

Rutgers University Libraries
 Standing Advisory Committee on Public Services
Recommendation Log, AY 1999

Government Documents Records in Sirsi	Brief circulation records for government documents should display and all must proceed to full cataloging.	7/23/98	E. Calhoun and H. Hemmasi have consulted; paragraph approved by Cabinet
	Local numbers can be used.		
	Status of materials with brief records should parallel other materials and use "in library" when they are not circulating.		
	Selectors can certainly determine where an item should be located but should not have the option to withhold items from cataloging.		
	A paragraph should be submitted to Cabinet to gain agreement with this recommendation. This paragraph was supported by Cabinet, with the caveat that procedures should not be in conflict with the large recon projects: "To accomplish our long-range plan for the Rutgers Digital Library Initiative, we intend to create electronic records for all items existing in the Rutgers collections. In this process, every opportunity to build the bibliographic database must be taken. When an item without an online record circulates, it should be forwarded for full MARC cataloging. When workflows for managing the collections are developed, they should include whenever possible an opportunity for manually cataloged or uncataloged items to proceed to cataloging."		
Draft Principles for Acquiring Electronic Resources	Supported with three changes:	8/27/98	Draft amended and redistributed to SACOPS and SACCDM; now posted on web page
	1) Add administrators to the series in point two.		
	2) The overall sentiment should include acknowledgement of the rights of producers. Add the following statement from the ARL licensing principle document: As responsible agents for an institution, librarians must negotiate licenses that address the institution's needs and recognize its obligations to the licensor.		
	3) There needs to be a mechanism for informing RUL librarians and staff about our agreements, e.g., when we may copy, download, ill. It was suggested that the information could be posted to the libraries web page. The obligation to do this will be noted in a later section of the principles. It was noted that the depository access arrangements are not as frequent now as previously and should be accepted. Individual site offerings should be considered on a case by case basis, but the start of any negotiation would be by the principles.		
Microform Sets	ERIC fiche and other major sets should be cataloged to expedite RRS.	7/23/98	AUL/PSC->AUL/TAS
	Recommended adding 930 to ERIC set-level cataloging record	2/26/99	->AUL/TAS
Address Verification Draft	Suggested that the brochure begin with a question, "Do we have your email address?"	7/23/98	Done
Ask a Librarian	Recommended Jeanne Boyle ask all librarians and staff whether they wish to receive copies of questions and answers.	7/23/98	Done
Sage Records in Unicorn	Recommended Sage holdings be a separate database like the two law libraries because they do not participate in RRS and other services.	7/23/98	AUL/PSC->UL
Link to Holdings	Tying periodical articles with particular library's holdings should be included in the long-range plan.	7/23/98	Reworded
Long Range Plan Strategies	See separate sheet	7/23/98	Done->Budget narrative
		8/27/98	
		9/24/98	
BNA Record displays	Recommended: Library: TBS; Copy: 1; Status: UNDER CONSIDERATION. Once a final decision is made, there should be a short explanation of these records published in the Agenda.	9/24/98	UNDERCONSIDERATION->PENDING; Agenda explanation submitted
Status for Approval Books	Agreed to change recommendation from "Under consideration" to "Pending".	10/22/98	A. Scholz-Crane presented topic and received recommendation

