



## ASSOCIATION OF SOUTHEASTERN RESEARCH LIBRARIES

### Steering Committee Conference Call Notes

ASERL Collaborative Federal Depository Program

April 27, 2011- 3:00pm EST

#### Attendees:

Stephanie Braunstein, Louisiana State University  
Mary Clark, Library of Virginia  
Cheryle Cole-Bennett, ASERL  
Chelsea Dinsmore, University of Florida  
David Durant, East Carolina University  
Faye Jones, Florida State University Law Library  
Bill Sudduth, University of South Carolina  
Sande McAninch, University of Kentucky

Welcome Mary Clark as CFDP Steering Committee Chair!

#### a. Brief Updates

1. WPA : Bringing in materials from other states and making use of the gap reports. Beginning to digitize Kentucky materials. Recently identified WPA items in the Masterlist from records contributed by the Library of Virginia and Auburn University which are not owned by UK. Will be contacting both institutions shortly.
2. ED : 60-70% through the ERIC microfiche part of the project, may slow down due to loss of grad student (graduation). Has already hired a replacement with cataloging experience, will have an overlap of about 4 weeks for training. Library of Virginia will contribute catalog records for ED fiche. KY is almost finished with their ED paper collection inventory and expects to contribute records at the completion of that project. The University of Georgia has also agreed to provide ED records when they complete the inventory of their collection – expect to complete sometime in May.
3. PCZ: More digitization in progress. Scanned items are available on Internet Archive as well as harvested to the UF digital collection. Pleased to have obtained a unique item for the collection from UK which they previously did not own nor were aware of.
4. Database Uploading: Some libraries are including leading zeros with their OCLC numbers, and some are not. As there is not a standard length to an OCLC number, we propose to not include leading zeros when uploading files—accepted by group. Documentation will be updated to reflect this change.
5. Training Committee: Mary has created a basic “how to be a COE” PowerPoint that we can use as a basis for presentations. The document will be posted to the ASERL website after review by committee members (expect to post at same time committee meeting notes are posted). Chelsea will be presenting to the Florida Library Association next week and plans to incorporate the PowerPoint in her presentation. Chelsea and Valerie Glenn are also currently writing a paper on the project – no information on release date.

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6. New COEs - status update  
18 libraries have now expressed interest. Of that 13 have signed MOUs, 5 have not yet done so.

**Signed MOUs:**

Auburn University  
Clemson University  
East Carolina University  
Levin College of Law, UF  
Library of Virginia  
Louisiana State University  
University of Florida, Hearings (not Prints)  
University of Kentucky  
University of Memphis  
University of Mississippi  
University of North Carolina - Greensboro  
University of South Carolina  
University of Virginia

**Expressed interest, not signed MOU:**

Florida International University  
Law Library of Louisiana (MOU with General Council)  
Louisiana Tech University  
University of Georgia

Northern Kentucky University is the most recent library to express an interest in serving as a COE though has not yet identified their collection of interest.

- b. Gap analysis methodologies, cataloging best practices and COE checklist  
Document was reviewed, edited and new draft to be sent out to the committee shortly.

Adjourned at 4:20pm

Next Meeting is scheduled for 3:00pm, May 25, 2011.