicates that our use of the OCLC data does not require permission or notification to OCLC, and the ASERL Board agrees.
  3. Test of records – Valerie, Sandee and David are currently reviewing a test set of CFDP records and should have their recommendations/comments completed by September 30<sup>th</sup>.
- e. IMLS Interim Narrative and Financial Report due October 31. Please submit all grant reports/forms to Cheryle by October 8<sup>th</sup>.
- f. DLC – Steering Committee meeting, October 18, 2010. 6:00, meet in the hotel lobby and walk to Chevy's.

A discussion of the November conference call scheduling and possible conflicts with the Thanksgiving holiday will on the meeting agenda on 18<sup>th</sup>.

Meeting adjourned at 4:03pm