

**CONNECTICUT DIGITAL LIBRARY ADVISORY BOARD**  
**MIDDLETOWN LIBRARY SERVICE CENTER**  
Minutes of the Meeting on February 7, 2007

**Present:** Hal Bright, John Coleman, Patricia Daragan, Robin Dutcher, Nicholas Eshelman, Irene Iwan, Anne-Marie Kaminsky, Jonas Zdanys

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

**Absent:** Melissa Behney, Elizabeth Frechette, Carolyn Marcato, Deborah Salewski, Arthur Skerker, Kendall Wiggin

**1. Call to Order**

Patricia Daragan called the meeting to order at 1:12 p.m.

**2. Election of Chair and Vice Chair – Kendall Wiggin**

In Kendall Wiggin's absence, Jonas Zdanys MOVED (2<sup>nd</sup> Hal Bright) to elect Patricia Daragan as the Chair and Melissa Behney as the Vice Chair of the CDLAB. VOTED UNANIMOUSLY.

**3. Approval of Minutes**

Nicholas Eshelman MOVED (2<sup>nd</sup> John Coleman) to approve the minutes of December 6, 2006 as presented. VOTED UNANIMOUSLY.

**4. Approval of Agenda**

Patricia Daragan asked that the Reports be done after Old Business. Anne-Marie Kaminsky MOVED (2<sup>nd</sup> Hal Bright) to approve the revised agenda of February 7, 2007. VOTED UNANIMOUSLY.

**5. Public Comment**

There was none.

**6. State Library Report – Sharon Brettschneider for Kendall Wiggin**

Sharon Brettschneider reported for Kendall Wiggin who was out of town on business. She distributed a written State Library report to the Board. Rich Kingston of the State Library's Fiscal Department was meeting that morning with the Office of Policy and Management. Sharon received a phone call informing her of the budget numbers for the State Library. The State Library had an increase for iCONN of \$267 million which was up \$178,000 from last year. This increase will cover the access cost for the Historical Hartford Courant. The second year is level funded. reQuest and Connecticard were both level funded. The budget still has to go through the legislature.

**7. Department of Higher Education Report – Jonas Zdanys**

Jonas Zdanys stated that the Governor's budget was very generous to all of higher education, though, as part of the normal legislative process, that budget may be adjusted. Jonas introduced two new employees of the Department of Higher Education who were in attendance at the meeting. They were Christine Thatcher, Associate Director of Academic Affairs, and Sarah Edson, Content Manager for CEN. Christine will work with the licensure and accreditation of institutions and programs and Sarah will work with CEN on its content and structure.

## 8. Old Business

a. reQuest Currency and Participation Agreement – CDLAB Docs. 07-01, 07-02, 07-03 – Gail Hurley

Gail Hurley distributed DOC 07-01, a revised document addressing the reQuest participants without holdings or with outdated holdings in the reQuest main catalog. Patricia Daragan MOVED (2<sup>nd</sup> Nicholas Eshelman) that the Board approve denying membership renewal for libraries who are out of compliance with number one of the participating library responsibilities on the Participation Agreement at the end of the fiscal year of their first participating year. Current participants without holdings will be denied participation for FY 2008 if they are not in compliance by June 30, 2007. Patricia Daragan MOVED (2<sup>nd</sup> Hal Bright) that the Board approve removing holdings from the reQuest Main Catalog for those participating and non-participating libraries whose holdings are more than two years out of date or no longer exist. Holdings will not be removed until personal contact has been made with follow-up after the first year to bring the library's holdings up-to-date. Patricia Daragan MOVED (2<sup>nd</sup> John Coleman) that the Board approve a change of wording to number one of the participating library responsibilities section of the Participating Agreement to read (inserted text in *italics*):

“1. Contribute machine-readable bibliographic records with holdings, including additions, changes and deletions, to the database *on a monthly basis, but no less than once per year*, if such records are eligible for inclusion. The *iCONN Administrator and Statewide Library Catalog Coordinator*, in consultation with the Connecticut Digital Library Advisory Board (CDLAB), will determine eligibility of such records. Libraries which do not have MARC records and holdings to contribute at the outset of participation must begin contributing records/holdings to the database upon signing of this agreement, and upon availability of training. *Those libraries who have not contributed holdings within one year of reQuest participation will not be eligible for participation the following year.*”

