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I-Share Acquisitions and Serials Team Minutes for August 10, 2006

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I-Share Acquisitions/Serials Team Meeting Minutes

August 10, 2006

Present: Cindy Fuller, MIL; JoAnn Hounshell, IIT Kent; Tammy Schnell, LLC; Ted Schwitzner, NCC; Wendy Shelburne, UIUC; Todd Spires, BRA; Rachel Wightman, NPU; Anne Hudson, CARLI; Jen Masciadrelli, CARLI.

Via phone: Ete Olson, NIU; Ann Riley, SIE.

Approve minutes: Minutes from the July 13, 2006 meeting were unanimously approved.

IUG report

Tammy Schnell reported on the highlights of Carlos Melian (NEI) brief report on the IUG meeting held July 14, 2006. IUG was informed that the I-Share Acquisitions/Serials Team was working on CARLI-zing Voyager related documentation. IUG was given a green light to proceed with the acquisitions forum (see agenda item #4 for further discussions). Carlos was appointed the IUG liaison to the Acquisitions/Serials Team.

Open conference call discussion

The open conference call held August 3, 2006 had 13 members call in, 5 of which were members of the Acquisitions/Serials Team. There was some concern expressed over the lack of discussion during the conference call, but that could have been due to how well the upgrade to Voyager 6.1 went. The topics for the next open conference call to be held on September 7, 2006 will be “invoice quick line item creation” and “embedded order data”. Ete Olson is currently working on CARLI documentation on embedded order data and will have it ready in time for the next open conference call. Anne Hudson will ask an I-Share library currently using embedded order data to participate in the conference call.

Determine scope and direction for forum/events on shifting from print to electronic materials

- a. Tammy Schnell reported on Susan Singleton’s July 28, 2006 e-mail announcement on the new process for suggestions to CARLI. In short, any suggestions for new products or services should be sent via the Product & Services Suggestion Form at <http://www.carli.illinois.edu/reports/prodvett/propose.php> to be reviewed by the Products & Services Vetting Committee; and suggestions for program or forums should be sent via the Program Suggestion Form at <http://www.carli.illinois.edu/reports/ppc/propose.php> to be reviewed by the Program Planning Committee. Because IUG has already been advised of the Acquisitions/Serials Team’s plan for a forum on shifting from print to electronic materials, it was decided that the team did not have to submit a proposal to the Program Planning Committee but would keep the Committee and IUG informed of the progress for the forum.
- b. There was a great deal of discussion regarding possible forum titles and content. Possible titles discussed were: “Designing new workflows: how I moved this print title to an electronic journal”; “Mass migration: how to move from print to electronic”. The discussion on content produced several ideas which included ERM (electronic resource management), Anne Hudson has a CARLI survey summary that identifies

libraries currently using an ERM; restructuring workflows and/or departments. Forum formats discussed were round table/breakout discussions, and panel sessions. The team would like attendees to walk away with a good sense of the problems involved in moving from print to electronic, possible remedies to these problems, a few good ideas on how to approach the overall task and a network of librarians to tap for further discussion. It was agreed that the morning session would be a panel discussion of “how I did it” and the afternoon would be broken into two 45 minute sessions. One afternoon session could be small groups brainstorming on issues raised in the morning session; and one afternoon session could be question and answer. It was agreed that forum panelists should represent large, medium and small institutions and that the number of attendees (focus on I-Share members) be limited to 75 to 100 depending on the location. The venue would need to have a large room (1 big space) that would allow reconfiguring chairs for the round table sessions. Possible locations mentioned were Governors State and St. Xaviers since the forum will need to be held in the Chicago area. November 15 (Wednesday) was selected as the best possible date to hold the forum, with November 14 or 16 as backup dates. Announcements about the forum will need to go out to I-Share members by October 15, 2006. Cindy Fuller will send a recommendation to the CARLI Program Planning Committee with a copy to Carlos Melian to take to IUG that other forums complement or expand on the acquisitions/serials team forum. Panelist will include Ann Riley on ledger issues involved in moving from print to electronic resources; Ted Schwitzner and Todd Spires on how their libraries moved from print to electronic; other possible panelists include Carlos Melian, NEI and Sandy Roe, ISU.

Review revised/CARLI-ized acq-ser documentation

JoAnn Hounshell shared the revised Claiming in Voyager documentation with the team. All ILCISO references were changed to CARLI, and all Voyager 2001.1.2 references were changed to Voyager 6.1.

The major changes to the document were the page references on processing claims at the end of the document. JoAnn will review the document again and have final changes to the team at the September meeting. JoAnn will send copies of the revised document to Ann Riley and Ete Olson. Anne Hudson shared the revised documents on Fiscal Period Rollover: BIG Picture, and Fiscal Period Close – aka, Rollover. Rachel Wightman recommended changing the A-I designations to 1-9 to clarify that these are the order of the step for rollover. Anne will also keep the portion of the old documentation that showed clearly how to assign rollover rules to ledgers. Anne requested input from the team FAQ to include in the documentation. Tammy Schnell shared the revised documentation for Standing Orders/Continuations in Voyager. Only changes needed were to references to Voyager 2001.1.2. Ted Schwitzner presented the edited documentation for Advice for Creating Ledgers & Funds. Minor deletions were made to the document. Rachel and Todd are the general proof readers of all the CARLI-ized documentation. All documentation will be finalized at the September meeting.

Update on documentation for complex serial patterns

This item will be placed on the September agenda. JoAnn Hounshell will try to work with complex serial

patterns to determine how these patterns work with the problem/claims files.

Propose purchasing an ERMS via Product & Services Suggestion Form

There was a little discussion on whether to do a group submission or if it would be more appropriate to submit individual suggestion forms. The team decided to hold off discussions until the September meeting. Ann Riley volunteered to contact David Carlson, chair of the Products and Services Vetting Committee for his recommendation on whether to submit as a group or individually.

Next meeting: September 14, 2006; minute taker, Ete Olson.