

# **Affiliated Libraries Spring Assembly Reports April 20, 2006**

## **The Affiliated Libraries Administrative Group (TALAG)**

### **LAUC-B and LAUC-B Committees**

- Committee on Affiliated Libraries Affairs
- Committee on Appointment Promotion and Advancement (CAPA)
- Committee on Nominations and Elections
- Committee on Professional Development
- Committee on Research

### **Function and Subject Councils**

- Administrative Council
- Public Services Council
- Technical Services Council
- Sciences Council

### **Other Standing Library Committees**

- Classification Committee
- Web Advisory Group
- Web Implementation Group

For more information, see:

**TALAG** – <http://www.lib.berkeley.edu/Staff/talag/>

**Affiliated Libraries** – <http://www.lib.berkeley.edu/AFFIL/>

**LAUC-B Committees** – rosters and links to committee web pages –  
<http://www.lib.berkeley.edu/LAUC/rosters/committee.html>

**Function and Subject Councils** – links for rosters and descriptions –  
<http://www.lib.berkeley.edu/Staff/committe.html>

*Compiled and edited by Rita Evans, Chair, Committee on Affiliated Libraries Affairs,  
from reports submitted by affiliated representatives.*

## **TALAG (The Affiliated Libraries Administrative Group) – Linda Vida**

TALAG met in November 2005 and February 2006 and with the March meeting intends to adhere to a quarterly meeting schedule.

Ron Heckart, Director of the Institute of Governmental Studies Library retired and Nick Robinson was appointed as Director. Nick was elected as TALAG Chair in March for a two-year term.

The TALAG chair continues to attend Roundtable and sends brief summary reports out to TALAG after each meeting.

TALAG continues to participate in vetting The Library's revised Web pages to ensure that affiliated libraries' collections and services are accurately reflected.

TALAG met with T. Leonard, I. Stirling and B. Hurley for their second annual meeting. The main focus of the meeting was to discuss the affiliated libraries interest in participating in a campus Integrated Library System (ILS).

Many TALAG units finalized a Memoranda of Understanding (MOU) with T. Leonard. The MOU authorizes The Library Preservation Office (PRES) to provide disaster preparation assistance as well as actual disaster response assistance to affiliated libraries.

The first all affiliated party was held in December 2005 and was a great success. It will become an annual event.

Affiliated staff names have been added to the [affil@library](mailto:affil@library) reflector to ensure broad dissemination of pertinent information to affiliated librarians and staff.

To view the approved minutes from prior meetings, please go to <http://www.lib.berkeley.edu/Staff/talag/talagmin.html>

## **LAUC-B – Lily Castillo-Speed**

LAUC-B has sponsored or co-sponsored the following: Pay Equity Forum (11/9/05); Fall Assembly speaker Dan Greenstein (11/15/05); Brown Bag on LAUC Research Grants (12/6/05); Deirdre Mulligan on Google Book Search (2/23/06); New Librarian Reception (3/15/06); Brown Bag on the BSTF report (3/23/06).

Activities since the Fall Assembly: Lily Castillo-Speed, Lucia Diamond, Rita Evans and Brian Quigley attended the LAUC Statewide Fall Assembly at UC Santa Cruz; the annual Travel Fund allotment for all LAUC-B members was increased by \$75; a Library Internship Task Force has been established; the LAUC-B website was linked to the UC-AFT website; Townsend Center Fellowship proposals have been submitted.

Ongoing work on: Committee on Diversity report on recruitment procedures; templates for committee webpages; adding committee service histories to website.

Announcements:

- We need more volunteers to work on the LAUC-B Conference in 2007 on Librarian 2.0.
- There will be an elections meeting by May 1.
- Please plan to attend the Diversity in Action Forum on May 9.
- The LAUC-B Spring Assembly on May 15 will feature Chancellor Birgeneau speaking on diversity.

