CUARL
Meeting Summary
September 28, 2007
Access Grids—UAF & UALR
8:00 a.m. to 10:30

Members Present: Carolyn Allen (UAF), Wilma Cunningham (UAFS), Mary Ryan (UAMS)

Others Present: Anne Marie Candido (recorder), Dan Puckett (access grid technician, UAF)

Carolyn Allen stated that the goal of this meeting is for the members to discuss the committee reports and reach a decision as to what direction CUARL will move in from this point. The meeting should also help determine whether the various committees already formed should be kept or disbanded, or new ones created. Carolyn indicated she was on the whole quite pleased with the reports and that they will surely be sufficient for the group to reach the determinations necessary before the meeting is over.

Dan Puckett informed those present that the meeting is being recorded and that he will send a DVD recording of the meeting to Sandra Campbell (UAM) and Wanda Dole (UALR).

Agenda items for discussion:

I. Digital Initiatives Committee Final Report

Carolyn recommended that the Committee be responsible for managing and building on a Web site that provides access to the digital materials posted from each member library. The Committee should be careful about duplication of sources. However, if each individual library has a unique collection of materials related to the same subject, links to those materials should certainly be provided. Carolyn mentioned that since UAF has had experience in creating and preserving oral histories (through the Pryor Center for Oral and Visual History), it could lead the way in providing expertise for this Web site.

All agreed that, as discussed in the previous meeting in April, ContentDM should work out well as the software in common for this initiative. Mary said she thought that UALR and most of the other libraries have had good luck with this software. Wilma mentioned that her library has not yet acquired it but had plans to do so, especially since it would also be useful for their Disaster Recovery Plan. Mary mentioned that she knew that acquiring this software was not a priority for UALR library right now, but that at least UAF, UAMS, UAM, and UAFS can begin providing content, and UALR and UAPB could add to it as they wish.
Carolyn suggested leaving the Digital Initiatives Committee intact for the foreseeable future and that its main task would be to build a centralized Web site with links to the materials. All present agreed with this.

Mary inquired if UAF library submitted graduate students’ dissertations to ProQuest to have them digitized in the database ProQuest Dissertations. Carolyn replied that yes, dissertations at UAF were submitted to ProQuest and are available online through that database. She said she would have Judy Ganson, Director of Collections Management, contact Mary for information about that process.

Carolyn pointed out that the Digital Initiatives Committee has suggested in their final report that a digitization coordinator be hired to oversee CUARL’s digital initiative. Even though this is a good idea, Carolyn remarked that she didn’t think the Council could do this right away for budgetary reasons. And even if one were hired through grant money, the position would then be only temporary. The Council has to think more carefully how the Web page would be maintained. Mary suggested that meanwhile the Committee should establish what is needed in terms of content and personnel, even if a coordinator cannot yet be appointed. Carolyn and Wilma agreed.

Carolyn stated that she will check with her Systems personnel to determine if CUARL can have a joint server to handle storage and backup of files. Wilma suggested that each campus could be responsible for the backup and storage of its own digital files. Carolyn and Mary agreed that this would be the best way to handle this issue rather than having a single centralized backup and storage system.

Carolyn remarked that the Council’s digital initiatives would be a good project for some kind of outside funding. She mentioned she would look at the IMLS (Institute of Museum and Library Services) Web site, as well as Kresge and Mellon, to see if this initiative would fit their criteria. Perhaps also the Rockefeller Foundation might be suitable, although the Educational Portal project might be a better fit for a Rockefeller grant.

Mary suggested that while in the process of creating, building up, and managing the Web site of digital collections, the Committee should keep in the back of their minds what specifically CUARL might need in the area of grant support for this project. Perhaps a grant for a robust server to back up all digitized material files would be feasible. All present agreed that this would be a good idea and that it should be kept “in the mix” of ideas for possible grant projects.

Mary brought up the issue of copyright since some of the materials her library has received for digitization have come from outside sources. She thought the Committee should address these issues. Carolyn mentioned that the materials UAF has digitized have not involved copyright issues since the library made sure in advance that there were no copyright questions. Wilma remarked that she felt each CUARL member library should grapple with any copyright issues independently.
II. The Education Portal Committee Final Report

Carolyn felt that the first step for this Committee should be to determine which colleges and departments on each campus have teaching materials to be digitized and linked on the portal. Solicitation letters should be sent to the various member campus colleges and schools to help create content. The resultant materials should then be posted on the Web site—first in test mode to determine how useful the site would really be.

It was decided that a letter of solicitation should be crafted by the Committee, signed by each dean/director and then sent to each relevant college on the member campuses since desired materials may not be limited to those available through the College of Education. Included in the letter should be a request for “content contacts” who could feed links and other information for posting on the Web site.

