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I-Share Acquisitions and Serials Team Minutes for October 19, 2006

Consortium of Academic and Research Libraries in Illinois

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I-Share Acquisitions/Serials Team Meeting Minutes

October 19, 2006

Present: Cindy Fuller, MIL; Tammy Schnell, LLC; Todd Spires, BRA; Rachel Wightman, NPU; Anne Hudson, CARLI; Jen Masciadrelli, CARLI; Ete Olson, NIU; Carlos Melian NEI/IUG Liaison.

Absent: Ann Riley, SIE; JoAnn Hounshell, IIT Kent; Wendy Shelburne, UIUC; Ted Schwitzner, NCC.

1. Approve Minutes:

The [minutes from the September meeting](#) were approved with Jen's corrections.

2. CARLI Update:

- Jen reported that CARLI is planning fall trainings; the next Acquisitions Serials training will take place November 30th and December 1st at the CARLI office and open registration will take place soon.
- Work is continuing on moving information to the new website, including documentation from each team and from the office.
- Nine new libraries (six new databases) have been approved to join I-Share.
- CARLI's contract with Endeavor is being updated to work with the new libraries and the upcoming training sessions.

3. IUG Report:

- Carlos reported on the IUG October 13th meeting at Illinois Central.
- I-Cat Team: planning their fall forum November 1st on new developments in Cataloging. Topics include: new access query to clean up the 009 field, LC call numbers, revised guidelines for electronic resources and 13 digit ISBNs.
- Resource Sharing Team: Susan Singleton joined the team to discuss Odyssey; they are revising their documentation, and looking at World Cat Delivery.
- Instruction Team: revising Camtasia scripts, also discussing their forum
- CARLI: purchased Analyzer (an alternate way of running reports), testing will begin this fall. Jen mentioned that they have the software but not the servers; they are waiting to install.
- IUG: planning a spring reports forum (may change to Analyzer); working to finalize the details of 'Thank You' letters to committee members and forum participants; Margaret Chambers started in the Communications position to help improve the communication between libraries; new member Stephanie Graves joined the committee; also discussed the possibility of having mentor libraries for new libraries joining.

4. Open Conference Call:

- Cindy reported approximately eight callers representing six libraries called in to the last call. About half of the callers are from the Acq/Ser Team. It was a good discussion but poorly attended. Topics that were brought up for possible discussion at the forum: workflow, general procedure for placing orders in Voyager, personnel issues.
- Discussion of whether or not to continue the conference calls: Cindy suggested that the team starts thinking about what the criteria is for deciding; how do we evaluate the calls? For example, does the number of people matter? Or the fact that the calls rarely last the whole hour? Cindy also suggested that the team send an email to gauge interest in future calls. Carlos suggests that the calls not take place every month. Instead of the Acq/Ser team meeting twice a month (once for our team meeting and once for the open call), maybe the open call could take place for the first half hour of

the team's meeting. Ete suggested the calls only take place a couple months out of each semester.

- It was decided that Cindy and Tammy will draft an email to gauge interest in continuing the open calls. They will suggest time changes and ask for possible topics. It will be sent to the team before the list-serve. The final survey will be sent both separate from and with the announcement for the November call.

5. Forum Planning:

- Jen talked to Sandy who can make the new date. The morning session will include Sandy, Todd, Carlos and Ted on the panel. Jen also talked to Maureen at Governor State about the afternoon breakout sessions. It will not be a problem to use nearby tables and the cafeteria for these groups. One or two groups can stay also in the auditorium. There will be approximately eight groups with about twelve per group (this will ultimately depend on the number of people who register).
- Different ideas for dividing groups and group discussion were brought up: color coding name tags to control number of people in each group; have a few guiding questions to start discussion; divide groups by library size; have panelists moderate the group discussions; OR let panelists roam between groups. It was decided that we will wait until about a week before the forum to decide how to divide groups—when we have more numbers from registration.
- Jen will write a draft of the forum agenda and post it to the Acq/Ser Team list. The final agenda and registration will be posted by November 1st.

6. ERMS:

- The Acq/Ser Team has been asked if we want to participate and help plan in an info session for I-Share on ERMS. According to Jen, the PSVC doesn't feel that they know enough about what an ERMS is; they want everyone to be on the same page about what ERMS's do and have the same expectations about them.
- Kris is looking at a series of possibly three meetings (not necessarily three days in a row) to cover different topics related to ERMS since there is too much to cover in one meeting. She is looking for volunteers from Acq/Ser to help with the informational process.
- It was decided that while Acq/Ser may not have all the expertise, we can ask questions and help. Jen suggested that Acq/Ser respond by saying we're interested in being a part of gathering information; we will help where possible and we can use the forum as a chance to gather feedback from other libraries if needed. Cindy & Tammy will ask Kris about using the forum to gather information, such as what other libraries want to see in an ERMS, what they want it to do, etc.

7. Acq/Ser Documentation:

Cindy suggests postponing review the documentation until our next meeting in person. The documents that are finished will be posted to the website and the rest will be kept on the agenda for the next meeting.

8. Other Business:

The next meeting is currently scheduled for November 9th. Because some members will be at the Charleston Conference and it is important to have as many people there as possible (this is our last meeting before the forum) we will try to reschedule. Tammy will post an email with alternate dates: November 16th or 17th.