University of Maine System

Library Directors’ Council

**Meeting Notes**

Friday December 10, 2004

**Attending:** Rumery, Roberts, McDade, Lutz, Gallucci, Johnson (by phone) Wells, Nutty, Bancroft for Lowe, Greenlaw, Phipps, Curtis and Abbott.

**Unable to attend**: Nichols, Randall, Lowe    **Guest**: Vice Chancellor Nunez

------------------------------------------------------------------------------------------------------------

**Budget Report:**  Tom provided a copy of the e-mail from Bill Gilfillan (System Finance Office) to campus CFOs requesting an account number to which to charge the UMS Library shortfall distributed by headcount for FYO 05.  Directors and staff were reminded that this year’s budget as we proposed it is now in place, and we all need to make sure we stay within the overall budget, and that items and services proposed for this year need to be completed and charged to this year’s budget.   In response to a question about funding for next year and beyond, Tom reiterated that the discussion with the CFOs, Vice Chancellors Yastramski, and Nunez, in effect established a base budget for this year and the next four.  The only upward adjustments we can plan on are built-in annual increases of 3% for the URSUS staff, and 10% for database licenses.  Any other changes would have to be accomplished through reallocation, or from external funding. Directors and staff expressed their appreciation to all involved for approval of the new URSUS base budget.

**Managing Library Holds**:  Marilyn and Laura met with the Registrar’s group to review the concept and process of creating library-based holds on student records that would prevent a student from registering for classes if money were owed.  The directors agreed to a $100 minimum for creating the hold, and all expressed the desire “that all of a student’s debt would have to be paid off before the hold would be released.”  UPDATE:  After this our Directors’ meeting, Marilyn corresponded with the representative from Peoplesoft project, and received answers to our questions plus some clarification about the process of managing the holds for the library.  Marilyn will be forwarding her report under separate cover so we can consider implications and make a decision.

**E-rate update:** Gary is on vacation, so we do not have an update other than what was read in a recent ALA report indicating the approved e-rate applications for last year and this year would be paid in the near future.  As a reminder, UMS has loaned the URSUS budget $500,000 for last year to cover the cost of databases.  Contingency planning will be required if for any reason, the e-rate money should not appear.

**Encompass and LinkFinderPlus**: recent changes by Endeavor and Sun Systems apparently have tripled response time.  Rollout of these services is expected in January for Fogler staff.

**Update by Vice Chancellor Nunez:** Elsa thanked Tom for his work with her, Joanne and the CFOs presenting and gaining approval for the new URSUS base budget. She acknowledged the work of the Directors in the planning and preparation for her revision of UMS Board Strategic Plan “Direction number 4;”  “What the Directors submitted was respected and therefore included in the final plan language.” Elsa reviewed the upcoming implementation plan in general terms, including: guiding principles, the implementation grid, timeline, and committee structures.  She described the goal of using existing committee structures to move the implementation forward, e.g., the UMS Library Directors’ Council with the addition of faculty representatives (who and how is up to the Council but will need approval of campus CAOs.)

The job of the Strategic Direction Number 4 Task Force (Library Directors’ Council plus its faculty representatives) will be to build an implementation plan which follows the “guiding principles,” addresses goals raised in the other Strategic Directions, integrates the needs and concerns of UNET and DE, and can be approved by the CAO’s to whom the Directors will submit their plan.   Elsa reminded us that any new funding needed to implement our plan must come from redeployment of funds within our library domain.  We are especially asked to consider what can be centralized as a means of saving money that could be reallocated – need to look for economies of scale.  We are asked to be as creative as possible while staying true to the Strategic Direction as written.

Rough timeline: Draft by February, present draft to CAO’s in the spring of 2005, then to the BOT in fall of 2005 or spring of 2006.  Complete what can be done early, but some things are expected to take two to three years.  Use compressed video where possible to assure faculty involvement.  Interaction between and among leadership and members of Strategic Direction Task Forces is encouraged. Involve as many constituents as possible.

