

Minutes of Librarian's Meeting, October 23, 2018

Present: Heather Symon Bassett, Mari Kermit-Canfield, Melinda Isler, Fran Rosen, Leah Monger, Scott Garrison, Stacy Anderson, David Scott, Dejah Rubel, Paul Kammerdiner, Sela Constan-Wahl

Absent: Ali Konieczny, Kristy Motz, Ann Breitenwischer

Call to Order (Isler)

The meeting was called to order at 11am by Melinda.

Dean's Update (Garrison)

Scott provided two brief updates. He indicated the Presidents Council met within the last week to discuss budget cuts for Fiscal Year 2020 and that the Dean's Council will start meeting weekly discussing the topic as well. He also noted that he represented FLITE at a recent COLD meeting and will provide an update soon.

Approval of Minutes (Symon Bassett)

Minutes for the September 25, 2018 Librarian's Meeting were approved unanimously.

LibCal Option Linking Meeting Rooms with Outlook Calendar (Constan-Wahl)

Sela indicated it is possible to link room bookings to Outlook Calendars. She indicated that with present configurations, if a room is booked in LibCal details would show up instantly in Outlook, but if it were booked in Outlook, on the LibCal end the room will only show as "Busy in Outlook", meaning booking details don't get communicated automatically from Outlook to LibCal. For that reason, it was suggested that it should not be used for student booking and a good first use would be for reoccurring meetings usually held in the same room. Sela will work with Springshare on getting booking details to display through LibCal. The group was in favor of librarians and library staff, as well as Faculty Center staff, being able to book seminar or instruction rooms in Outlook to work out the bugs before students start transitioning to Outlook in December. Ultimately, students could be able to see study room bookings (and receive reminders for bookings) through Outlook. Bookings that library faculty or staff do through Outlook will not require further approval.

Booking Multiple Locations in LibCal (Sela)

Sela indicated with Springshare's change from MyScheduler to Appointments, it is possible to have multiple meeting locations for liaison librarians. It is also possible to identify various librarians in LibCal to support group functions. For instance, an option could be set up to select whomever is available to respond to a generic reference question. In Appointments, you can also pick the type of appointment and length of time for certain types of appointments (such as a 15 minute appointment for citations etc.). This option could be individually set up by librarians or could be set for all. Sela will coordinate a meeting with Ali, Melinda and Heather to explore the locations option and related considerations. Sela invited others interested in having input to contact her to join this group.

Primo Central Activation Policy (Rubel)

Dejah presented a draft Primo Central Index (PCI) Activation Policy (**See Appendix A**), which was briefly discussed at yesterday's RAD Tech meeting. She shared two comments regarding the same; there should be a regular review of the open access content and that all content should be routed through EZProxy. Melinda passed along Kristy's comment that when SmartSearch was first implemented, open access and other less desirable content, such as data sets, often flooded the search results and discouraged students trying to use the system, suggesting utility in testing after new types of material are added through Primo. There was some discussion of whether there was a need for more specific parameters for deciding whether or not to activate content and beyond that, whether FLITE should reassess its general practice regarding open access content. Approval of the Primo Activation Policy was tabled to allow for more discussion of this item in a Librarian Liaison Meeting, which Scott will schedule.

Web Content Integration Team (Constan-Wahl)

Sela announced the Advisory and Accountability Committee recently reviewed the Charge for new FLITE Team that she chairs, the Web Content Integration Team (replacing the Springshare Investigative Committee and Web Architecture Taskforce). She indicated the team will align its mission with those of other FLITE technical teams and indicated that she will be coordinating intergroup meetings with other technical teams in the interest of limiting redundancy of function. She noted current membership, tentative meeting schedule (including a plan of bi-monthly open meetings) and early projects of the group including defining a content strategy for the website and moving Springshare web platforms to the ferris.edu domain.

Usability Team Report (Anderson)

Stacy indicated that the Web Services Usability Committee is in need of faculty members to participate in a faculty focus group/table talk regarding faculty expectations for the FLITE website. It was requested that Librarians consider individuals in their liaison areas and forward the names of interested faculty members to Kristy.

Submitted by: Heather Symon Bassett

Approved November 27, 2018

Primo Central Index (PCI) Activation Policy

Dejah Rubel

FLITE will evaluate Primo Central Index (PCI) records for activation within the knowledgebase with the goal of providing maximum content and minimum access issues. Collections can be classified by two parameters: subscribed vs. unsubscribed or open access. These classifications are encoded in the Primo Normalized XML (PNX) record as either a link resolver or a direct link within the record.¹ Primo's everything or default scope is designed to limit results to full text unless the patron checks a box to expand their search.

Subscriptions

All subscription collections will be activated. Some records, such as those for abstracts and indices, may only appear in the expanded search results because there is no full text service available in the link resolver. Subscriptions may be deactivated at the Collection Strategist's discretion based on subscription status, access issues, etc.

Open Access

Unsubscribed collections may have a direct link within the record or be routed through the link resolver. Collection records with a direct link are automatically set to full text upon activation.

Other parameters to consider before activating include:

- Amount of open access vs. subscription content
- Predominant language is English
- Applicability to FSU programs

Open access sources may be deactivated at any time for any reason at the Metadata and Electronic Resources Management Librarian or the Technical Services Specialists' discretion. FLITE's default practice will be to enable as many open access sources that meet the parameters as possible, but content and access can change without notice.

¹ See the "links" section of this PNX record example:
https://knowledge.exlibrisgroup.com/Primo/Product_Documentation/Technical_Guide/010The_PNX_Record/160Example_of_a_PNX_Record