University of Maine System and URSUS

**Library Directors’ Council**

Held at Bangor Public Library

**Friday, October 20, 2006**

**Meeting Notes w/ URSUS report**

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**Attending:** Tom Abbott, Joyce Rumery, Sharon Johnson, Greg Curtis, Lynn Randall, Frank Roberts, Marianne Thibodeau (for Bert Phipps), David Nutty, Chris Knott, Gary Nichols, Barbara McDade, Donna Bancroft(for Susan Lowe), Jonathan Williams and Karl Beiser.

**1.**   No additional changes on the meeting notes from our September meeting

**2.**   Cooperative collection development- continuing discussion about expanding shared collection development, not to replace local purchases where immediacy of access is needed, but rather to reduce cost of purchase of items that are used occasionally.  The courier service and the eventual last copy center could make the process even more practical.  See UMS Strategic Plan for more details.   Directors agreed to ask UMS Libraries Database Committee to review and consider where shared collection development might be expanded by:

·       Analyzing “avoidable” collection duplication that might lead to one library buying items to be shared instead of each purchasing them, and/or

·       Sharing campus library purchase funds to purchase shared central database or single item to be shared

**3.**   LibQual: David prepared the directors for the upcoming steering committee meeting, and reviewed the timeline.  We still need to identify local questions to be added to the survey – a number of interesting questions were posed for David and the Liaisons’ consideration – they must focus on commenting on what exists, rather than what might be provided in the future. The open-ended question does however generate good responses.

**4.**   **Blackboard (Bb) link to Libraries:**Greg reviewed the latest “Libraries” page that will be accessed via a permanent tab on the Blackboard course template.  Several minor adjustments were suggested. The changes were made and the tab was made active on Thursday the 26th.  Thanks to all who supported and developed this idea.  Tom has already been asked to share the concept with the Library staff at Eastern Connecticut so they can develop the same idea for their WebCT template.

**5.**   **Maine Info Net:** Karl and David reported the outcome of the successful September Board Retreat: Top priority is marketing with energy also focused on:

·       Universal access – working on a prototype one-stop, one-step search entry point, will also address federated searching, more delivery options, and universal borrowing

·       Expanding digital content – working on legislative funding options and energizing the Maine library community

·       Digitizing local content – looking at creating statewide standards for preservation and copyright management

**6.**   **Community members and databases –**all directors are reminded that community members can access statewide databases from inside the library they are visiting, or at a distance through MARVEL.

**7.**   **Copyright Issues:**all libraries should publish a copyright acknowledge statement, and are reminded to protect libraries fair use rights as much as possible.  Susan’s office provides approval and payment for copyrighted materials used in faculty course packs for all distance courses.  It may be useful to have students sign acceptable use policy statement at the time they receive their student ID and PW for e-mail – check with UMPI (Greg) for sample.

**8.**   **Library Assistants III:**Agreed to ask an ad hoc committee made up of support staff from UM and USM to draft a job description for LA III (only) to be considered by the directors at their December meeting.  Joyce and David to lead.

**9.**   **URSUS Update:**

·       Jonathan reported that they have approval from Ralph and UNET for either a virtual or physical server upgrade to run the new III Library Management software and $10,000 for the migration by III.  – Congratulations and thanks to all.

·       Millennium software was upgraded on 9/25 with limited problems.

·       JW is still investigating the issue of holds on checked out items.  Circulation Heads meet on November 3 and will work this out.

·       Cataloging Standards is meeting soon as well and will consider authority control issues for digital items in local collections along with title level holds and implications. (See Jonathan’s Report at the end of these meeting notes)

·       Reminder for Circ Heads Meeting: Jonathan will present the following proposal points to the Circ Heads and ask that they fill in the details and endorse or revise -- Directors will discuss with them before their meeting:

o       Drop all fines

o       Increase the cost of book replacement

o       Increase the cost of processing fee

o       Decrease the loan period

o       Make this a common UMS policy for all book borrowing for students and community members

**10.**         **Updates from around the table:**

·       MULS replacement (Maine Serials List) has been activated - Barbara will call a meeting of all who intend to maintain their files within MLS.  *One wrinkle from UMA dated today October 31, 2006: we had no intention of maintaining our data in MLS, however it was pointed out to me today that if UMA adds a new journal and an external user only looks at MULS then they will never know we have added the journal, so we are seriously considering adding – at a minimum – the title record to MLS for others to see.  Thanks to Jonathan, Marilyn and other who helped make this new service possible.*

·       Frank and staff at Mantor have created “Guides” with 4-5 main points to be used by the admissions tour guides when the take prospective students through the library – great idea – UMA has already stolen it – thanks

·       Frank also has staff attending student senate meetings and providing services and visibility in the cafeteria --

·       Chris at Law is moving more toward active delivery of services to faculty – tailored to what faculty members are doing for research and teaching – actively translating resources for faculty.

·       Portland Public is almost ready to do performance testing on the new URSUS participation link.

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**LIBRARY DIRECTORS’ GOALS FOR THE YEAR –**this is the beginning of the year’s agenda – feel free to edit as needed

·       Fine policy for future

·       LibQual – ongoing

·       Action on Holds and Reserves Policy

·       Decision on continuing Docutek

·       Career ladder system for MLS librarians – system-wide

·       Library Assistants III for support staff – sent to committee

·       Cooperative collection development consistent with goals of UMS Strategic Plan

·       Last copy center if possible and if not – planned sharing via cooperative collection development

·       Digitizing bound publications where we control copyright

2.     **THIS YEAR’S MEETING SCHEDULE:**

All meetings will take place at Bangor Public Library – scheduled as follows:

          November 17

          December 15

URSUS Manager Report

Submitted to URSUS Library Directors

10/20/06

By Jonathan Williams

1. URSUS Server Upgrade

      We have the specifications we need from III to be able to purchase a server.  Karl Beiser has been working to secure funding for the server migration, and it now seems likely now that we will be able to roll out the new server before the beginning of the spring semester.

1. Millennium software upgrade

      The Millennium software was upgraded to version 2006 on September 25.  The transition was mostly seamless with a few minor display problems.  The most significant outstanding issue with the upgrade appears to be a change in the way certain information is displayed in Millennium Acquisitions.  This has affected the workflow of some technical services departments.

1. Holds on checked out items

      I am currently investigating the best way to implement Title-level holds in the OPAC.  The Circulation Heads meeting will be held on November 3, at which time the committee can work out the details of the specific options to be selected when implementing this change.