FLORIDA
VIRTUAL
CAMPUS

FLVC Library Services Conference
Region 4 Agenda
Pasco-Hernando State College
Conference Center, B303
Porter Campus at Wiregrass Ranch

Friday, May 2, 2014

8:30 a.m. – 9:00	**Sign in**
9:00 a.m. – 9:15	**Welcome and Introductions** *Brenda Rutten, FLVC*
9:15 a.m. – 10:30	**General Session** *Dave Whisenant, FLVC; Wendy Ellis, FLVC* • FLVC Organizational Update • FLVC Products and Services Update
10:30 a.m. – 10:45	***Break**
10:45 a.m. – 11:30	**Getting Started with Islandora** *TBA* This presentation includes an overview of the FL-Islandora digital library platform, as well as a discussion about the benefit to the institution and how it fits into the context of the institution's digital materials and other FLVC digital services. Participants will learn the process for getting an Islandora site created for their institutions.
11:30 a.m. – 1:00	**Lunch on your own**
1:00 p.m. – 1:30	**Reorganizing a medium size academic library and keeping focused on the mission.** *Professor William Shuluk, Edison State College* This presentation will provide an overview of the challenges and strategies for effective reorganization of library operations.
1:30 p.m.– 2:00	**Information Literacy: An online approach.** *Ingrid Purrenhage, Pasco-Hernando State College* This presentation will showcase an example of how PHSC is utilizing our course management system (Canvas) and a mandatory college course (CGS1100 Micro Applications) to embed an Information Literacy Module.
2:00 p.m. – 2:45	**FLVC Committee Updates** • Introduction to the Committee Process, *Brenda Rutten FLVC* • Collection Management and E-Resources Standing Committee: *Judy Born, SCF; Becky Donlan, FGCU*

- Technical Services Standing Committee: *David Breakfield, SCF*
- Resource Sharing Standing Committee*: LeEtta Schmidt, USF*
- Digital Initiatives Standing Committee: *Melissa Minds VandeBurgt, FGCU*
- User Interfaces Standing Committee: *Danielle Rosenthal, FGCU*
- Introduction to Small Group Discussion: *Brenda Rutten, FLVC*

2:45 p.m. – 3:00   **Break / Form into small groups**

3:00 p.m. – 3:30   **FLVC Committee Small Group Discussions**
Break out into five small groups led by a member of each committee. Discuss topics of interest in the committee's subject area. This is a great opportunity to find out more about the activities of a specific committee, to give feedback on proposed actions, and make suggestions for future committee work.
Designate one person to report out a quick summary of the discussion after the break.

3:30 p.m. – 3:45   **FLVC Committee Small Group Discussions – Report out**
A representative from each small group will give a brief summary of the discussion.

3:45 p.m. – 4:00   **Open Forum and Wrap-Up**

*A four dollar donation will be collected to help reimburse the host site for refreshments. Lunch will be on your own. A map of local restaurants will be provided.

FL VC FLORIDA VIRTUAL CAMPUS

Library Services Regional Conference

Spring 2014

Florida Virtual Campus Services

Services provided by FLVC include:
- Discovery tool
- Integrated library system (ILS)
- E-Resources collection
- E-Resource licensing
- Digital collections database
- Help desk support and training
- Distance learning catalog and services
- Online advising system

Tampa

Gainesville

Tallahassee

Legislative Update

- Two bills have been introduced that would repeal the statute establishing FLVC (1006.73, F.S.), and move its functions to a new program under the University of West Florida:
  - SB 1292
  - CS/HB 7165
- Our goal is continuity of services throughout the transition.

Members Council on Library Services/Executive Committee

- The Members Council on Library Services (MCLS) is an advisory body to FLVC that provides advice and recommendations. It includes representatives from all Florida public colleges and universities.

- The Executive Committee is the coordinating body of the MCLS.

