Present: Dale Canales [chair], Barry Baker, Jim Corey, Andy Farkas, Kathy Hoeth, Althea Jenkins, Bill Miller, Larry Miller, Grady Morein, Joan Pelland, Derrie Perez, and Lauren Sapp and Barrett Wilkins

1. The agenda was approved. Items from yesterday’s SUL meeting (#14 d. “Digital Library Issues,” 14. e. “SPARC” & 14. g. Wireless/Laptops) were added to the agenda. The SPARC issue may be tabled if time runs out. Debra Sears represented the State Library.

2. The minutes of the meeting of June 6, 2002 were approved with modifications.

3. Schedule of next meetings. There was discussion of December 2002 and 2003 meetings. The 2002 meeting conflicts with CNI and may conflict in 2003. Jim Corey asked for reconsideration of dates as is possible. The September 2003 meeting will be held in Tampa.

4. Report on the ALEPH Implementation Steering Committee (AISC) – AISC will meet again on October 2. Functional sub-groups have been appointed for indexing and OPAC. Data conversion programming continues. UF & UNF are looking at data and providing feedback to FCLA.

5. Report of the FCLA Director – Report, attached to the agenda was discussed and accepted.

   Corrections:
   • NetLibrary II – all backloads are finished
   • RLG backlog – almost complete sending 150K/wk
   • Created FAMU Law Library processing unit

   Additions:
   • USF has asked to tape load invoices for EBSCO & Harrasowitz
   • NOTIS work may be delayed, please hold off if possible until new LMS in place
   • ECC cancellations in next 4-6 weeks, any overage will be shared among institutions based on FTE as published in “Budget Allocation Book” of July 2002, pg. 44.
   • ERP (Enterprise Resources Planning) – FCLA will accept NOTIS format and convert it to Aleph. FCLA will send data in NOTIS format. Ultimately and preferably all will be changed to ALEPH.
6. **Union Catalog of ETD’s and [(14d) from SUL Agenda] Digital Library Issues.**

**Union Catalog** – The DSPC has discussed a union catalog but has not been charged with working on ETDs. The SULC agreed to set up a separate “ETD Planning Task Force.” Names for Task Force membership are to be sent to Dale. FSU, USF, UF, FIU and UCF are all interested in participating in the Task Force; UWF and FCGU may be later.

**Digital Library Issues** – The FCLA approach to digital library issues has been pragmatic (i.e., what can be accomplished with resources available) but FCLA has started looking at issues beyond scanning texts, photographs and maps. Audio is probably next with video later. FCLA will take direction from SUL priorities and sees audio with its potential for oral histories.

7. **FCLA Status in the new DCU** – Jim indicated that the Council of Educational Policy, Research, and Innovation (CEPRI) [the old PEPC] is studying “centers.” FCLA is a production shop not a research institute. Jim continues to suggest that FCLA be taken out of the “centers” structure. Jim will keep us appraised.

8. **FCLA Support for Affiliated Libraries** – Discussion on the issue focused on the probable need for a formal consideration of such library arrangements. Besides needing to codify terms and conditions, Jim suggested SULC/FCLA look at services at joint-use facilities and determine what we might do to provide better services in the future.

9. **Report of the State Librarian** – Debra brought greetings from Barratt who was on the road discussing the long-range plan and virtual library. It appears that implementation will be somewhat slower than hoped. There are changes in LSTA funds expected in October. The State Library plans a decision in October and access in January 2003 of licensed databases for public libraries. The State Library is working with OCLC on a 9-month project and is seeking libraries to receive training and provide OCLC with parameters for a state Union Catalog; Mark Flynn at the State Library is coordinating. Volunteers are needed by September 20th. Debra did not know whether this would be a virtual or a physical Union Catalog. OCLC is proposing an identifiable Florida subset, which could be further divided by public library, medical library, etc. OCLC has not done this before; it is a prototype. Derrie and Dale will check with their staff about impact on services. Barratt made a 45-minute presentation to state officials regarding the State Library. He is waiting to hear if there will be changes. A zero-based budget approach is now required by the Governor’s office. In the meantime, asbestos abatement is to begin in the state library building this Fall. MyFlorida.com now includes Ask-A-Librarian and the service use has quadrupled.
10. **CCLA** is also experiencing questions about its relationship with Tallahassee Community College (TCC). There has been discussion about moving CCLA into TCC for budgeting purposes. Per FTE funding dropped from $8.11 to $6.07 for CCLA this year; the CCLA budget request for 2003/04 ($2.91 million) is for databases only; no additional operating requested. There have been some staff changes at CCLA; Diane Davis resigned; Mike Ryan will step in as project leader for ALEPH implementation. CCLA’s SFX training will occur in the next 2 weeks, MetaLib in October. It is CCLA’s intent to move from SiteSearch in March.

Richard raised a concern for future discussion relating to joint SUS/CC libraries in light of the new system. We still need to learn more about Aleph and MetaLib/SFX for the technical aspects, there are policy and service level issues that will still need to be more fully explored and documented in order for the technical, operational, and administrative aspects of joint service areas to be in alignment.