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Journal Cancellations Impact on Public Services	<p>More workstations and the ability to print are needed.</p> <p>Recommended:</p> <ol style="list-style-type: none"> 1. Apply for some of the student computing fee monies to pay for printers/network printing . 2. Have printers with coin boxes in the Libraries; students would still be able to print free from the Micro Labs. 3. Have written instructions available for both users and staff. <p>Many IRIS Serial records are extremely long and confusing. The extremely long URLs for e-journal links are incomprehensible to/missed by users.</p> <p>Recommended: Mask URL; set hyperlink text as: "Click here to access journal."</p> <p>Suggested: Provide holdings statement for e-journals indicating when full-text begins.</p> <p>Recommended that Lida Sak be invited to PAC to discuss such serial issues as: Who reviews the decisions to add specific URLs to serial records? Is there a contractual commitment on the part of UMI and other online providers not to drop titles? Can we make any real collection development decisions without such a commitment? Who's going to keep track?</p>	9/24/98	Networked printing proposal submitted to purchasing; URL, holdings to be discussed at upcoming SACOPS
Recommending Acquisitions of Networked Resources	Only networked titles which are purchased and registered will be put in IRIS. However, SACOPS recommends depository (free) government documents titles which do not require registration be an exception. We might start by identifying new, online-only government document journal titles.	10/22/98	AUL/PSC->AUL/TAS
RRS Requests for Reference Books	Agreed not to require permission notes from reference librarians on electronic RRS requests for reference books among the 3 geographical campuses (Newark, Camden and New Brunswick/Piscataway). The A Team will forward the requests and the filling library will, as in the past, make the final decision about circulating reference books to a remote campus for 3 days, in-library use.	10/22/98	J. Gardner presented topic and received recommendation
Long Range Plan Strategies	Revised wording in Ranking #3 Strategies: basic course and offering a library course" will replace "basic course [vs.] offering a library course".	10/22/98	J. Boyle will make the change
MARC Holdings	SACOPS approved the use of MARC holdings statements in principle.	11/18/98	Bob Warwick and other members of the MARC Holdings Committee presented topic and received recommendation
SAC Operations	<p>Recommended: Communication would be greatly facilitated if all three AULs attended all SAC meetings. SACOPS will extend an invitation to its next meeting.</p> <p>Supported the idea of having joint SAC meetings when appropriate to discuss import issues of overlapping concern and to have issue-oriented SACOPS meetings for fuller discussion of specific issues.</p> <p>The NERS group will be asked to attend a SACOPS meeting to discuss database evaluation.</p> <p>Generally agreed that meeting times have been insufficient to handle our rather full agendas; most preferred keeping meetings to once/month but extending them to the full day.</p>	11/18/98	AULs attending all SACs; NERS to participate in full day meeting in January.

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Annex Report	Recommended using separate 930 fields for originating library and Annex.	12/16/98	E. Calhoun presented topic and received recommendation
	Page 5 should be updated throughout to reflect RRS requests rather than faxing.		
	The first sentence on page 2 in the section on Additional Considerations, part A., needs clarification. It is unclear whether reference is to a copy or a title or if the sentence refers to the Annex and other libraries or decisions among all libraries.		
	The Selection policy should be amended to include an acknowledgement that inadequate space may be a reason materials are stored.		
	Recommended that a revised document be made available on the staff resource web page.		
	Ariel is available at the Annex and should be added to the Photocopy Services section.		
	The procedures for Special Collections and University Archives should indicate that referrals should include a telephone call ahead so materials in the Annex can be pulled and delivered before a user arrives on site.		
	It would be useful to provide hot links from within IRIS to Digital Dissertations.		
Supported development of a guide to dissertations in Special Collections.			
Page 2, number 7, should be edited as: 'condition, and/or unbindable'.			
Budgeting Strategies for the Long Range Plan	See attachment to minutes for results of brainstorming.	12/16/98	AUL/PSC->budget narrative
Digital Dissertations	Decided not to make available the separate file that contains only Rutgers theses.	1/28/99	No action required
Cataloging Uncataloged Materials	Two primary criteria for determining priority for cataloging uncataloged materials are: 1) items in high demand, and 2) unique, research, and comprehensive materials.	1/28/99	AUL/TAS presented information & received recommendation
	Recommended that high demand items be captured through establishing routines and that priorities and judgment be used for the rest.		
Ovid/Vale Database Switchover	Recommended that we keep Ovid available until the VALE search system is local and changed.	1/28/99	No action required
Database Evaluation	Possible criteria are: documented need - audience, price, budget source, reduce duplication - cost offsets and tradeoffs (what losing and gaining), compare with like products, subject focus, scope, overlap, integrity of database, usability - search capabilities, documentation, technical issues, functionality - emailing, downloading, trial page until librarians comfortable. Post-purchase evaluation should be regular in the first two months of ownership.	1/28/99	Background for faculty discussion
RUL Brochures	Review the list of centrally reproduced and distributed brochures:	2/26/99	->AUL/PSC
	Document Delivery Services - retire or update this brochure.		
	Instructions for E-mailing or Copying to Disk - These are important and should be revised.		
	IRIS Online Catalog - PAC will be responsible, and Harriette wishes to review.		
	Remote Access Guide - Systems has been asked to review.		
	Searching IRIS - PAC will be responsible.		
	Terminology for International Students - Currently being revised by a task force chaired by Wen Hua Ren.		
Additional brochures that should be on the list: Special Collections, SCC Data Service, and Copy Services.			
Introducing New Services	Attach a "New as of [date]" to new databases for one month after they are moved from the trial page to our regular page.	2/26/99	->AULs and WAC
	The steps after selection would include development of documentation with testing with one or two people; notification to Ask a Librarian, RUL_faculty, and RUL_staff; information on the News page; then publicity.		
Ready Reference Searching Vendors	Check with Gary Golden for information about FirstSearch blocks.	2/26/99	->AUL/PSC In progress
	Ilona Caparros and Susan Beck volunteered to review our current and potential services.		

