MULTITYPE LIBRARY BOARD

Meeting

September 27 – 28, 1999

Conference Room
Provincial Library, 1352 Winnipeg Street
Regina, Saskatchewan
S4P 3V7
Telephone 306-787-2976

Minutes

September 27, 1999

In attendance:
Merrilee Rasmussen (Chair), Jeff Barber, Darlene Fichter, Michael Keaschuk, Valerie Laliberte, Ernie Pappas, Hélène Stewart, Colleen Warren, Maureen Woods.

Provincial Library Secretariat Support Staff:
Marilyn Jenkins, Melissa Bennett

Regrets: Janet Merkosky

1. Welcome and Introduction

Merrilee Rasmussen called the meeting to order.
The Board approved the revised Agenda as distributed that morning.
The Minutes of the previous meeting were approved as circulated.

2. Roundtable Update from Multitype Library Board Members

A roundtable was conducted so that all Board Members could provide updates from their sectors.

3. Electronic Document Delivery

Melissa Bennett provide an overview of the handout “Electronic Document Delivery Services.”

A discussion about various electronic document delivery systems ensued, including discussion of Godot and Ariel. It was noted that issues such as integration of electronic serials into our library catalogues and completeness of
serials records (to include holdings, etc.) in our library catalogues have a significant impact on the efficiencies of electronic document delivery.

It was proposed that the next meeting include demonstrations of Godot, and some commercial electronic document delivery services such as OCLC or CISTI, in order to continue Board education on this issue.

Sectoral responses from the Electronic Document Delivery Survey were reported. Melissa Bennett report results from the school sector on behalf of Janet Merkosky; Marilyn Jenkins reported on results from the public library sector; and Hélène Stewart report on results from the special library sector. Colleen Warren advised that she would provide results from the post-secondary sector at the next meeting. Survey results collected to date are appended to the minutes.

The Board determined that at the next meeting it would determine how to share the results of the Survey with the various library sectors. It requested that Provincial Library staff post the results on the PLEIS web site.

A discussion ensued on how the Board can communicate such efforts with the broader library community in Saskatchewan. Ideas included approaching SLA to introduce a Multitype session or stream at the annual conference, submitting information to Forum, and giving presentations at meetings.

4. Database Licensing

Marilyn Jenkins presented an update on Database Licensing based on her handout which was distributed to the Board.

Maureen Woods facilitated a discussion of new models and potential approaches for continuing with Database Licensing in a Multitype context.

Board members created the following strategy for Database Licensing:

Criteria for Multitype Involvement

- Basic overarching principle is to aim for province-wide licenses (for 1 million people in Saskatchewan)
- Once the first principle is achieved, Multitype can also work on projects that involve cooperation amongst 2 or more types of libraries
- Aim to pay for each person only once (i.e. avoid duplication of licenses)

“Provisional Guidelines” for Minimum Standards of Participation

- Every participant must pay a financial contribution for access.
- Each sector will define how much contribution should be extracted from respective sector members.
• If a participant does not make a contribution, they will lose their access.

Training

It was also noted that Database Licensing is a larger issue than just bulk purchasing; it also requires resources to provide information literacy training to enable people to use the materials.

Promotion

The Board also discussed promotional strategies. Board Members requested that the Provincial Library compile data on Database Licensing that can be used to promote the project. This data should include: who is currently contributing and how much; comparative data from the first and second years of the Database Licensing project; a “score card” of what each participant would have had to pay to get access on their own. Board Members indicated that this data would enable them to develop promotional materials demonstrating the worth of the project. They also decided that target goals for Database Licensing in the year 2000 should be set.

Mechanisms for Buying Decisions

Board Members decided that a Committee should be formed as a mechanism for choosing databases.

The Committee will consist of two representatives from each library sector. These representatives will be sector selected. The Committee representatives will poll their respective sectors for suggestions on products to license. The committee will then evaluate products and rank them. Recommendations for buying decisions will be made by consensus based on the rankings and the criteria listed for Multitype involvement. Board Members were asked to bring names of representatives for this Committee to the November meeting.

The meeting adjourned at 4:50 p.m.

September 28, 1999

In attendance:

Merrilee Rasmussen, Jeff Barber, Darlene Fichter, Michael Keaschuk, Valerie Laliberte, Ernie Pappas, Hélène Stewart, Maureen Woods.

Regrets: Janet Merkosky, Colleen Warren.

Provincial Library Secretariat Support Staff:
Marilyn Jenkins, Melissa Bennett, Joylene Campbell
5. **Universal Library Card Backgrounder**

Michael Keaschuk presented a backgrounder on universal library cards, including case studies from several library systems.

A discussion ensued on the range of possibilities and issues surrounding universal library cards. Marilyn distributed a brochure about “smart cards.”

6. **Work of the Multitype Library Board**

Maureen Woods facilitated a discussion on the work of the Multitype Library Board.

