University of Maine System

# Library Directors’ Council

# Meeting Notes

## Friday October 22, 2004

**Attending:** Rumery, Roberts, McDade, Nichols, Gallucci, Johnson, Wells, Lowe, Abbott, Greenlaw, Phipps, Randall and Curtis

**Budget Update:**  Tom reviewed the plan to brief the UMS Chief Financial Officers on November 9, 2004 on the current UMS Library budget, as well as the plan for the next five years.  He also reported on his positive meeting with Elsa, Joanne and Bill Gilfillan from the Chancellor’s Office to review the UMS Library budget and prepare for the meeting with CFOs.  The purpose of the meeting with the CFOs is to be clear about what the System is paying for, and how our library system relates to the Statewide Virtual Library.  Significant discussion ensued especially about how different people refer to the libraries and library systems in Maine.  Among the various words and phrases used to describe parts of Maine’s Virtual Library System are: Maine Info Net, the virtual library, the digital library, URSUS, Mariner and the Maine Library System.

All agreed that a simple graphic, a short paragraph and a glossary of terms needs to be created for the CFO’s and probably presented as well to the CAO’s and presidents.  Tom will work with directors by e-mail and phone over the next two weeks to hone these words and concepts so they can easily be understood by those who need to know. It is worthy of note that part of the problem is that “digital library” is used generically to describe the entire electronically accessed library at the same time it is used to describe the more limited electronic databases within the overall Virtual Library.

The overall library system or library access point in Maine should be referred to as **“Maine’s Virtual Library.”**Contributing to that overall library system are the many facets that make up the statewide library: From UMS, URSUS – the UMS book collection, Mariner – the online databases, and the full range of online services that support UMS students; the resources of Maine State Library, Bangor Public, and Portland Public; the resources of Colby, Bates and Bowdoin College Libraries; as well as the multitude of public, school, community college and special libraries resources making up Minerva.  Various digital library components such as full-text databases, special collection materials and digital images are contributed to Maine’s Virtual Library from almost every partner member.  “Digital Library” by itself is misleading as it really refers to only the digital content of the Virtual Library.

**E-Rate and PUC:**Gary reported on his meetings and conversations with the PUC leadership.  He has learned that Maine’s DOE will not seek payment for past laptop fund requests to the PUC, nor will they request future payment from the escrow fund, making it much more likely that the database funds will be available for at least the coming two years.  Further, it appears that there is wide support in Maine to continue to fund the databases, even if it means increasing the e-rate “tax.”

Senators Snow and Collins are working to unfreeze the federal money for state distribution. Gary will keep us posted and is in communication with the System Office.  We are advised not to politicize this issue by writing letters or contacting legislators or our congressional delegation at this time.

**New UMS CIO Position**: A copy of the revised CIO position description, the related functional and organizational charts where distributed by Tom. Discussion related to a change in how the new director (Cindy Mitchell) of the UMS Enterprise System project will now report to the CIO, and it was noted that the charts clearly separate the library function (line relationship to VPAA) and the CIO functions (dotted line – collaborative relationship to the UMS Library) as we requested.  Tom is asked to have the box titled “Digital Library” on the graphic changed to “University of Maine System Library.”

**Encompass and LinkFinderPlus:**Joyce reported that she has negotiated with Endeavor to move away from an early “go live” date while problems are sorted out.  Things are progressing with both projects and there will be a roll out of a mini test for staff in November, with the live edition in January.  The answer to the question, will the cross search product we ultimately end up with be viable even though it isn’t as robust as we originally expected is a definite yes.

**Off-Campus Library Services:**Susan reviewed the functions and role of her office and staff in supporting distance learning across the System and provided a handout.

**Database Committee:**Susan reported that the UMS database committee will meet in November to consider how to structure database access, as well as how to include free databases such as the CDC, and similar useful resources.

**One Card, PeopleSoft, URSUS integration:** Laura is making good progress with this and her work with the Enterprise System folks. Orono will be the first library to come up on the new system.  Testing will take place before the first of the year. The system will hopefully go live in April 2005.  All other libraries will be brought into the system after April 2005.

**Common System Loan rules and limits for overdue books and fines:**We already have common loan rules for students (default) and for faculty, and that seems to be working well.  What is in question and will at some point need attention, is the need for a consistent system of setting library, and financial holds on overdue items and fines.  The library block for patrons with exceptions is in place but linking that to the Enterprise System may require adjustments in policy.  Laura will advise us when consideration and action are needed.  More later.

**Report from Gary:**Gary advises that his meeting with Elsa indicated the System was on track to follow the NELINET Consultants’ Report by creating a CEO of Maine Info Net as a shared UMS and State position.  Funding is under consideration at this point.  He also noted that he has received permission from the search committee he is on to hire the library director at Fogler Library to include the Library Directors’ Council in the interview process.  More on that as dates are finalized.  Every one who can attend the interviews is encouraged to do so.

**Report from Marilyn:** Marilyn was not available to provide her report on the Digital Object Management System and will send us a report via e-mail shortly.

**Report from Laura on URSUS:**

* Laura also reported positive outcomes from working with the representative, Barbara Herzog from III, our Library Management System.
	+ There is much more clarity about who to talk to when she calls the helpline
	+ Laura can call Barbara directly as needed and she makes referrals and action occurs promptly
	+ Laura will be attending a customer support meeting soon
* Cataloging and Circ heads held separate in-person meetings and successfully revised about 30% of the current policies, bringing them in line with current practices and Directors’ decisions.
* The new HTML structure will be put in place in December 2004 and will make it more adaptable for ongoing changes.
* Next III update will go more smoothly in December as a result of the structural changes
* Eight of Laura’s training modules are up and running – check them out! – well done – eight  more to go before it is complete.  Millennium Acquisitions training will be next, to coincide with the work being done with Project enterprise.
* Catalogers will need new training as NELINET converts to “Connexion” – Laura advised the Directors that there is no money in the System budget to pay for onsite training.  Each library was advised to send their own staff to NELINET in Boston for in-person training, or to take advantage of the online training.  The System office will not be coordinating any training.  Passport will end on May 1, 2005; CatME will end on July 1, 2005.
* Docutek is struggling with tech support – grew quickly and is having trouble getting back p0to us with answers promptly.  The Virtual Reference product has ongoing problems with dropping patrons.  Docutek seems unable to fix this problem.  The E-reserves release version 5 has had to have a large number of fixes already.  Laura will wait until June 2005 before UMS loads the new release.  It was agreed that Joyce would call the president and we would send a letter expressing our concern.

OTHER:  Barbara McDade and Joyce Rumery reported on the status of MULS:  The III software that MULS (Maine Union List of Serials) uses is being phased out.  Several public libraries use MULS as their serials list and hope it can be resurrected. Marilyn is working on a strategy to migrate the database to a new software platform and will report to us next time.

### Su bmitted by Tom Abbott

<http://libraries.maine.edu/support/support/General_Info/Directors/2004/sys_lib_dir_mtg_10.22.04.htm>Window size:**1600** x **900**
Viewport size:**1600** x **805**