

**Advisory Group for Research Services and Scholarly Resources
(AGRSSR)
Minutes
August 11, 2010
Library West 429**

Present: Joe Aufmuth, Denise Bennett, Michele Crump, Robena Cornwell, Rebecca Jefferson, Cathy Martyniak, Peter McKay, Ann Lindell, Rachel Schipper, Laurie Taylor, Carl Van Ness, Pricilla Williams, Cecilia Botero, Patrick Reakes, Judy Russell, Marilyn Ochoa, Isabel Silver

Not present: Sam Huang, Christopher Vallandingham, , Ben Walker, Ryan Litsey, Chris Poehlmann, Jan Swanbeck

I Minutes Approval

July minutes have been approved.

II Additional Agenda Topics:

Scan on demand. This topic will be discussed further in section IX.

III DLC Update & Projections for Discussion/Approval – Laurie Taylor

Laurie Taylor distributed a [capacity report](#) of the changes from the last report and would like feedback from AGRSSR.

Question: Was the format helpful in making decisions?

Question: Are there any program support functions missing?

This report has added a report for exhibits section to allow some materials to be digitized. Time has been allotted for that.

Question: Are there similar priorities or program needs that have not been met that should be added?

Question: Are there any services missing?

Time has been allotted for inclusion of tenure packets and/or mid career reviews in October.

Currently there is a category for support. It is broken down into different categories such as itemized special collections materials that can be digitized and put on line. There might be a need for a service category.

On the attached report, the top table is a summary and unallocated hours are reflected on the bottom line. It shows zero hours for September because there are no unallocated hours. Guidance may be needed on where to make space to ask for service the DLC group provides. That would mean there needs to be an adjustment to some of currently listed projects. A lot of adjustments cannot be made with the grant deadlines. If the DLC group is asked to make space for service the DLC may ask what projects to trade out since there is no wiggle room. Individuals need to look/plan ahead when applying for grants to avoid these types of decisions.

Suggestion:

- One way is to have the cost share with the non DLC faculty and staff in the subject area so that the grant is used in hiring staff to do the digitizing; although, staff have to be trained to supervise . This would be less of an impact on the DLC if part of the grant is covering digitizing for training workers.
- Need to plan ahead approx. 3 to 9 months to allow Sam Huang time to look for funding. For example, during the celebration in March2011 for the anniversary for the naming of the Judaica Collection there maybe some materials it would be desirable to digitize and put on the web site to be a part of it. Judy spoke with Rich Bennett and asked that anytime an exhibit is done that there be a virtual exhibit including digitized materials and not just digital photographs.
- Itemize proposals and think about all the steps involved.

Laurie's attachment is very well put together and makes it easier to follow what goes into projects. There is project management software called Program Portfolio Management Software, but it is expensive. A consultant is coming in September and to share a business oriented approach.

Laurie has status projecting through December and March.

IV CampusGuides – Peter McKay

Recently switched from LibGuides to CampusGuides. It is broader than LibGuides and the user can search in groups and create a home page groups.

One policy issue to be discussed is how to handle requests for access from outside. With CampusGuides the user can pick third level accounts like faculty and student. It is a good outreach tool, but a process for such accounts would need to be determined.

- Judy Russell said that the Oil Spill Task Force is a good example of this. The library has two seats on the task force. One of the things it is looking for the library to do is gather information on the oil spill and put together documents to create an oil spill guide accessible to everyone.

Faculty has inquired about LibGuides and how they would love to have their own account or their own page. The question is what makes them like LibGuides more than Web CT, SAKAI, they are using? Maybe it is the format and it is easy to put in something in Sakai or management software they are using? The format might be more attractive and it is easy to invent something in Sakai that will pull together a lot of information especially if the library can partner with them and give them a lot more resources.

It also has more privatization features so private groups can be created where the content would be invisible. Faculty pages can be created which only allow it to be visible to the faculty member. There is also more password protection. It can only be accessible to the IT people. It seems to be a more powerful platform.