### **Committee on Affiliated Libraries Affairs – Rita Evans**

Fall Assembly – The Affiliated Fall Assembly was held on November 2, 2005. Laine Farley, Director, Digital Library Services, California Digital Library, presented an overview of CDL products and services, including: bibliographic services, publishing services, digital library services, public content and preservation services. CDL wants to partner with individual libraries to digitally reformat selected materials, publish them to the web, and integrate them into one or more larger collections; enable faculty to publish papers, monographs, journals to the web; and selectively capture, organize, and manage web-based materials

Email reflector – At TALAG’s request, all staff members of the affiliated libraries are now on the affil email reflector.

Committee website – The committee’s website (<http://www.lib.berkeley.edu/LAUC/cala/>) has been enhanced with the addition of assembly minutes and presentations, documents outlining committee procedures and duties, a committee calendar, and reports to LAUC-B and the Affiliated Assemblies.

Vice-Chair/Chair-Elect – Committee Vice-Chair Nick Robinson stepped down in March when he was elected chair of TALAG. ExComm appointed Susan Garbarino, director of the Giannini Foundation of Agricultural Economics Library, to fill the vacancy. The Affiliated Libraries will need to elect both a Chair and Chair-Elect during the upcoming LAUC-B elections.

Spring Assembly – The assembly will be held April 20 and the program will be “New Web Tools.” Terry Huwe, Chuck James and Nick Robinson will speak.

### **Committee on Appointment Promotion and Advancement (CAPA) – John Gallwey**

Peer-Review Workshop – On November 8, 2005 the outgoing CAPA Chair Jean McKenzie and outgoing CAPA member Lucia Diamond lead the annual Peer Review Workshop. The LAUC-B Professional Development Committee sponsors this event.

Position Descriptions – CAPA has reviewed the following position descriptions:

- Bancroft Lead Archivist
- Bancroft Survey Project Archivist (2 temporary positions, 2-year appointment)
- Law Librarian (Robbins Collection)

Candidate Interviews – CAPA has interviewed candidates for the following positions:

- Federal Documents Librarian (3 candidates)
- Law Librarian, School of Law (4 candidates)
- Reference Librarian, Doe/Moffitt (7 month temp) (3 candidates)
- Librarian, Institute of Governmental Studies (4 candidates)
- Information Services Librarian, Public Health Library (3 candidates)

Review Process – 28 merit/promotion review dossiers have been received (including 10 from affiliated librarians), and CAPA has completed review of a third of these. Four candidates are seeking career status, five candidates are seeking promotion, and three have requested accelerated merit reviews. Four Ad Hoc Committees were appointed to work on the career and promotion cases.

### **Committee on Diversity – Dayna Holz**

Based on the October 2005 charge from the LAUC-B Executive Committee to investigate the librarian recruitment and hiring process at UCB, the Diversity Committee developed a set of interview questions to cover the procedural areas of writing a job description, posting a job description, selecting candidates, and forming search committees. Interviews were conducted in person over the course of a month with seven librarians (including five from Affiliated Libraries), two representatives from CAPA, and a representative from LHRD. The committee met to discuss findings in January 2006.

The committee wrote a report of preliminary findings, acknowledging that the survey is an incomplete assessment of cross-campus procedures and was constructed as an information-gathering exercise which may be expanded in the future to include a more comprehensive examination of librarian recruitment. The Executive Committee is currently reviewing a draft version of the report.

### **Committee on Nominations and Elections – Linda Kawaguchi McLane**

The Nominations and Elections Committee met on February 21, 2006 to draw up a list of potential candidates for each Executive Committee office that needs to be filled:

- Vice-Chair/Chair-Elect
- Secretary
- 2 Library representative alternates
- Affiliated Libraries representative
- Affiliated Libraries representative alternate

We also sent an e-mail to all LAUC-B members seeking nominations. We are currently working on finalizing the slate, and are almost finished.

Once the slate is finalized, we will collect the candidate statements and forward the slate to the LAUC-B president for any comments and final approval. We will meet again to put the ballot packages together and expect to have an election meeting by May 1.