During Q &A with Elsa, it was suggested that a Library Directors’ Council be invited to send a representative to the UMS Info Tech Task Force.  Elsa will inquire about the idea’s feasibility.  Elsa also responded to a question about whether we should continue to pursue the NELINET Consultants’ governance proposal by encouraging us to create the best library system for Maine (Assumption: within current resources and possible external funding.)

**University Intellectual Commons Planning:**

Marilyn reported on the Conference on Intellectual Commons, which she helped organize along with several UMaine faculty and Peter Suber.  Marilyn prepared the open access bibliography and was instrumental in keeping the libraries' issues in the forefront particularly with the development of a library-based Institutional Repository (IR). Her work is appreciated by all.

Joyce, Marilyn and others reported on the recent UMS meeting to review possibilities of creating an “Open Access System” for intellectual property, as one means of addressing the skyrocketing costs of access to published articles.  Follow up meeting planned for near future.  Questions were raised about how articles are reviewed and which ones would qualify as “peer reviewed” for purposes of promotion and tenure. One suggestion was that the site might have categories for reviewed articles, drafts, as well as data sets, etc, all supporting and promoting research.  Interested parties are referred to Peter Suber’s website on open access. Marilyn will provide the URL.

Joyce reported that the New England Land Grant University Libraries are working on a plan for a shared institutional repository.  An institutional repository is a web-based searchable database of scholarly material that has been created by faculty and other researchers. This material is collected, stored, and made web accessible by an institution or group of institutions to preserve scholarly communication in a digital environment across disciplines. Content could include: e-prints, pre-prints, technical reports, course outlines, data sets, and symposia proceedings.  It may also include student portfolios.

A survey prepared by UM staff has background information: [http://library.umaine.edu/IRsurvey.htm](http://libraries.maine.edu/support/support/General_Info/IRsurvey.htm).  The next meeting of the NELGU Librarians is December 17.  Once created UM will make the IR system available to the UMS.

**Collection Development Policy**: Directors agreed that it is time to formalize the work of the System Database Task Force by creating a Collection Development Policy and Procedures. A draft was distributed (attached to this correspondence) and input is requested – please send to Susan Lowe, Chair.  It was noted that this document must make reference and explain how the state supported databases interact with UMS URSUS databases, and thereby affect decision making.

**URSUS Update:**  Laura reported on a number of items: (See her handout for details)

* Outputting Accounting Information from III to PeopleSoft
* Student One Card Statement
* URSUS Extended Approval Plan interface
* Webopac new release
* Docutek
* URSUS Reports now on Library Support page
* Upcoming Maine Info Net policy meeting – especially concerned about the $75 default replacement cost – Laura has encouraged Karl Beiser to submit an enhancement request to Innovative to make the actual item price appear in all Maine InfoNet items, thus resolving this problem.

**Future of Chat Reference:** David raised the question about level of student use on the online chat reference function.  “Seems like a good idea whose time never came.”  Directors noted minimal use – most use occurring with OCLS.  All indicated that e-mail reference has “taken off.” Donna noted value of chat-ref, especially having student on phone and computer at the same time – not possible with those who have only dial up modem. State Library and Bangor Public have dropped their use of chat-ref.  After learning that the bill for upcoming year has recently been paid, the group agreed to study it further, seek opportunities to promote it and otherwise determine if it should be continued after this year. Joyce and David will also look into the expansion of service hours using Docutek’s VRL by exploring the possibility of partnering with libraries on the west coast.

**Digital Collections Gateway:** Marilyn provided a live (the software of course) presentation of the new gateway to digital resources – the outcome of the project we funded from the recent IT bond.  Very impressive!  All are encouraged to explore the site (Marilyn will provide the URL.) All campuses will have access to server and can contribute digital collections/items for the collection.  Through a grant Marilyn has also acquired a digital editing system, which will be available for all libraries to use.

Meeting ended about 1:00 PM after a great lunch brokered by Mary Cady, and reports from participants about their campuses and areas of responsibility.

Thank you to all.

**Next meeting** scheduled for Friday February 18, 2005\*\* – 10 am to 2 pm Large Conference Room System Office, Bangor

**Submitted by Tom Abbott**

\*\*(Meeting has since been changed to Friday, March 4 at same place.)