

Collection Services Council Meeting of December 6, 2022

Time: 10 – 11:30 am

Location: Zoom

Members: Jianye He (recorder), Osman Celik (ex-officio), Mark Hemhauser (ex-officio), Chan Li, Jo Anne Newyear-Ramirez, Liladhar R. Pendse, Stacy Reardon (co-chair), Anna Sackmann, Jesse Silva (co-chair), Elliott Smith, Hannah Tashjian, Samantha Teremi, Tim Vollmer

- **Announcements**

- Jo Anne sent a message (on 12/5) about 3 drop-in sessions for selectors to provide feedback on the Public Facing Gift Policy. Two sessions are scheduled before the holiday, and one is scheduled in January.
- Jo Anne will have a meeting with EAL on 12/7 to walk through the serial reduction document and get feedback.

- **DEIBJ Report Update**

- Jo Anne will have a meeting with the working group on December 8 to discuss the recommendations of the draft report. She will take some time to talk about it at CSC before issuing the report. It might take a few meetings to engage stakeholders who will be involved in implementing the recommendations.

- **Serials Reduction Group**

Three documents (see below) were reviewed and discussed.

- [Reduction Criteria](#)

This document was drafted by the Serials Reduction Advisory Group as part of the package for the selectors when they start the reviewing process in Feb 2023.

CSC Members are encouraged to share this document with the Councils or Divisions and get feedback.

- The principles and practices are similar to those of the 2017/2018 serial cancelation project.
- Question about “Database review best practices” (2b): “Should the (database) review criteria reference the CDL Model License?”

ACTION: Jo Anne will bring the question to the next week’s licensing meeting.

- Discussions about “6. Retention factors for consideration”:
 - a. Consider cost of retaining digital resources and needs of long-term preservation of information
 - b. Digital access at high risk due to factors such as market instability, political instability, or censorship
 - c. Relatively unique titles with long collecting history

- Question about “Cancellation criteria to identify for public consultation”: Could the phrase “Low usage” be clarified?
ACTION: A definition may need to be attached to it, and these may vary slightly between the disciplines

○ [Expectations Document](#)

The purpose of the document was to take the pressure off the selectors. Trust selectors to make the best estimate and decisions. Perfection is not expected.

- Timeline of the serials reduction:
 - Late January-Mid March: Selectors review lists for cancellations.
 - Mid March-April: Lists are shared with the campus community for feedback.
 - Late April-May: Lists are finalized, and cancellation decisions will be implemented in the next fiscal year.

Comments: Selectors may have anxiety and worry about making wrong decisions without having all information.

ACTION: Reach out to Jo Anne in handling tough communications and questions.

○ [Databank Document](#)

This is a checklist of data that are available for the review process. Jason and Ronald received information from CDL and made analysis of duplicate subscriptions of journal database packages. Osman proposed to use the Alma NZ report to compare serial holdings of all UC campuses. Jackie will make a request to CDL to pull the data. Jane from CDL will be working on it too.

ACTION: Jason and Ronald will be pulling together the serials review list by Division or unit. The Advisory group has talked about the data parameters that need to be included.

The SUSHI Dashboard:

ACTION: a. Ronald will give a demo on Dec. 8 to the serials reduction group.
b. When CSC’s January meeting is rescheduled, there will be another demo.
c. The SUSHI dashboard will launch in Feb 2023. Demos and drop-in sessions will follow.

Green Grass Serials: This is still being implemented. There will be documentation and training on how to use it. Shared print serial titles will also be shared.

Unsub: There is a limited number of access points to the subscribed Unsub. CDLG and the Serials Reduction Group have been trained on this.

ACTION: a. Jesse will pull out a report to provide general information.
b. Members can talk to CDLG and the Serials Reduction Group or Jesse for a quick demo

- **Preservation's Brittle Books Project**

Hannah introduced a brittle book replacement pilot project of the Preservation department. This project involves making photocopy replacements of brittle items from our circulating collections and then digitizing before binding the print copy. This creates a stable print copy for preservation, and a digitized copy for access. Criteria for inclusion in the project:

- Must be brittle
- Has been circulated
- Only freely available and unrestricted copy in the UC System
- Does not appear in Hathitrust (if to be scanned)

Steps of the process of the pilot project:

- Making photocopies
- Sending to imaging services for scanning
- Binding
- Cataloging the bound copy

Rosemary Sallee (Unit Head for Binding and Preservation Replacement) is reaching out to selectors about candidates for the pilot project. Several selectors have already been contacted. Preservation is hoping to get feedback from CSC and the Councils to make it a viable approach to preserve the content of brittle items in circulating collections.

ACTION: a. Hannah will share the document on the criteria of the project with CSC members by email.
b. Hannah can attend the Science Council's meeting in February to walk through the project.

- **Rescheduling the January Meeting**

ACTION: CSC members update Cal Calendar for January by the end of this week and Jesse will schedule the meeting next week.

- **Gifts Policy Updates** (draft shared via email)

The public facing policy started before the pandemic. A core group worked with Jo Anne to undertake this, the members are GG (LDO), Dirk Kennedy, Jesse Silva, Osman Celik and Jane Rosario. There will be an internal document that provides more details.

More conversations and drop-in sessions will be in January.

NOTE: The policy generally focuses on the Main and other subject specialty libraries. It does not apply to Bancroft and EAL.

- **The Library generally does not accept:**

- Materials that fall outside the scope of the Library's collecting policy
- Academic publications that are widely held in U.S. libraries
- Duplicate copies of materials already held in the collection or that already exist at a UC Regional Storage Facility (RLF)

- Gifts which bear restrictions or special conditions for their treatment, housing, or use
- Journal runs and individual issues
- Newspapers
- Textbooks (except for editions currently used in courses at Berkeley)
- Mass market and popular trade paperbacks
- Outdated media and items needing outdated technology to access, such as floppy disks, CD-ROMS, etc.
- Items in poor condition

Comments/discussions:

- Front desk staff can reject drop-off gifts.
- Move the last paragraph about special archive gift to Bancroft and EAL to the beginning of the document.
- Currently there are no expectations on cataloging costs yet.
- Accompanied monetary donation will be used to support cataloging, processing and preservation of the items.
- Selectors may have discretion to make exceptions to the policy.
- Add some description on what is regarded as “poor condition”.
- Accepting self-published books is upon selectors’ decision.

ACTION: Jo Anne will talk to Kate about Bancroft gift referrals to selectors.

Next meeting: January 17, 2023, 3: 00 – 4: 00 pm