Executive Committee Members

- Julia Zimmerman, Chair, Florida State University
- Janice Henderson, Chair-Elect, Northwest Florida State College
- Lori Driscoll, Past Chair, Gulf Coast State College
- Bill Foege, Secretary, Polk State College
- Barry Baker, University of Central Florida
- Pat DeSalvo, Seminole State College of Florida
- Ruth Ann Balla, MCDLSS Liaison, Miami Dade College

Recent Members Council and Executive Committee Activities

- Provided input on FLVC's strategic and annual goals
- Established a nominating committee
- Discussed registration fees for meetings
- Established a Next Generation ILS Task Force

Next-Gen ILS Task Force

The charge for this task force is:

- To establish whether the marketplace for next-generation integrated library systems is mature enough to support the complex needs of FLVC and its member libraries

- To determine the approximate cost of acquiring and implementing a next-generation ILS

Next-Gen ILS Task Force Members

- Leona Jones, Seminole State College of Florida
- Deborah Keeler, Miami Dade College
- Jenna Miller, Santa Fe College
- Wendy Dover, Gulf Coast State College
- Nancy Spaid, New College of Florida
- Amanda Ziegler, University of West Florida
- Maria Bello, Florida International University
- Jean Phillips, Chair, Florida State University
- Kristine Shrauger, University of Central Florida
- Daniel Hood, Indian River State College
- Anne Prestamo, MCLS Liaison, Florida International University
- Ellen Bishop, FLVC Staff Representative

Next-Gen ILS Task Force

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- Process:
  - Request for Information (RFI) released by UF purchasing on March 3
  - Vendor questions submitted by March 14 and answers posted on March 20
  - Final responses received March 31
  - Task Force is currently working on criteria for evaluation
  - Virtual demos scheduled for April
  - Task Force will hold face-to-face meeting in Orlando on May 5-6 to finish analysis and begin report
  - Final report will be presented at the June 10 MCLS meeting
- Reminder: Task Force will not make a recommendation on a specific vendor
- Next-Gen ILS Wiki: *ilstf.wiki.flvc.org*

Next-Gen ILS Task Force

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- Schedule of vendor presentations:
  - April 16, 1:30-3:30 p.m. ET, SirsiDynix – Symphony
  - April 18, 1:30-3:30 p.m. ET, Innovative – Sierra
  - April 22, 10:00 a.m. – 12:00 p.m. ET, Ex Libris – Alma
  - April 25, 10:00 a.m. – 12:00 p.m. ET, OCLC – WorldShare Management Services
- Presentations will be held online using a variety of software
- Links to the live presentations will be sent through the FLVC listservs
- Log in instructions will be sent for each webinar
- After each presentation, you will be asked to complete a short survey

FLVC Products and Services

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- Discovery tool implementation
- MetaLib/SFX update
- E-Resources update
- Shared ILL project
- SSO implementation in Portal and Blackboard
- Florida Academic Repository (FLARE) update
- RapidILL book chapter update
- PDA01 for discovery records
- Bibliographic database quality projects
- Enhanced password security for Aleph
- Online Course Catalog
- The Orange Grove
- Help Desk Portal

Discovery Tool Implementation

FLVC is implementing the statewide discovery tool in separate projects:

Project I – Union Catalog (completed in March)
- Loaded all college records into Mango
- Created a new statewide interface allowing a user to search for all materials in both colleges and universities
- Phased out the current union catalog interfaces
- *http://discover.flvc.org*

Discovery Tool Implementation

Project II – Local Interfaces (Summer 2014)
- Create local views for each of the colleges using the existing functionality in Mango
- Will use as much of the current information in the Primo interface as possible
- Colleges will be encouraged to create and maintain their own front pages if possible
- Also includes Statewide Request functionality for all institutions (universities and colleges)

Discovery Tool Implementation

Project III – New Mega-index and Link Resolver
- Original plan was to replace the current statewide mega-index (Primo Central) and link resolver (SFX) with a new vendor
- Discovery Tool Selection Task Force recommended that the index and link resolver be from the same vendor

Discovery Tool Implementation

Project III – New Mega-index and Link Resolver (Cont.)

- Recently, FLVC decided to retain Primo Central and SFX. Reasons for the decision include:
  - New ProQuest content will be available in Primo Central in the fall, which will increase coverage of e-resource content
  - Next-Gen ILS Task Force recommendations may impact the decision
  - Ongoing legislative activity to re-organize FLVC

Discovery Tool Implementation

Project IV – Mango Enhancements (Fall 2014)

- Develop a new look and feel for Mango
- Add any enhancements that may be needed
- Will potentially work with the User Interfaces Standing Committee
- This work will formally begin once all colleges and universities are operating on Mango

Shared ILL Project

- Connected Aleph ILL modules/UBorrow across colleges and universities
- Added colleges and universities to each other's Supplier Lists
- Next phase: College and university students placing requests through the statewide catalog
- Resource Sharing Standing Committee working on policy issues