### **Committee on Professional Development – Susan Garbarino and Seyem Petrites**

Brown Bag on the Bibliographic Services Task Force (BSTF), March 23, 2006  
In its effort to gather responses to the BSTF Report to be delivered to the Systemwide Operations and Planning Advisory Group (SOPAG), LAUC Statewide conducted an Early Bird discussion on March 13. Following that discussion, this Brown Bag was designed to solicit further LAUC-B responses from librarians and staff.

Google Book Search, Libraries, and Copyright, February 23, 2006  
Prof. Deirdre Mulligan, Boalt Hall School of Law, Director of the Samuelson Law, Technology & Public Policy Clinic described the arguments and implications for copyright and fair use surrounding the controversial Google Book Search project, Google's massive effort to scan, index, and provide limited access to millions of volumes of copyrighted and public domain books held at a number of research libraries.

Library Pay Equity Forum: National Issues and Common Goals for Labor and Management (Co-sponsored by the UC Berkeley Labor Coalition), November 9, 2005  
Dr. Maurice J. (Mitch) Freedman, American Library Association Past President and Initiator of the ALA Better Salaries & Pay Equity Task Force spoke about his efforts and experiences over the years to address issues of comparable worth and other pay inequities. The Committee co-sponsored this second day early-bird event of a two-day forum.

Academic Review: A Program for LAUC-B Members (Co-sponsored by CAPA), November 8, 2005  
Panelists discussed a variety of aspects of the academic review process, including initiating a review, preparing a dossier, providing letters of support, and reviewing dossiers. The well-attended early bird session included questions and answers from the attendees.

### **Committee on Research – Jennifer Nelson**

The Research Committee publicized the requirements and deadlines for applications for the statewide LAUC research grants and the Townsend Library Fellowship via multiple mailings to the LAUC-B email list and two brown bag sessions. For the Fall brown bag we invited former LAUC research grant recipients to talk about what the application process was like and answer questions from current applicants. For the Spring brown bag

we invited former and current Townsend Fellowship recipients, as well as Teresa Stojkov, assistant director of the Townsend Center. Both brown bags were well attended.

The committee received four grant proposals which were reviewed and discussed. Comments for each proposal were compiled and communicated to the applicants in time for them to make changes and resubmit their proposals by the statewide deadline.

### **Administrative Services Council – Ruth Girill**

The Bancroft Library move to temporary quarters on Allston Way went very well.

Security concerns have been discussed and a new Library Security Committee will explore those issues that apply to all libraries and not just Doe-Moffitt.

The Chancellor is instituting a new performance review procedure to be in place in time for the fall merit decisions. There won't be a large number of changes to the library procedures.

The only new budget moneys coming from the state have been earmarked for raises and specific projects. Libraries are encouraged to use moneys already on the books and being carried forward.

### **Collections Council – Marlene Harmon**

The main focus for Collections Council since the beginning of the year has been hiring a new AUL and Director, Collections, a position that has been open since Patty Iannuzzi left over a year ago. Bernie Hurley has been acting as interim Director of Collections. Collections Council has been heavily involved in interviewing and evaluating the four finalists for this position. Tom Leonard announced the final choice in March – Chuck Eckman, who had worked as a librarian at the Environmental Design Library and in Government Documents, will return to Berkeley in June after spending the last 10 years at Stanford.

Other items and issues considered by Collections Council include:

RFL Persistence Policy

Technical Services Review

Changes in cataloging

Use of Faculty Start-Up funds

Supplemental funding requests

Implications of the Bibliographic Services Task Force

Individual funding requests

Balances in selector accounts

## **Public Services Council – Rita Evans**

<http://www.lib.berkeley.edu/Staff/PSC/>

Bibliographic Services Task Force - Amy Kautzman reviewed the process used to produce the report and the council discussed public services implications. Input from campuses has been solicited.

Library Systems Office – LSO has rolled out VPN for access to licensed resources and email but there are no plans to eliminate the proxy server. They issued a reminder on the importance of backing up files following an unusual number of hard drive failures.