A couple of additional notes:

- [Springy News](#) – It has a built in assessment tool. In the guide a survey can be created and used a tool to collect and record data in the database. The data can then be analyzed without considering a user group. It can be used for external and internal users. There is also an e-reserves module that could be integrated with any of the guides. It would have to be walled off even though it does have protection. Judy cautioned that copyright issues would need to be considered. Peter said the system is designed to work within the guides so that it would be possible to imbed possibly reserve materials within the broader framework of materials that would be used in class. This feature would not be used until we make sure everything is safe. There would be a log in for course reserves. The system can be set to make it easy for students to find information without backing in and out of things. This would be a more efficient and safe way, although it might be a burden. Further exploration on this issue will be done.
- Springshare is also developing a better mobile version with texting capabilities the group might want to explore. They are setting up a custom API. For example, when searching the results will show up on the guide. This way a user does not have to leave the guide to do a search. This is already being done with Google book search.

Question: Should we make the staff guides private or semi-private?

To what extent staff guides continue to be used if IT will be getting SharePoint ready for the library to use as a better mechanism for sharing documents that are intended for staff only?

Answer: It will be reviewed and have a site admin for each branch to work out these issues.

Judy reminded the group that there was a goal that there be a comprehensive setup by the fall semester. If there was anyone in the unit on that list of people who have not yet completed the area they are responsible for, either an AGRSSR member, their interior department head or chair needs to be tracking them and following up. Every major collection, every major subject area should have some level of coverage since it was

requested last year. If someone is not going to make the deadline, then work as quickly as you can so that we can get them some help. Mathew Daley and Jana can help them.

V Electronic Resources Management Working Group update – Chris Poehlmann

Chris Poehlmann was not able to attend the AGRRSR meeting, but sent an Electronic Resources document. See attachment. ([Electronic Resources](#)). This is an agenda topic for the upcoming CSUL meeting.

Questions: Is a web scale discovery tool being considered? Does it cost a lot?

Answer: It has been discussed and the library is beginning to get demo tools. Additional discussion will be held about this topic.

ExLibris is a program that could be used; however, this may be an undesirable time to get it since it is two years out from launching a whole new platform and the library may not want to be on that platform. It might be a good idea to set up a task group to compare. Currently two people are working on it. CSUL is also looking into this.

Questions: Should the CSUL institutions be working on this together? Is there a benefit to it or are the needs for the smaller schools different than UFs which make it not a good idea?

Answer: Agreements are currently being worked out with EBSCO and ProQuest to allow the uploading of DLC information to their services to help get greater visibility for the UF libraries' materials.

Not sure there is anything out there for us. It seems like they are more geared toward smaller academic institutions. It may not be worth our investment. It was suggested that we should go slow and let them advance their products.

VI Wish List – Judy Russell

A library wish list is available on the giving site within the library web site. Judy has not seen much coming in. Last year several lists were sent to the provost saying in case you have any leftover stimulus money the library can spend it quickly. There is 3 million dollars worth of materials the library would like to purchase. The list needs to be reviewed to make sure it is up-to-date and everyone is comfortable with it. That list involves a lot of departments and was all one time spending including electronic resources. The list creates an opportunity for Sam Huang to promote a variety of things when he is talking to people. For example, building more group study rooms. Barbara will take care of posting it.

Issue: When a price quote is received for online resources the quote is marked confidential and expires after a period of time. There was an idea is to arrange the prices by groups, for

example, \$0 – \$25 or \$25-\$50. Barbara Hood would just needs to be informed not to include exact amounts on the wish list for online resources.

The [Pay-for-Performance Florida Football Challenge](#) is on line. Anyone can pledge as much as they want per touchdown. The money can be designated to the library of the donor's choice. AGRSSR members were encouraged to let their departments know about the program. Sam has made business cards to distribute with all the information on them.