MetaLib and SFX

- College and university MetaLib instances were consolidated onto a single installation on October 1 with a new URL of *metasearch.flvc.org*
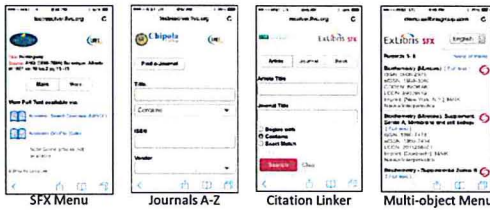- College and university SFX instances were consolidated onto a single installation on November 14 with a new URL of *resolver.flvc.org*

SFX Mobile Interfaces

- Mobile interfaces released in early March
- Existing banners resized to specifications provided by Ex Libris

| SFX Menu | Journals A-Z | Citation Linker | Multi-object Menu |

E-Resources Update

- Statewide Collection
  - 2014 – Committee recommendations approved for 2014. The FLVC-funded SUS collection remains the same, except for cancellation of low-use databases to absorb inflationary cost
  - FCS replaced some resources with an online streaming video collection (*Films on Demand Master Academic Collection*)
  - Due to the SUS subscription to ProQuest products, ProQuest is offering trial access to the FCS institutions to *ABI/Inform Global* for 2014

E-Resources Update

- 2014 Group Licensing Process
  - 27 colleges and 2 universities
  - 31 vendors
  - 110 products
  - 348 individual subscriptions
  - $1,152,299 – 13% increase from 2013
- E-journal Packages
  - FLVC has completed new multi-year contracts that begin with 2014 with SAGE, Wiley, Springer, and Taylor & Francis

Digital Services Update

- FL-Islandora now has one site in production and eight additional sites built on the production server
- Florida Digital Archive has implemented a new feature in the user interface that provides FDA holdings statistics
- Currently, the Florida Digital Archive consists of over 47 million archived files and adds approximately 500,000 files monthly
- The FLVC ETD service has added 800 new theses and dissertations to its server
- Florida OJ: Three new UF journals and one new FAU journal are in the process of being created

FLARE Update

- FLARE: Florida Academic Repository
- Project added new ADM library (FLR50) to Aleph and converted UF Storage data to the new environment
- Working on processes and procedures for donating libraries
- Automating holding and item creation in FLARE for state institutions using Aleph data from donating institution

RapidILL "Book Chapter" Update

- All initial holdings files delivered to RapidILL
- All institutions' files processed by RapidILL
- Most institutions have begun lending
- Currently developing process to automate scheduled periodic deliveries of update files

PDA01 for Discovery Records

- New Aleph bib library for PDA/DDA discovery records
- Only includes PDA plans for e-resources so far
- PDA01 records are sent to Mango for colleges and universities
- Records are maintained by FLVC
- Existing university PDA/DDA records are migrated from UXU01 to PDA01
- Records for purchased titles will be deleted from PDA01 and loaded into regular bib library (FCC01 and UXU01)

Bibliographic Database Quality

- Duplicate OCLC number report and cleanup for the colleges
- Completion of Aleph Duplicate Spreadsheet for the universities
- Additional cleanup projects as identified by the Technical Services Standing Committee
- Ad hoc cleanup of records reported to *help@flvc.org*

Bibliographic Database Quality

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- UPD Y implementation for universities
  - Automatic updating of bib headings from authority records
  - UPD Y for subjects from LCA10 changes is in production
  - UPD Y for series is close
  - Working on UPD Y testing for names
  - Thanks to the hard-working members of the CSUL Authorities Subcommittee for their help

Enhanced Password Security

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- Passwords must contain a combination of alpha and numeric characters.
- New staff are required to change their password when logging in for the first time.
- Passwords must be a minimum length of 8 characters, with a maximum of 10.
- Passwords for staff must be changed every 6 months, with a warning to the user to appear 10 days before the current password expires. It is recommended that user names for student assistants be set to expire at the end of the term or other period at the time the user name is set up.
- Passwords that have not been used for 6 months will be blocked.

Single Sign-On for Colleges

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Single sign-on available: Blackboard and College Portal

- 17 implementations at 13 colleges (4 colleges in both Portal and Blackboard)
- 4 colleges in the planning phase
- Portals and software using SSO: SharePoint, Blackboard, Banner/Luminis, Angel, Canvas
- Modules offered for installation: Blackboard Building Block, Angel Nugget, Banner/Luminis
- Sample code provided in: Java, Classic ASP, ASP.NET, and C##.NET

