

CONNECTICUT DIGITAL LIBRARY ADVISORY BOARD
MIDDLETOWN LIBRARY SERVICE CENTER
Minutes of the Meeting on December 6, 2006

Present: Melissa Behney, Hal Bright, John Coleman, Patricia Daragan (Chair), Robin Dutcher, Elizabeth Frechette, Irene Iwan, Carolyn Marcato, Arthur Skerker, Kendall Wiggin

Others: Lynette Baisden, Sharon Brettschneider, Steve Cauffman, Lorraine Huddy, Gail Hurley, William Sullivan

Absent: Nicholas Eshelman, Anne-Marie Kaminsky, Deborah Salewski, Jonas Zdanys

1. Call to Order

Patricia Daragan called the meeting to order at 1:08 p.m.

2. Approval of Minutes

Irene Iwan MOVED (2nd Hal Bright) to approve the minutes of October 4, 2006. VOTED UNANIMOUSLY.

3. Approval of Agenda

Hal Bright MOVED (2nd Melissa Behney) to approve the agenda of December 6, 2006 as presented. VOTED UNANIMOUSLY.

4. Public Comment

There was none.

5. State Library Report – Kendall Wiggin

Kendall Wiggin reported that the *Imaging Connecticut's Past* Digitization Conference held at the Legislative Office on November 14 was a great success. The conference helped libraries to understand what is involved in managing a digitization project. He reported that the State Library has requested one million dollars for iCONN in their budget submission. It was passed by the Office of Policy and Management and now has to go to the Governor. Ken is hoping that the Governor will make it a part of her initiative but we will not know until the budget comes out in February. Sharon Brettschneider reported that she will be offering several sessions of Ccar School to all libraries receiving delivery to train them on the new number, labeling and packaging procedures for Connecticut. WebJunction Connecticut has a new blog for news from the Division of Library Development called BlogJunction Connecticut. This will replace the Division of Library Development's monthly newsletter. It can be found at CT.WebJunction.org/blog. As part of the Five Year Evaluation for the Library Services and Technology Act (LSTA), a focus group with iCONN users was held on December 5 at the Lucy Robbins Welles Library in Newington. Another one is scheduled to be held at the Middletown High School next week. She also reported that a current round of LSTA applications is available. All libraries planning to apply for an LSTA grant are required to attend a session of the grant workshops.

6. Department of Higher Education – Jonas Zdanys

No report was given.

7. Reports

a. Commission on Educational Technology (CET) – Kendall Wiggin

Kendall Wiggin reported that the CET met on November 29 with updates from the various other committees. Ken distributed the report entitled, *Progress on Attainment of Statewide Technology Goals – Report to the Standing Committee of the Connecticut General Assembly December 2006*. The report will be submitted to the legislature on January 1.

b. Database Committee – Lorri Huddy

Based on the results of the *Wish List Survey to Prioritize Possible New Databases* survey, Lorri Huddy distributed the *iCONN Wish List – What Would be Possible with Additional Funding* report. Lorri reported that she received 480 responses to the survey. The top three types of resources that were chosen were: Current Issues, General Reference and Literature. Also requested were the Historical Hartford Courant (1923 – 1984), Career & Testing and Science resources. The distributed report also provided a description of the resources, an estimated cost and an estimated savings figures for each resource.

c. Digital Library Progress – William Sullivan

Bill Sullivan distributed the October 2006 issue of *The iCONN Times*, and also distributed iCONN business cards for use by Board members. An animated iCONN banner in three sizes/shapes will run on the CT.Now and Hartford Courant web sites from 12/1/06 through 6/30/07. We will be able to get stats for both page views and click-throughs, and, using the stats, we will be able to tweak the ad content and placement during this period. We have also encouraged libraries to download the banner to use on their own websites to increase public awareness of iCONN. Bill also distributed a *Remote Access to iCONN* statistical report which gave the weekly and monthly percentage of successful or failed access to iCONN from remote locations using either an IP address or a library card number. We have contracted with UCONN to do an update to the public awareness survey in late March. Maria Miranda recommended that the barcode login screen proactively direct new users to an informational page (allowing us to track the number of new users), and that any articles e-mailed include a statement indicating the articles were found on iCONN, and include a hot link to iCONN. The contract with Miranda Creative ends in December, but we plan to renew it at a reduced level of hours for another 6 months. Bill is compiling the annual update on iCONN that will be sent to all legislators (new legislators will receive a special iCONN card). Bill will also send a packet to the Governor's office. Also, pursuant to a survey conducted by Gail Hurley that determined that many school libraries were not aware of reQuest, an informational package on reQuest is being sent to all library media specialists. In the future, this mailing will be done annually in late August /early September.

8. New Business

a. reQuest Currency and Participation Agreement – CDLAB Docs. 06-09, 06-10, 06-11 – Gail Hurley

Gail Hurley gathered stats to get an idea of which libraries have holdings in reQuest and to find out how often they are making their updates. She distributed fact sheet CDLAB Doc 06-10 listing the reQuest participants without holdings or with outdated holdings in the reQuest Main Catalog. The fact sheet also recommended four separate motions for the Board to improve the quality of reQuest. The changes to consider will deny participation renewal for libraries that have not contributed their holdings to the request Main Catalog making them out of compliance with number one of the participation agreement between the library/school and the Connecticut State Library (DOC 06-09); remove the holdings of libraries that have not contributed their holdings for more than one year; change the wording of number one of the participation agreement; or send revised participation agreement forms to reQuest participants to be signed and returned. After a discussion, the Board voted to postpone voting on DOC 06-10 for further discussion at the February meeting. Gail will also discuss the considered options measure with the ten libraries that do not have holdings in the reQuest Main Catalog and bring their response back to the next meeting. Gail also distributed DOC 06-11, a 2005/2006 reQuest Frequency Report Comparison of libraries.

b. reQuest Participation Agreement – CDLAB Docs. 06-09, 06-12 – Steve Cauffman

Steve Cauffman suggested changes to the *reQuest Interlibrary Loan Code* and to the Participation Agreement form. The “Responsibilities of Borrowing Libraries” section of the *reQuest Interlibrary Loan Code* states that “ILL requests may be placed by library staff on behalf of the user or directly by the user,” adding “at the option of the user”. Also, the Participation Agreement states, “Make internet access to the database available directly to patrons”. This wording will be changed to read, “Make Internet access to the database, including the online Interlibrary Loan form if participating in reQuest Interlibrary Loan, available directly to patrons.” Libraries that participate in reQuest Interlibrary Loan (ILL) – there are approximately 200 -- are required to make the online ILL request forms available to their patrons. This change in wording clarifies this requirement. The motion for the change in wording was tabled to allow time for consideration and will be brought back to the board at the next meeting.

9. Adjourn

The meeting was adjourned at 3:37 p.m. The next meeting will be held on February 7th at the Middletown Library Service Center.

Respectfully submitted,

Lynette Baisden,
Connecticut State Library