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## I-Share Acquisitions and Serials Team Minutes for June 17, 2008

Consortium of Academic and Research Libraries in Illinois

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## I-Share Acquisitions & Serials Team Minutes

June 17, 2008

**Present:** Christophe Andersen, COL; Cindy Fuller, MIL; JoAnn Hounshell, IIT Kent; Anne Hudson, CARLI; Jen Masciadrelli, CARLI; Carlos Melian, NEI, IUG Board Liaison; Sharon Nelson, NIU; Ted Schwitzner, ISU; Tammy Schnell, LLC; Michelle Toohey, SIE; Rachel Wightman, NPU.

**Absent:** Todd Spires, BRA.

Meeting convened approximately 10:10 a.m.

1. Ted provided a recap of the May 16, 2008 conference call, and will write up minutes:
  - The team reviewed the results of the Acquisitions survey. The phrasing of some of the questions had apparently been unclear, leading to problems in compiling the survey data.
  - The team reviewed Ted's draft of the team's annual report. No further changes were submitted after the initial discussion so the report was submitted as per the initial draft.
  - Carlos presented the IUG update, focusing primarily on the request for volunteers to fill committee vacancies and the possibility of requesting that a Statistics Task Force be formed that would identify statistics libraries need (ACRL, etc.) and then figure out if/how existing Voyager reports & the CARLI stats package might meet these requirements.
  - The joint conference call with the Cataloging and Authority Control Team focused on completing the proposal for Program Planning for the workflows workshop, including rationale, funding, and preferred location
2. The team reviewed the documents that had been previously supplied by Christophe and Tammy in preparation for today's open conference call. The conference call got underway around 10:35 a.m. with approximately 8-10 callers. Notes from the conference call will be posted separately on the CARLI wiki.
3. IUG report, Carlos
  - Team annual reports were presented at the previous meeting. Next generation catalogs and RDA are big topics.
  - They are still seeking volunteers for some remaining vacancies on IUG and other teams. Because Carlos will be IUG chair next year, there will be a new liaison to our team. Lorna Engels is the CARLI liaison to IUG.
  - Upcoming topics/tasks:
    - The OPAC team is developing a post-upgrade "checklist" for Voyager of things to test. It might be a good idea for each team to develop a list of things to test within their own areas.
    - A Reports Forum is being planned for fall. There is ongoing discussion as to whether a separate "Reports Team" is needed; reports come up in every team's forums.
    - Another copyright workshop is under development for next spring.
    - Because of changes to the OPAC and further integration, areas of demarcation between teams are starting to shift; the charges of each team may need to be reviewed and revised. Discussion ensued about when to review and revise the IACQ team's charge – at the end of the previous year, at the first or 2nd meeting of the next year, or do even earlier, so the revised charge can be used in recruitment efforts for the following year's volunteers.
    - Is there any need for non-Voyager-specific "interest groups" within Acquisitions and Serials?

We seem to be getting low on client-specific topics for the conference calls. Also, more cross-team efforts may be needed to deal with RDA and other topics on the horizon

4. CARLI report, Jen:

- CARLI offices are moving this week.
- Work is going forward on the ERMS RFP, involving CARLI staff and staff from several member libraries. They will be meeting with the "big 3" vendors at ALA to get further information. CARLI will have its own ERMS "instance" to manage consortial subscriptions, plus pricing for member libraries.
- New CARLI Board members were approved. The Board will be meeting quarterly instead of every two months.
- Anne mentioned the SSN cleanup project is still in process. Fiscal Period Close requests will be coming in soon.
- Upcoming events: The first Digital User's Group forum will be July 25. Oct. 13 is the Collections Working Group. The CARLI annual meeting is Oct. 24, with a Chairs breakfast meeting. The E-Resources Working Group will be holding a licensing workshop in Champaign on Nov. 17.

5. Survey results:

- Due to unclear wording on some of the survey questions, it was not possible to get an accurate count of how many libraries (versus library staff) are currently using, or have previously used, Acquisitions and/or Serials. It was proposed to revise the questions to make them library-specific, and send them out to the liaisons so there will be only one response per institution; however some institutions with multiple locations do things differently at each location (for example, at the main library at IIT does not do fiscal period close but the law library does) so this may not be an optimal solution either. Christophe volunteered to take a look at the raw data and see if there is any way to extract the results we want from it.

6. Joint conference call with Cataloging and Authority Control Team

- Calling in at 1 p.m.: Daren Callahan, SIU-C; Jessica Gibson, CARLI; Priscilla Matthews, ISU; Casey Sutherland, CARLI.
- The proposal for the fall workflows workshop was approved for full funding by the Program Planning Committee.
- Ted will finalize dates with the consultant in conjunction with Jen, who will work on the hotel dates. The preferred dates are either Sept. 10 or 11, with second choice being Oct. 1 or 2 and third choice being Oct. 8 or 9.
- The CARLI office will handle registration, handouts, name tags, etc. The workshop will be open to all CARLI libraries and there will be no per-institution registration cap. If registrants exceed the projected 200 attendees, they will be wait-listed. CARLI will send out reminders to registrants approximately a week prior to the event asking them to cancel their registration if they cannot attend so any wait-listed people can register.
- Publicity:
  - Announcements will be sent out on the CARLI "announce" listserv, to the techserv-ig listserv, placed on the CARLI Web site and calendar, and in the CARLI newsletter (which is sent out to the "announce" list). We should add a standard "please distribute to anyone else in your library who might be interested" to the listserv announcements.
  - For the content of the announcement, it is assumed the consultant has a standard blurb we can tweak; we can also add "who this workshop is for" information. A "save the date" announcement will go out as soon as we have the consulting and hotel contracts in hand.

- Sharon & JoAnn from IACQ & Priscilla Matthews from ICAT volunteered to help with PR; Margaret Chambers at CARLI was tentatively volunteered to provide additional assistance.
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  - Jen & Tammy offered to work on selecting the final lunch menu and logistics (buffet vs. box lunch vs. sit-down etc.) A vegetarian option needs to be available.
  - Any new developments or discussions will be posted to the joint ICAT/IACQ listserv as required. A "touch base" conference call is scheduled for the joint group for July 22.
7. Other business: Meeting dates for the new year need to be scheduled. Jen will send out a survey to the new members as to their preferred dates

Submitted by Sharon L. Nelson