RACL Executive Committee (RACL Exec)
Meeting Minutes
August 26, 2022

Attendees:

Deena Anderson	Sean C Purcell
Brad Baxter	Barry K Robinson
Sean Boyle	Leslie N. Sharp
Lisa Carmichael	Jeff Steely
David Edens	John Stephens
Julius Fleschner	Mike White
P. Toby Graham	Melissa Whitesell
Lucy Harrison	Julie Walker
Debbie Holmes	Joshua Walker Wier
LaVerne L. McLaughlin	Brad Warren
Ashwani Monga	Joy Woodson
Russell Palmer	

Agenda and Minutes:

Chair Julius Fleschner called the meeting to order. Dr. Ashwani Monga, the new Executive Vice Chancellor for Academic Affairs, began at the USG July 1st. Julie Walker is now the new Vice Chancellor for Libraries and State Archives. All attendees introduced themselves. Dr. Monga discussed his ideas for USG libraries and plans to be the spokesperson with the Chancellor's office for USG libraries. Julie Walker (GPLS, State Librarian) is looking forward to continuing to work with libraries and learning more and collaborating. Attendees briefly discussed thoughts on the Executive Vice Chancellor's visit. The agenda and minutes were approved.

Member Updates:

Enrollment decline was mentioned. Augusta University's enrollment has increased.

Discussion on Cyber Security Protocols:

BORUSG Business Procedures Manual 3.4.4: Supplier Contracts

https://www.usg.edu/business_procedures_manaul

Updated November 2021

In a nutshell:

1. Review all contracts to identify suppliers engaging with USG data
2. Determine level of risk (none to high)
3. Ensure contact includes language appropriate for the designated risk level

Institution-specific procedures may vary

Three institutions (Augusta University, and Georgia Highlands College) discussed their issues with the procedure. Questions included: Is there anything that we can do as a system that says these vendors are cleared for USG? Is the system level for cyber security possible?

GIL/Alma Updates:

FY23 Goals

-Analytics

- Participate in the RFP review process, including viewing vendor demons and filling out feedback forms.
- Clean up and enhance the Analytics Wiki.
- Review release notes and determine if changes require testing/communication/documentation.

-Acquisitions

- Update and add more information to COUNTER/SUSHI section of the Wiki
- Conduct a program at GUGM to promote the use of Hathi Trust materials and add information about this resource to the Wiki
- In collaboration with OPAC Team, evaluate the additional of a "**Report an Error**" link to the Primo Services page

-Cataloging

- Continue to work with GIL folks to improve PRIMO performance. This will include evaluating anything cataloging related with the possible new ILS, and PRIMO VE fixes.
- Identify data quality projects that will improve Primo discoverability of library resources and/or prepare for Linked Data/BIBFRAME initiatives. This includes:
    o Data quality project – 505 field enhancements with poetry and play compilations and the Georgia Historical Newspapers project.
- Identify small database clean up projects to prepare for a possible data migration in the future.

-Fulfillment

- Create an internal document of GIL Express practices, standards, and institutional polices
- Identify communication solutions to distribute fulfillment committee accomplishments and decisions, as well as to solicit information from all 26 institutions to inform committee decisions

-GALILEO Portfolio Analysis

- Identify resources that meet the goal of broadly supporting teaching and learning across the USG institutions.
- Survey and review what each institution is licensing on their own to identify commonalities that could potentially negotiated at a system level.

-Georgia Knowledge Repository

- Increase promotion of the GKR.
- Share and support open access initiatives facilitated by GKR member institutions.
- Solicit membership from non-member institutions throughout Georgia.

-OPAC

- Continue to collaborate with the Cataloging Committee to improve Primo
- RFP work
- Improve Primo service pages
  - User experience Working Group (Heather Jeffcoat, Chandler Christoffel, Tricia Clayton) currently working on a list of improvements.

-Special Collections

- Alma/Primo – continue ArchivesSpace Integration Work
- Discussed future professional development opportunities for USG Libraries and Archive departments.
- Discussed creating a contact list from all Archive Departments within the USG for best practices and procedures.
- Update the Special Collections Wiki page.

-GIL Support

- Actively participate in the USG Libraries RFP process.
- Work with OPAC and Cataloging Teams to evaluate and investigate Primo VE Integrations and Upgrades
- Work with OPAC Team to evaluate and improve the Primo VE user experience
- Continue to edit and update GIL/GALILEO Wiki and Website and develop Onboarding "Welcome to USG Libraries" GIL Packet
- Work with USG Special Collection and Libraries to integrate ArchivesSpace and Alma/Primo

Full GIL/ALMA update available here:
https://docs.google.com/document/d/1bywhVwA3_a6w9c1A5Jl41NTMTkVcR7r1UAfpiy6-yLY/edit?usp=sharing. LaVerne L. McLaughlin moved to approve the goals. David Edens second the motion. The goals are approved.

Vice-chair Vacancies

-Acquisitions/ERM – Vacant

-Fulfillment – Vacant

-GALILEO Portfolio Analysis – Vacant

-RACL Assessment

- GIL FY 23 Project Updates

-ArchivesSpace

- o GIL is currently testing ArchivesSpace integration with Alma/Primo VE
- o Import multiple test records in sandbox
  - Requires conversion from Dublin Core to XML
  - Working with Special Collection Team on field mapping/display and workflows
- o In production at UNG, starting conversations with other USG libraries
- o Georgia Archives is interested in moving Manuscript records from Alma to ArchivesSpace
  - Working with them to identify records then test export/import process
  - They would eventually life to also contact Archives Space and Primo VE

RFP Project Plan Overview

Committees/Teams

-Planning Team

-Evaluation Team

- o Observer Team

-Negotiation Team

Timeline

-Planning phase – January – March/April 2022

-Posting phase – May – July 2022

-Evaluation phase – July – October 2022

-Negotiation phase – November 2022 – February 2023

Evaluation Team

- Began meeting once RFP closed (July 27th)
- Evaluation Team Composition
  - o 18 members

    -SMEs from Functional teams/committees

    -GIL support members

    -GALILEO dev/support members

    -Various admin from institutions and/or BOR

Evaluation Team member tasks/deliverables

- Reading and scoring vendor responses to RFP requirements
- Some members score entirety of RFP
- SMEs are assigned specific RFP sections
- Evaluation ream members can ask outside SME (committees/etc.) for input if those folks have signed confidentiality agreement
- Refine vendor demonstration scripts
- Attend vender demonstrations
- Create survey for vendor demonstration observers
- Consolidate survey feedback
- Present evaluation phase report to RACL in November

RFP Key Dates and Timeline Goals

- July 27 – RFP Closed
- August 31 – Eval Team scoring deadline
- September 7-8 Scoring Review
- September 26 – October 7 – Virtual vendor Demonstrations (2 days per vendor, each day 2 breaks and lunch break, general sessions based on functional areas (1-2 hours each) 1 hour at the end for vendor to cover anything they feel was skipped)
- September October 7- 13 Demo observers complete survey
- Late October -determine which vendors to negotiate with
- Early Spring 2023 Finalize contract with vendor

SOCLC Task Force Report Update:

The report is aimed at providing strategies that library consortia can use for revisiting language in contracts and use the data they way they we want, budget collaborative, community, report is ending drafting phase and going to the next phase. Lucy will give an update when the report is ready.

Plan for Full RACL Meeting

November (virtual)

Spring 2023 – in person

Meeting Adjourned.