

February 14, 2011

Present: Frank Bove, Susan Banoun, Emily Hicks, Joe Payne, Jeanne Langendorfer, Amy Fry, Kristine Szabo, Barbara Dunham, Julie Blake, Deberah England, Anita Cook, Sharon Hackett.

First order of business- It was suggested we push back the March 25th training day. It was agreed that we should take a little more time to plan for it. We will have training day on May 9.

We decided – we will cancel the meeting set for March 7th. We will meet on March 25th to practice IUG presentations and to set the final agenda for the training day. We will meet again April 11th. IUG is April 13th - 16th. We will have training day on May 9.

Our schedule for the next few months:

March 7 – previously scheduled meeting date – **has been cancelled**

March 25 – meeting - Conf Room D

April 11 – meeting - Conf Room D

May 9 – training day -Conf Room D

June 13 – meeting - conference Room D

July 11 (tentative) – Board room for 2nd day of training

Training day will be advertised on OhioLINK listserv. Deberah asked if we were going to advertise on ALAO to try to get surrounding states. Anita says they can set up the meeting notices – will provide link to click on which goes to OhioLINK for lunch reservation. We will do sandwiches. People will pay when they come that day. We will have an hour for lunch.

We will contact III, Ebsco, Serials Solutions and Swets to see if they will provide some items to hand out or if they will sponsor lunch. Anita will contact III first. If they will not participate, then we will contact the rest. Jeanne will talk with Swets, Barbara will contact Serials Solutions and Deberah will talk with Ebsco. Offer III first choice to sponsor lunch. We will ask if they want to have any brochures or materials for us to hand out. We are not envisioning that the companies will have reps and tables set up there, but they will be able to have tables available at lunch time if they wish.

For training day, we will do an in depth reporting of the survey results. Julie says John is interested in seeing training/ workforce development which will contribute to the demonstration of OhioLINK's value; he would like to see some take-aways, like hand-outs, etc.... Jeanne says we were really just talking about getting together to talk about how everyone was using ERMS. Also, it was thought that it would be a chance for institutions which do not have an ERM to share how they are managing their electronic resources. Topic suggestions:

Frank mentioned that Akron is using ERM to manage trials. Julie says that she can discuss OhioLINK licensing. Deberah says she can discuss standards. Amy wants us to talk about statistics. Deberah also suggests something on buying an ERM and implementing, such as a brief discussion on what ERMs are out there & steps to implement. Jeanne says also may be useful to talk about how to manage e-resources if you don't have an ERM. Can also discuss essentials fields in ERMS. Maybe Thomas can do something about how OLinks works. With the number of topics we came up with, it was decided that we should have 2 training days. With

how the discussion progressed, it is looking like it will be more general electronic resource management for 1st day and ERM tools on 2nd day

Training day topics:

Survey results (Emily)- Day 1

Our group – what our charge is and what our mandate is – Day 1

Licensing – what different institutions are doing with regard to licensing, specifically with regard to how to deal with licensing information in the ERM – Day 1

- a. OhioLINK Licensing (Julie) - Day 1
- b. Licensing Handout – (Julie) Day 1
- c. Licensing Info in the ERM (general overview) (Susan) – Day 1
- d. Swets, Serials Solutions, Ebsco – License processes – Day 2

OLinks – Day 1

Usability studies (Amy) – Day 2

Front-end display of lists of databases (Amy)- Day 1

Use of ERM to track trials (Frank)- Day 1

Essential/ Core/ Basic fields necessary for every ERM (will do this as a hand-out)- Day 1

Bibliography – Jeanne will prepare- will be done as a hand-out for Day 1

ERM fields – Day 2

Customization of ERM records (as a hand-out?)- Day 2

Interoperability – Day 2

Workflow / Lifecycle of electronic resources management– Day 1 (do this at the end of day?)

NISO Standards -Day 2

Usage statistics - Day 2

Hand-out for other ERM products – Deberah will prepare handout for Day 1

Sharon will type up notes and send out on our list. Sharon will also type up a draft agenda and send out on our list and we will discuss and finalize it at our next meeting.

We will not do break-out sessions. Discussed and decided that it would be better to keep it all together because everything is so interrelated.

Licensing issues – Julie reported that there has been discussion at OhioLINK about trying to post OhioLINK licenses or trying to put together a table of essential license terms for each publisher (what is allowed by each).

Agenda for 1st day – Program will take place in Conference Room D, from 10:00 a.m. to 3:00 p.m.

Welcome - John McGill

Explanation of ERM Task Force charge and Survey results - Emily - 40 minutes

Break - 10 minutes

OhioLINK –

Licensing- Julie - ½ hour

OLinks - Thomas- ½ hour

Lunch- 1 hour

Licensing - an example of how UC is tracking licenses in ERM - Susan- ½ hour

Public display/ Discovery – Amy - 45 minutes

Workflow/Lifecycle of electronic resources - 45 minutes

Wrap-up and Day 2 promo - 10 minutes

Handouts for day 1

Bibliography - Jeanne

Licensing - Julie

Essential ERM fields – Amy, Jeanne, Sharon

Sponsor handouts

ERMS handout – Deberah

For next time, those who are presenting will try to think about the titles for their presentations.

Jeanne and Sharon will work on working on getting lunch set up and getting the word out about this training day.

The question arose as to whether there are any ethics problems or state laws prohibiting vendors from coming in. Jeanne says there is a \$75 cap on lunches.

Harrassowitz, Ex Libris, Voyager and Gold Rush products – companies may want to provide brochures or handouts. Or any open-source products – Notre Dame’s CORAL, CUFTS

Jeanne thinks that maybe if we had a hand-out that listed them would be helpful to people.

We will pick a day for Day 2 training next time we meet.

Topics for Day 2 Training- Planning for 2nd training day will be done by Julie and Joe

Will focus on Tools/ Processes

Workflow –this will be the lead-off topic

Licensing- ERM records in III, Serials Solutions, Ebsco, Swets

ERM customization (as a hand-out?)

ERM fields

Interoperability

Usability in detail (Amy)

Stats

Standards

Other Business:

Julie reported about ERM talks with III. OhioLINK wants to be able to track resources and what institutions are participating in each deal. Also, they want to move towards automated stats gathering. III's product has nothing better than a note field to help them keep track of that information. Jeanne suggests that Julie look at HELIM to see what they are doing. Deberah also suggests that they contact the people from the California Digital Library to see what they are doing. Deberah mentioned that one problem with all of the products is that they provide no method for storage of impact factor information.

Emily will contact us when she needs some help analyzing survey results.