Dan Puckett, as a consultant to the Committee, mentioned that maintaining and managing the Web site will take quite a bit of work and would probably take a coordinator.

Carolyn suggested eventually approaching the UA System Office for a grant to support staffing and maintenance of the portal, including continual identification of new materials. In the meantime, though, the portal as it is structured now could be kept as a prototype, and links could continue to be added.

Wilma, in addition, suggested that statistics be gathered regarding use of the Web portal. Dan confirmed that this could be done.

The subject of the creation of a CUARL banner came up, and those present noted that Sandra Campbell had mentioned in her comments on the final report that she would be willing to work on having a banner created. Those present thought this would be an excellent idea and decided to take her up on her offer.

Mary emphasized that it would be important to work with educational cooperatives to publicize the portal to the state’s teachers.

Wilma brought up the issue of plagiarism, which perhaps should be added to the portal as a topic of interest for teachers. Mary suggested that perhaps an “Other Resources” section could be added to cover such topics. Wilma also suggested that ideas for science fair projects would be very useful to teachers.

All agreed that the same Committee should be kept in place, with a replacement member to represent UALR.
III. Resource Sharing and Collection Development Committee Final Report
(http://libinfo.uark.edu/Webdocs/dean/CUARLresourcesharingfinalreport.pdf)

Carolyn reiterated the conclusion from the April meeting that the CUARL members do not want to adopt INN-REACH but that a less expensive alternative needs to be identified if a union catalog is to become a reality.

ILLiad, however, is a very good product. Mary agreed, and Wilma mentioned that she would like to adopt it for her library, but right now they are unable to purchase it for financial reasons.

All present agreed that ILLiad should be considered a “product of choice” for the Council. It costs $5,069 per year, and the server would cost an additional $3,000. Those present agreed that by 2009 ILLiad should be adopted by all CUARL member libraries if at all fiscally possible. It was remarked that UALR already has ILLiad. Those present agreed that they would ask Sandra if her library uses ILLiad and ask if she agrees that it should be the preferred interlibrary loan system.

Carolyn stated that she did not think that the idea of a union catalog was really feasible given the state of the library budgets on each campus. Wilma and Mary agreed. Wilma stated that for her a priority would be the adoption of a federated search mechanism rather than a union catalog since the search for and retrieval of journal articles seems be growing in importance over searches for books.

Carolyn noted that the Committee recommended that the Council look into consortial purchase of Biological Abstracts as a high priority. All agreed that looking into this would be a good idea since this resource is in great demand but extremely expensive.

All present agreed that the Committee should create consistent ways of identifying resources that can be purchased consortially and that are not available to CURAL libraries through ArkLink.

The subject of collection assessment was brought up, and those present voted not to do a collection analysis since UAMS has such a focused collection and since a union catalog will not be adopted.

All agreed that the current Committee should be retained to accomplish the action statements mentioned above.

IV. Staff Development Committee Final Report (and Comments)
(http://libinfo.uark.edu/Webdocs/dean/CUARLFinalReport.pdf)
(http://libinfo.uark.edu/Webdocs/dean/CUARLComments.pdf)

Carolyn reported that Janet Parsch is no longer the UAF library’s human resources director and will be replaced by a new person soon to be hired. Juana Young will
temporarily replace her in the meantime. Wilma recommended that Jan Sanders be replaced by Joni Stein.

Carolyn suggested that the Committee identify staff development workshops and conference sessions for member libraries, but attendance at these should not be mandated. Wilma agreed but said her people are good about telling her what conferences and workshops they need to attend for their own professional development.

All present praised the high quality of the sessions and staff development opportunities offered at the annual ALPS conferences.

All agreed that the access grids are a good possibility for use in shared staff development activities. They should be used more often to see how effective they can be. The subject of copyright might be a good topic to begin with.

Experiments are being made in other libraries using *individual* computers to hook up to access grids. Dan mentioned that there is a plan to give all UA campuses this capability eventually.

A list of topics for suggested all-day workshops should be drawn up *first* before the idea of offering them is approved.

All present agreed that the Committee should look further at the survey results they obtained to make recommendations.

Carolyn suggested that the Committee encourage AMIGOS to offer workshops based on training requests and encourage staff to attend. Many of these are very worthwhile.

Carolyn suggested asking Sandra for clarification about her idea of a centralized directory of CUARL library personnel since each campus has its own directory to provide that information.

It was agreed that this Committee remain in place with the reconfigurations of membership mentioned above.