**Added agenda items:**

+ **14. g. Wireless/Laptops** (moved from SULC) - FIU forms were distributed. UCF also does wireless and laptops, which are not allowed out of the building. However, their wireless actually works outside. They have not had any problems. FAMU is going to do something similar to UCF. FGCU has wireless and loans netcards. UWF will have wireless soon. FIU is doing both. UCF is experimenting with wireless desktops. Softwares mentioned were "Go Back", Deep Freeze, and Centurion.

There was no time to discuss **DLLI** this time.

Approved on December 5, 2002 at Broward Community College.
ALEPH IMPLEMENTATION
STATUS REPORT -- SEPTEMBER 2002

Ex Libris’ initial attempt to convert SUL NOTIS data only partially worked: their conversion programs could handle the bibliographic data but not the holdings, items, orders, etc. FCLA is programming to convert these record types into a format closely resembling Aleph's internal data format. Ex Libris will provide programming to convert the revised output into Aleph. The schedule for going live has not been affected so far.

COMPLETED Tasks
1. FGCU Kick off meeting and Systems Analysis - July 16, 17 and 18.
3. Test-server set up as consortium; each university has own Aleph files – end of July.
4. FCLA and UF and UNF test libraries were “opened” - end of July.
5. FCLA production server was delivered and IBM completed the installation on August 15.
6. FCLA programming staff developing the data conversion programs – ongoing.
7. Bibliographic and holdings data loaded into internal FCLA test libraries - end of July.
8. Loading & linking scripts created by Ex Libris turned over to FCLA – August.
9. Acquisitions and patron data mapping begun – August.

Upcoming tasks:
1. FCLA completes non-Aleph system administration installation on the production server and turns it over to Ex Libris by September 30.
2. Ex Libris completes the Aleph installation on the production server by October 30.
3. Circulation tables consultation, September 25–26. P1Ls Project Coordinators will attend and remain for a meeting on September 27.
4. Union Catalog/Universal Borrowing and Multi-campus Configuration consultation to be scheduled for October. E.g., FCLA will have two authority libraries (LC & MESH) to be shared by all 10 sites.

Typical Scenario for Switch-to-Production (STP)
• 1st subset load of Bibs, Holdings and Items -- early Sept
• Subset review session(s) -- mid-late Sept
• Sign-off on subset load - early Oct
• Continued programming for Patrons, Circ transaction, Funds, Orders, etc...
• 2nd subset load for all of the above (plus review & signoff) -- late Oct
• Full load of databases on production server -- Nov-Dec
• Functional training begins -- Jan 2003
• More subset and full loads throughout the Spring
• NOTIS closed, final extract file produced -- late Spring-early Summer
• Production dataloads -- early April-early June
• Switch to Production (STP - UF May 9; UNF June 9; UWF June 23; FGCU July 2
DIGITAL LIBRARY SERVICES  
September 2002 
Major short term projects 

1. **Consolidate PALMM collections** 
The DSPC is concerned about the proliferation of PALMM collections. For example, it will be possible to find Floridiana in 18 different collections. We are working to a) physically consolidate some collections (e.g. incorporate Florida Geological Survey Publications into Linking Florida’s Natural Heritage); b) establish a federated search capability over all PALMM collections, and c) encourage contribution to existing collections over establishing new collections.

2. **Integrate all textual materials in Textual Collections** 
Currently searchable full text is served by one system and page-image books by another. We are in the process of moving all textual (meant-to-be-read) materials to a single application. The user will be able to switch between full-text and page-image versions if both exist. The move should be complete by the end of September. See http://purl.fcla.edu/fcla/fulltext.

3. **Move Visual Collections to production** 
The new Visual Collections server is almost ready for production. The first visual collection to be made available will be the World Map Collection. See http://purl.fcla.edu/fcla/image-test.

4. **Incorporate photographs into Visual Collections** 
Visual Collections can include photographs as well as maps. Staff from several libraries have been involved in the drafting and review of specifications for creating and displaying metadata for non-cataloged photographs. Programming based on these specifications is in process.

5. **Enable Open Archives Metadata Harvesting** 
Metadata for PALMM collections, electronic journals or any subset of the NOTIS catalog can be exposed for harvesting by OAI-compliant metadata harvesters. This capability is currently in test, and needs to be implemented in production status. Two service providers have requested subsets of our data: the NSDL (National Science, Technology, Engineering and Mathematics Digital Library), and the American South project.

6. **Complete Finding Aids prototype** 
As part of an LSTA-grant funded project to catalog special collections, FSU, FIU, USF and UF participated in a pilot project to encode twelve finding aids in the Encoded Archival Description (EAD) format. These are searchable in the Florida Finding Aids Collection. The decision must be made whether to move this application into production, or to discontinue it. See http://purl.fcla.edu/fcla/findaid-test.