VII Follow-up on GovDocs Collection Issues – Judy Russell & Joe Aufmuth

The current topics web page Paul McDonough produced includes different topics like hurricanes, gulf oil spill, along with other topics. He also just created a page containing current publications of government documents that would be updated every 2-3 weeks. Older listings of publications will be archived. We want to find a way to increase the use of government documents on the web site. Paul can either email things to you or do an RSS feed. When wanting to produce or update a LibGuide, think about what documents you have that could be included in it. Paul would be a good person to talk to about this.

Work with Barbara Hood on publicizing the pages to the rest of the campus on facebook and twitter. Government documents are a multi disciplinary collection that is free of copyright. Think about it for your LibGuides to create more visibility. You can add more topics if you would like.

Congressional Topics; Gory, Gruesome, and Grizzly web seminar is coming up on August 20th from 11:00 to 12:00 in MSL Room 107. This would be a good broad training so that people can be aware of the range of content out there.

Jenny Burrows at the University of Montana did a survey in 2006 of government information and what users want and how they access it. She would like to redo the survey, but compare universities across the country. We would like to participate in doing that survey. She has a survey form that she has already developed and her institution has also participated in LIPPAL so we have that commonality. This means the UF libraries has access to that database. The survey can be done though LibGuides instead of a mass mailing.

AGRSSR needs to look at ways to make this collection much more viable. There is a lot of information relating to other topics. One issue with government documents is that it is a very large occupier of space and it is not often viewed as being heavily used material therefore it becomes a target. One way to approach this issue is to make it more heavily used, vital and visible. The library needs to make sure library department and the public is aware of this resource.

VIII ASERL Summit Update – Judy Russell

Judy was the Chair of the Dean's Task Force. The task force looked at how to improve management of government documents across the region. There was a town hall meeting on it recently. The UF Libraries were a big participant in the ASERL Summit. Jimmy Lundgren talked about the catalog project at the storage facility; Chelsea Dinsmore presented the center of excellence project that we are working on about the Panama Canal; and Winston Harris explained what could be done to create a web based tool that would facilitate a disposition process.

- There are regional depositories' (like UF's) that are required to keep everything forever. There are selective depositories. Those depositories can manage their own collections by selecting them and weeding through them after five years. The disposition process is quite variable from state to state and very cumbersome.

Winston presented a design for a web based disposition services and collected feedback. Seeing his presentation made the proposal changes look manageable because there is software to support it. The next step is to take the input received and refine it. UF Libraries are one of the strong leads in this project which will result in a lot of visibility.

A decision will have to be made as to what parts of the collections need to stay and what parts need to go to the storage facility. Other institutions may view the storage facility as a secure place with viable shelving and cataloging where they can leave their own collections.

We have identified around 50 thousand items that can be bar coded and moved to storage. These are items that have no bar codes which mean they have not been circulating and would be good to put into the storage facility. Getting involved with the collections will help decide which ones would be good to keep on campus.

Decisions need to be made as to what areas are priorities. Part of the ASERL agreement is that all 12 regionals, in 10 states, cannot all be trying to do comprehensive retrospective collecting for all agencies'. Decisions have to be made about what parts to emphasize for retrospective at meeting. The time table to plan this is two years.

IX New Topic/Scan on Demand

Questions about course reserve, copyrights and scanning were discussed. When someone asks the library to scan a book for a class and put a password protection on it, the library has to think about securing copyright permission and if the item be scanned for course reserve. If the book has copyright permission it could be scanned for course reserves. If not, then it should not be scanned, but the library could offer to have the book reserved. The library has copyright information online, but it might be a good idea to make it more visible. Scans can be done at individual branches, although bigger scans may have to be sent out. Anglea Mott is the one who gets the copyright permission. This service is starting to be demanded more.

The faculty has been asked to have some element of their courses in Sakai. It can contain their syllabus and links. Students are now starting to take one online class per semester and will be using Sakai more. As a result, the library might feel more and more pressure about scanning. The library needs think about resources and guide lines for this demand.

UF is doing everything right regarding copyright laws. The library needs to continue staying on top of it to ensure we continue to follow it.

X Wrap up/Agenda Topics for Next Meeting

What is the status on switching over to the catalogue? The switch is complete.