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Sound Cards in Public PCs	Recommended sound cards and head sets for all instructional machines and in two public machines per library systemwide.	2/26/99	->A. Montanaro & PCWG; J. Gardner & Access Services Committee
	Recommended headsets be handled through the reserve process.		
	Recommended that future equipment should be sound capable.		
Network Downtime	Suggestions, in priority order, for a recommendation to RUCS are:	3/25/99	->AUL/TAS
	develop flexibility in staffing so that maintenance can occur on the weekends		
	schedule maintenance for after 9 or 10 pm on Thursdays		
	change the notification message to indicate that the network may come back up at any time.		
	It was also recommended that notices stating that the downtime may be shorter than announced be posted in each library.		->AUL/PSC
RU Online	The final recommendations are to:	3/25/99	AUL/TAS presented information & received recommendation
	Add RU Online to a cataloging record when the 856 hot links to full text or full image, a mix of full text or full image and abstracts or tables of contents, or the 856 is the original format of the resource.		
	Do not add RU Online when the 856 hot links to related materials, AND add the note "Related Materials".		
	Suggested that a name might be found for RU Online that better reflects our movement toward a digital library.		
Circulation Statuses	Suggested that user focus groups would help us evaluate the effectiveness of our various labels and messages.	4/22/99	Head, Access & ILL Services presented information & received
	It would also be useful to be able to click on circulation statuses in the catalog and link to the relevant Self Services messages.		
	Approved message CHECKEDOUT(Recalled) to appear as soon as the A Team places a recall for an item.		
	Recommended message to read IN-LIBRARY(In-transit for user) to appear as soon as an RRS staff member places a hold on an item and ships it to another library for a user.		
Extended Campus Services Task	The report was accepted, and the recommended actions will go forward.	4/22/99	See report
Internet Databases	Recommended that databases offered free on the Internet be made available through our web/research guides rather than through IRIS or on the Indexes web page.	4/22/99	AUL/PSC & Chair, WAC received information
	The indexes web page should include indexes for which we pay and have an introduction that explains this criterion.		
Networked Resources Evaluation/Selection Process and Criteria	Agreed Minitex criteria could be used and modified for our needs as we gain experience.	4/22/99	AUL/PSC & AUL/CDM will present to SACCDM SACOTAS to review; AULs to revise and redistribute.
	Recommended that the "Teams" document state clearly where the selection decision is made.		
	The Generalist Team was noted as necessary and important.		
OCLC	Recommended that Rutgers continue to load records into OCLC.	5/27/99	AUL/TAS & Head, Access & ILL Services presented information & received recommendation.
Government Information	We need to pull together work being done by WAC, New Brunswick, the Autographics subscriptions, the earlier exception we made for adding URLs to catalog records for documents, a Sirsi demo, and the work of the Common Knowledge Database team.	5/27/99	
Reference	Suggested that we need to identify what our important tasks are. Reference falls to the bottom of the list because there are so many things to do.	5/27/99	Council to continue; AUL/PSC to draft PSAM 18.
	We need time to train ourselves.		
	The PSAM revision should note that we "participate", not just "support", the university mission. It should include a direction to email, AAL prior questions, or other information on the web page.		
	We need to have a larger discussion.		
	The discussion will continue in the new Council.		

	AUL/PSC will draft a revision of PSAM 18.		
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