University Libraries Management Team
March 5, 2013

Present: Culshaw, Wakimoto, Majors, Austin, Larsen, Knievel, Hayworth, Montgomery, Maness

In These Minutes

- Service Points Working Group year one report
- Email actions
- LIT department updates
- Finalized Virtual Presence Working Group charge
- West entry security gate decision
- RDA implementation
- Sierra issues discussion

Meet with Service Points Working Group

Members of SPWG presented their first year report. Please see attached document for more information.

The report includes what the group has accomplished in their first year and their goals for the upcoming year.

The group meets every other week, but Jenny, Mark, and Erika are members of the Norlin Research Desk team, and as such meet on alternating weeks.

Accomplishments:

- Delegated duties to Norlin Research Desk Team
- Delegated duties to Question Tracker Team
- Branch security—this is going very well
- Did some work with OIT and LIT to make computer use better for patrons
- Circulation and Branch mail
- Created joint bib record for calculators that will serve as template for miscellaneous items that are circulated

After ½ day retreat, SPWG came up with the following goals for the upcoming year (see attached for more details)

Goal 1: Student employees
Goal 2: Hours
Goal 3: Circulation policy
Goal 4: Data collection
Goal 5: Information sharing and storage

You can find information on SPWG on their SharePoint: http://libshares/norlinresearchdesk/SitePages/SPWG%20Team.aspx

MT expressed their thanks to SPWG for the hard work they’ve done this year, and especially to Brittany for being the first leader of a WG and going through the experimental phase very well.
E-mail action items

Review of hours/forwarded to SPWG:
MT approved the hours for next semester and will send them to SPWG for review

Update on response to letter from staff regarding reorg and reallocations
MT reviewed and approved a response to a letter from staff regarding reorganization and reallocations.

Update on Instruction Working Group
The Instruction Working Group had its first meeting and the group selected Caroline Sinkinson as chair. Caroline reports that they have moved forward with the following steps:
1. Requested a listserv Lib-SG-Instruction Lib-SG-Instruction@colorado.edu.
2. Requested a SharePoint site where they will post or formal documents, minutes, reports etc. These will be available for all libraries’ staff to see.
3. They will be using a Google site to manage projects, internal planning and communications. Bit.ly/ucbiwg
4. Their first goal will be to do an environmental scan/audit/needs analysis.

Interactive sign in the East Lobby
The 4Winds interactive sign has been installed in the east lobby of Norlin, though it has not yet been enabled. There are some technical holdups on our end, but that those should be resolved soon. Cheryl and Erika have already signed up for initial training with 4Winds, so they will be ready to edit and add content. Once the sign is active, 4Winds will be giving us a period of several weeks to test things and compile a “pick list” of problems for them. An announcement will be made to the library list once this period begins. The idea is that we will compile a list of issues from staff and patrons to submit to 4Winds all at once, rather than reporting problems in dribs and drabs. Some content issues can probably be resolved locally by Cheryl and Erika.

Please note the following upcoming events:
All Libraries Meeting: April 25, 2013 from 9-11 in CBIS
Spring Awards: June 13, 2013 from 11-2 in CBIS

Departmental Updates
Rice gave a brief update on upcoming changes within LIT. LIT is holding a search for one position, with two more searches planned. LIT will rewrite the job description for the position Tim held, and it is likely that the position will be bumped into an OEP position (IT Pro) by campus HR. MT supports the upcoming changes.

Finalize Virtual Presence WG
MT reviewed and discussed comments relating to the VPWG charge that was sent out to the list for comments last week. MT has approved the charge as sent to the list and attached here. Rice will be the MT Liaison to VPWG. Department Directors will determine membership of the group, excluding at-large members. Once Department Directors have made appointments Rice will send a request to the list for the at-large positions. Brice will work with UXWG to determine who will be the liaison between UXWG and VPWG.

Possible elimination of security gates at west exit
MT wrapped up conversation on the topic of security gates. Planning will proceed with new security gates in place.

RDA Implementation

Windy prepared a schedule for large group RDA training sessions – 6 sessions using LC RDA Training Modules, beginning March 11 to April 8, about 10 hours total.

The URL for the LC RDA training page with the training webinars is http://www.loc.gov/catworkshop/RDA%20training%20materials/LC%20RDA%20Training/LC%20RDA%20course%20table.html.

Some are already doing this training on their own (Gov Info and Maps, for example)

The training will represent short-term disruption – most of the serious training is done which involved most of the original catalogers & NACO). Original catalogers have implemented RDA, including NACO (authorities) but their work is slower. This has increased the volume of materials needing original cataloging but not significantly. They apply catalogers’ judgment while in this transition period, for example, rush and priority materials are done using AARC2.

• Copy cataloging has some impact (in fact, copy catalogers asked for the training sessions so they have deeper understanding of RDA), Copy cataloging shelves are still small (no backlogs).
• PromptCat will continue without any impact and Acquisitions catalogers are not participating in the training almost 4000 RDA records are already in Chinook.

In the next few months, MS will develop necessary local policies and best practice guidelines. We’ll need discussions with Innovative regarding how to display new RDA fields, especially those designating the format of materials (sounding recording, etc.) as the GMDs which used to display following the title are going away. Paul is going to IUG at the end of April and he will find out from Innovative as well as other Innovative libraries what they are doing for display. In May, we’ll plan an open session for everyone, so those in service points and others can be informed about RDA records.

Discussion about Sierra issues

MT discussed the ongoing Sierra issues. Rice will send an email to all Libraries employees to answer some questions. MT will host an open forum to discuss the Sierra issues soon.

Upcoming meetings

March 19 (Planned agenda item: possible new visual org chart; discuss plans for All Libraries Meeting; LAB)

April 2 (Possible agenda item: Meet with Collections and Access WG?)

April 16

Management team minutes are available online: http://ucblibraries.colorado.edu/adminservices/management/index.htm