NRLF – Jutta Wiemhoff reported on a high-volume project to digitize books that are out-of-copyright, making them freely available online (<http://www.openlibrary.org>). In late spring/early summer, NRLF will begin deaccessioning a large volume of East Asian Library material which will be integrated into the library's various collections once the new East Asian library is complete. UC Santa Cruz is exploring housing a portion of its collection at NRLF for approximately two years while its main library is remodeled and expanded.

Course Reserves – b-Space, a campus learning management system, will enable real time access to information for course reserves. It may replace ERes.

Bancroft – Operations in the temporary location generally are going smoothly. All of the public reading stations are in constant use. The number of staff providing general public service is down.

## **Sciences Council – Rita Evans**

E-resources – Jody Bussell and Don Lee gave a presentation about the workflow involved in getting e-resources added to the SFX server. They provided a detailed flow-chart which showed the process when a selector requests a purchase of a new e-resource, adding an online version to an existing print title, or adding a new print and online title. They gave specific directions about e-doctors and the form for ordering new electronic resources. Margaret Phillips must be notified first if we do not yet have a contract for a title and there are concerns about the licensing.

Wikis – Nick Robinson provided a presentation on his use of Wikis. Go to [www.jot.com](http://www.jot.com) to get started. He demonstrated log in, new user access, and showed examples of working documents. Council members discussed a variety of wiki applications.

ILL default loan period – Procedures units use to determine whether an item can go out for loan were discussed; there was consensus that the lengthy loan period is still a problem.

Course reserves – ERes will probably be replaced by bSpace, a collaboration and learning environment where reserves can be viewed directly rather than going through Gladis.

Teaching Library – An online tutorial for Melvyl is being developed with a product planned for release prior to the fall semester. Short, interactive, modular units are being considered.

### **Technical Services Council – Mark Takaro**

Technical Services has installed a CAL ID card lock on the main door into 250 Moffitt early next week. If you need to consult with Technical Services staff, or if you are attending a meeting in the 251 Moffitt conference room, please call first.

The SOPAG Bibliographic Services Task Force report and Ginny Moon's reporting on the Technical Services Review absorbed a lot of discussion time over several meetings.

AACR and MARC have created a new type of record for Integrating Resources with a Bibliographic level i (i for Integrating Resources). OCLC will be accepting the new code starting in June.

### **Classification Committee**

Affiliated representative (2004/05-2006/07) and Chair (2005/06): Trina Pundurs

The Classification Committee has put together a "Tips on Reclassification Procedure" web page, for those who are preparing reclassification requests for Library Assistant III, IV, and V positions. See [http://www.lib.berkeley.edu/Staff/LHRD/reclass\\_tips.html](http://www.lib.berkeley.edu/Staff/LHRD/reclass_tips.html).

### **Web Advisory Group (WAG) – Paul Atwood**

<http://www.lib.berkeley.edu/Staff/wag/>

The *Services column on The Library's home page* will be updated soon and will better identify services by user group, faculty in particular. The final proposal is currently being presented at subject councils for general approval.

*VPN (Virtual Private Network)*: Usability issues are being repaired. Both Windows and Mac versions require testing and revised instructions before release. There is currently no plan to retire the proxy server; VPN will be promoted as an alternative for those users who need it. (See minutes from 12/12/05 for a list of advantages and disadvantages.)

*Blog and Podcasting Software*: The Library Systems Office is testing a handful of blog softwares for use on the library server. Bernie Hurley is preparing a group to determine blog policies. Affiliated Libraries will be able to create their own blog(s).

A 'podcasting group' has been formed. Their probe includes an environmental scan and analysis of options and uses for podcasts, as well as determining software of choice.



*UC Berkeley Calendar Network* will provide an online calendar at no cost to any department that wants to join the network. Calendars within the network will be able to readily share event information. There is no release date at this time; expected Summer 2006.

**Web Implementation Group (WIG) – Paul Atwood**

<http://www.lib.berkeley.edu/Staff/wag/wig.html>

*idata Password Change:* Expect a new password for idata (FTP access to Library server) in July 2006.

*Stellent – content management software:* To comply with the campus' minimum security standards, the Library will move over to Stellent's Webdav alternative to FTP. Instructions and further information will be supplied when the move is scheduled.