V. Emergency Preparedness Committee Final Report (Form)
(http://libinfo.uark.edu/Webdocs/dean/CUARLEmergencyFormDRAFT.pdf)

Mary said this Committee has had a hard time determining how much planning it really needed to do, and there has been some disagreement about what really has to be done to fulfill its charge. They did unanimously agree to provide major administrative and systems management contact points in the event of an emergency, and this has been done. Mary indicated that she did not think the Committee needed to do much more than this right now.
Wilma remarked that what has already been done is the most important and urgent part of their charge, anyway. The main thing now is to get the online files and databases backed up and running in the event of a disaster. Mary said she believes that it would probably be best for the member libraries to plan individually, using contact information of their own vendors.

Carolyn said she did not disagree but thinks CUARL should designate an official “updater” to update the contact information on a regular basis. Wilma volunteered Dennis Van Arsdale to update the list once a year. She remarked that the systems management teams at each library should be sure to keep each other’s contact information updated, as well.

All agreed that the lesson from Hurricane Katrina is that communication in times of disaster is the most important thing. Wilma said she would have Dennis put the contact information on a shared drive for all the management teams to access.

All agreed that this Committee could be disbanded since by far the most important part of their charge has been accomplished, and after thoughtful reconsideration, the rest of the charge need not be accomplished at this time.

Carolyn reiterated a point from the previous meeting that it was important for each member library to seek a readjustment in their materials budgets to accommodate the increasing demand for online resources.

All present observed that the trend continues to be a reduction in the number of books acquired and a heavier reliance on interlibrary loan—hence the importance of a shared interlibrary loan service in the near future.

Carolyn thanked everyone present for a productive meeting and for their participation. Dan again indicated he would send a copy of the DVD to Wanda Dole and Sandra Campbell, and Carolyn said that Anne Marie Candido will be sending out the minutes as soon as possible.

[Establish agenda and date for next meeting]??

See Summary Action Statements on next page:
Summary of Decision/Action Statements

All Committees will be kept in place (with some replacements necessary), except for the Disaster Recovery Committee, which will be disbanded.

The following are decisions/actions relevant to the various Committees:

I. Digital Initiatives Committee:

- The Committee will establish what is needed in terms of content and personnel for this initiative, even if a coordinator cannot yet be appointed.

- The Committee will be responsible for creating, building on, refining, and managing the Web site that will provide shared access to the digital materials posted from each member library.

- ContentDM will be adopted as the software to be used in common for this initiative.

- Each campus will be responsible for the backup and storage of its own digital files.

- While in the process of creating, building up, and managing the Web site of digital collections, the Committee should keep in the back of their minds what specifically CUARL might need in the area of grant support for this project.

- Judy Ganson, Director of Collections Management at UAF, will contact Mary for information about the process of submitting to Proquest their dissertations and theses electronically.

II. The Education Portal Committee:

- The first step for this Committee will be to determine which colleges and departments on each campus have teaching materials to be digitized and/or linked on the portal. The Committee will then craft a common letter of solicitation, signed by each dean/director, and then sent to each relevant college on the member campuses. Included in the letter will be a request for “content contacts” who could feed links and other information for posting on the Web site. The resultant materials will then be posted on the Web site—first in test mode to determine how useful the site would really be.

- The Committee will add an “Other Resources” link to include useful information and links on such subjects as plagiarism and science fair topics.

- The Committee will implement a way to gather use statistics for the Web portal and periodically analyze the data to determine the over usefulness of the portal.
• The Committee will work with educational cooperatives to help publicize the Web site to the state’s teachers.

• Sandra Campbell and her staff will work on the creation of a CUARL banner for the portal, as well as for other CUARL Web sites.

III. Resource Sharing and Collection Development Committee:

• The Council will look into feasibility of a consortial purchase of Biological Abstracts.

• The Committee will create consistent ways to identify resources that can be purchased consortially and that are not available to CURAL libraries through ArkLink.

IV. Staff Development Committee:

• The Committee will look further at the survey results they obtained to make recommendations.

• The Committee will draw up a list of topics for recommended all-day shared workshops for approval by CUARL.

• All agreed that the access grids are a good possibility for use in shared staff development activities. They should be used more often to see how effective they can be. The subject of copyright might be a good topic to begin with.

• The Committee will encourage AMIGOS to offer workshops based on training requests and encourage staff to attend.

V. Emergency Preparedness Committee:

• This Committee has completed the most important part of its charge, and it was agreed that the other parts of the charge are not necessary to complete at this time. As a result, the Committee will be disbanded.

• Other than sharing a common list of contact information, the member libraries will plan for emergency preparedness individually, using contact information of their own vendors.

• Dennis Van Arsdale will update the shared list of administrative and systems management contact information once a year.

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