It was also the consensus of the Board that revised Participation Agreement forms be sent to reQuest participants to be signed and returned with their reQuest renewal forms.

b. reQuest Participation Agreement – CDLAB Docs. 07-03, 06-12, 06-13 – Steve Cauffman

The board voted on the change in wording to Doc 06-12. Hal Bright MOVED (2<sup>nd</sup> John Coleman) that the “Responsibilities of Borrowing Libraries” section of the reQuest Interlibrary Loan Code be modified to read (inserted text in *italics*):

“Placement of reQuests : ILL requests may be placed by library staff on behalf of the user or directly by the user, *at the option of the user.*”

Patricia Daragan MOVED (2<sup>nd</sup> John Coleman) that item number 8 of the participating library responsibilities on the reQuest Participation Agreement be modified to read (inserted text in *italics*):

“Make internet access to the database, *including the online Interlibrary Loan form if participating in reQuest Interlibrary loan*, available directly to patrons.”

Gail Hurley also reported that, due to our inability to obtain a current extract of holdings from OCLC, the reQuest serials catalog has not been updated since July 2005. Gail also reported that, as a result of a recent survey of 83 CatExpress libraries (43 responses), we can

proceed with removing most libraries from the daily OCLC EDX service, which will reduce our ongoing costs.

## 9. Reports

a. Commission on Educational Technology – Sharon Brettschneider for Kendall Wiggin  
Sharon Brettschneider reported that the annual report had been sent to the legislature. The Connecticut Education Network is progressing. A joint request was sent in for a budget.

b. Database Committee – Lorri Huddy

Three new databases have been added to iCONN: Academic OneFile, LegalTrac and WorldCat.org. The new subscription of Academic OneFile includes Gale Power Packs, which are subject-focused databases, for the rest of the 3-year contract. The committee will look at these to decide which are of most benefit to libraries due to their unique content. The committee will meet on Friday to update the criteria used to evaluate current and new databases. Resources to be evaluated include AP Photo Archive (vs. Corbis Images for Education) and PsycINFO (search interface change possible). There are two vacancies on the committee – one being the academic representative from UCONN. Lorri would like UCONN to continue to have a presence on the committee and has contacts for a possible replacement. InfoAnytime is a 24/7 virtual reference service being offered by CLC and many CT libraries have subscribed to this service. CLC approached iCONN about the virtual reference librarians getting access to iCONN. This has been granted by all our database vendors except for LexisNexis and the APA (for PsycINFO.) Discussions are in progress between InfoAnytime and the vendors to make access possible.

c. Digital Library Progress – William Sullivan

Bill Sullivan reported that the current annual cost savings/cost avoidance figure for iCONN is \$33 million dollars. Informational iCONN packets, including iCONN library cards, the January issue of the *iCONN Times* and resource lists, were mailed to legislators. During two non-consecutive weeks in April, a large banner promoting iCONN will be displayed on the “wall of fame” on Capitol Avenue in Hartford. Bill distributed a resource flyer, press release, and login statistics for remote access to iCONN. January registered the highest number of both successful remote access logins and total remote access login attempts since the geo-location service was instituted. Stats for the Courant.com/ctnow.com banner ads continued to show a click-through rate (0.01) that is one-tenth the national average. To improve results, we will be increasing the variety of both the banner ads and the WNPR radio spots. Libraries can now register for patron email notification to show the status of ILL requests. By the Fall or sooner, searches using the iCONN portal will return a results screen that will display actual search results simultaneously with the current summary search results. The vendor has agreed to make improvements to how results display in the new search results screen that iCONN and other clients requested. Bill would like to see more librarians take advantage of the iCONN training being offered within school districts. Since offering this in August 2006, only one school district has taken advantage of it, with just a couple more districts scheduled for training. iCONN staff exhibited iCONN at the Kids Festival which was held at the CT Expo Center on February 10 and February 11. It was the first time iCONN exhibited there. Overall turnout and traffic at the booth was disappointing. CCSU is developing an online user survey that will be linked to from the iCONN barcode login screen and from then search screens. Lorri Huddy reported that iCONN will have a link to InfoAnytime.

**10. Adjourn**

The meeting was adjourned at 3:15 p.m. The next meeting will be held on April 4th at the Middletown Library Service Center.

Respectfully submitted,

Lynette Baisden,  
Connecticut State Library