**A. Long Term Work of the Board**

Board Members brainstormed and created a list of issues and projects that the Board needs to work on.

Board Members then created a chart entitled “Establishing a Multitype Environment” in which they grouped the brainstormed ideas into key streams of activities: Administration, Funding, Promotion, Education, Infrastructure, and Project Activities. A copy of this chart is appended.


Through consensus the Board identified the following key areas for the 1999/2000 work plan:

- Database licensing
- Standards for participation
- Promotion of multitype
- Publicity and public awareness to average person
- Visual identity

**Strategies:**

- **Set up the Committee for Database Licensing.** Board Members should come to the November meeting with names of sector representatives for the Database Licensing Committee. Marilyn Jenkins will prepare a description of the Committee representative’s roles and responsibilities to assist Board Members with this process.
- **General “Standards for Participation” in Multitype must be developed.** From these general standards, specific standards for each type of project can be created. Board Members agreed that developing these standards by the next
meeting was not feasible. It was decided to use the “Provisional Guidelines” for Minimum Standards of Participation created in yesterday’s meeting to guide the Database Licensing Committee in the interim. General standards will be examined this year but after the November meeting.

- **Library sector staff must be well-trained to support database licensing.** Training materials should be accessible on the web and should have Multitype branding. More rounds of training should be coordinated to the sectors that require it.

- **Promotion of Database Licensing.** Target audiences include: provincial government, local government, the public (users of our libraries), SSTA, SUMA, SARM. Hold an event at the Legislature this Christmas to promote Database Licensing and Multitype to MLA’s and their constituencies; develop PR kits for this event.

**Promotion Strategies**

A Promotion sub-committee was created consisting of Merrilee Rasmussen, Ernie Pappas, Hélène Stewart, and Colleen Warren. Merrilee is responsible for calling meetings of the sub-committee.

The immediate work of this sub-committee is to:

- Work with Marilyn Jenkins and the Communications Unit of MACH to develop a visual identity for the Multitype Library Board. A meeting will be set up as soon as possible. Create other promotional items that are required for upcoming promotional campaigns (ideas: brochures, stickers, key chains, pens/pencils, bookmarks, etc).
- Develop a Communications Plan.
- Prepare materials for use at the Legislature event.

C. **What Structure is Needed to do the Work of the Board?**

Marilyn Jenkins presented data gleaned from a survey on the organizational and financial structures of other Multitype library agencies and consortia. A handout summarizing this data was provided to Board Members.

A lengthy discussion ensued on what type of structure is required for the long term work of the Multitype Library Board, particularly in regard to handling funds. Several models were debated and it was acknowledged that resolving this issue is a high priority.

Board Members requested more research on this issue. For the November meeting, a detailed comparative analysis laying out the structural options with advantages and disadvantages of each will be provided by Provincial Library staff.
7. **Other Business**

**Communiqué**

Board Members requested that the Communiqué for this meeting include:

- Discussion on how to communicate with the community and establishment of the promotion sub-committee.
- Presentation on the Universal Library Card.
- Report on the electronic document delivery survey and when/where results will be posted.
- New committee formed for Database Licensing and some new strategies developed.
- Information about Multitype surveys etc. available on the PLEIS web site.

**Next Meeting**

The next meeting will be held on November 29 and 30, 1999. Some agenda items will be:

- Structure of the Board.
- Post-secondary results from the electronic document delivery survey.
- Database Licensing: sub-committee roles, responsibilities, appointments.
- Promotion sub-committee follow-up.

The meeting adjourned at 3:45 p.m.
Establishing a Multitype Environment

Key Streams of Activity

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>ADMIN.</th>
<th>FISCAL</th>
<th>PROMOTION</th>
<th>EDUCATION</th>
<th>INFRASTRUCTURE</th>
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<tbody>
<tr>
<td>Database Licensing</td>
<td>Standards for Participation</td>
<td>Funding</td>
<td>Engaging the “communities”</td>
<td>Staff</td>
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<td>Gateway</td>
<td>Model Agreements</td>
<td>Sustainability</td>
<td>Staff</td>
<td>Public</td>
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<tr>
<td>Electronic Document Delivery</td>
<td>Research</td>
<td>Development</td>
<td>General Public Awareness of Multitype</td>
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<td>Universal Library Card</td>
<td>Needs Assessment</td>
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<td>(e.g. province-wide mail drop of information)</td>
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<td>Delivery System for Physical Materials</td>
<td>Evaluation</td>
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<td>Information Literacy</td>
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<tr>
<td>Inter-Library Loan Charging Issue</td>
<td>Structure</td>
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<td>Develop a Communications Strategy/Plan</td>
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<td>Virtual Reference</td>
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<td>(including what has been done and what is on the verge)</td>
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<td>Electronic Content Delivery</td>
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<td>Web Site</td>
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