FLVC Website

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- *www.flvc.org*
- Added:
  - Statewide union library catalog
  - Redesigned online course catalog
- Recently moved to new web platform software product that will increase capability for future enhancements

www.FLVC.org

Online Course Catalog Redesign

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- Ongoing project to modernize the Online Course and Degree Program Catalog
- Currently working with institutions to test the uploading of course and degree program data
- User testing of the search functionality
- Version 1.0 of the new catalog is scheduled to move into production in April, which will allow for loading of fall 2014 course information
- Multi-year effort will eventually include:
  - Complete Florida reporting and searching enhancements
  - Student calendars and accounts
  - Institutional profile enhancements

Online Course Catalog

| Online Courses | Degrees & Careers | Apply | My Records | Student Services | Library Services |

Online Courses > Find an Online Course

Course Search

Keywords ⊙ | business

Calendar Period ⊙ |

Course Title
Business and Professional Communication
Business Ethics
Business Law I
Business of Music

Online Course Catalog

Search Refinements

Course Type
Credit

Credit
3.00 credits
4.00 credits

Delivery Method
Internet

Institution
Broward College
Florida International University
University of Florida

Institution Type
College
University

Registration in this course is limited to certain groups of students. Please contact Broward College for more information.

ACG 2021 - Accounting for Decisions (3.00 credits)
Broward College; 2014 Fall; Instructor: Desiree Elias
Delivery Method: Internet; Course Type: Credit; Subject: Accounting and Related Services

Registration is open to students from other FL public institutions. Current Broward College students must contact Broward College directly to register.

ACG 3024 - Accounting for Managers and Investors (3.00 credits)
Broward College; 2014 Fall; Instructor: Ange Zaher
Delivery Method: Internet; Course Type: Credit; Subject: Accounting and Related Services

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The Orange Grove

- The Chancellor's Task Force on Postsecondary Online Education in Florida made recommendations regarding:
  - Enhancement and expansion of the online learning resources repository
  - Creation of an effective practices repository
- FLVC and the MCDLSS are factoring these recommendations into their ongoing planning efforts
- The Orange Grove will be featured in an upcoming edition of *Education Technology* online, which will showcase some uses of EQUELLA (the software used for the TOG) as a statewide solution

Help Desk Consolidation
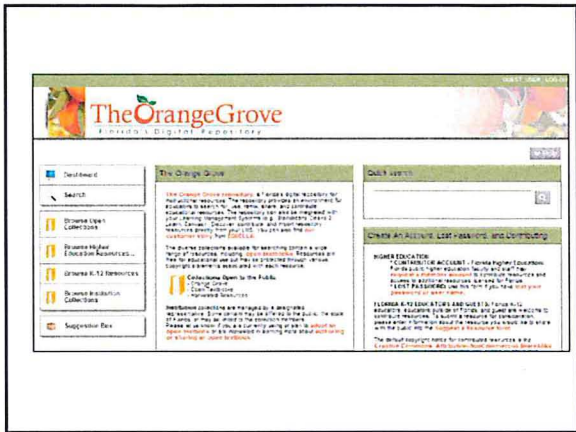
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- Now responding to all calls (student services, distance learning, university and college library services)
- Hired two new Help Desk staff
- Plans underway to expand support hours and add additional support methods, such as chat

Help Desk Consolidation

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- Implemented Microsoft Customer Relationship Management (CRM) system
  - Replaced legacy call tracking systems (HEAT and RT) in February
  - Will build out other features (e.g., reports, registration system, knowledge base) over the next year
- VoIP: Updated FLVC phone system
  - Released in February
  - Queuing system and call management for routing Help Desk calls

Contact the Help Desk

- Help Desk Hours:
  Monday – Friday, 8:00 a.m. to 8:00 p.m.

- Contact the Help Desk:
  - E-mail: *help@flvc.org*
  - Phone: 1-877-506-2210 (M-F, 8-5 ET)
  - Emergency pager: 1-866-200-3929
  - *support.flvc.org*

New Support Portal

FL VC FLORIDA VIRTUAL CAMPUS *A service of the State University System of Florida and the Florida College System*

FLVC Support Portal

The Florida Virtual Campus Help Desk provides support for all FLVC products and services.

Hours of operation are Monday through Friday, 8:00 a.m. to 8:00 p.m. Eastern Time, excluding holidays. Email support is available until 5:00 p.m. Eastern Time.

For assistance, please use one of the following contact methods:

- Call (877) 506-2210 (toll free)
- Send an email to help@flvc.org
- Click Sign In to access your existing Support Portal account, or to create a new account.

FLVC's Help Desk is staffed by customer support professionals, and uses a state-of-the-art case management system to ensure that all service requests are accounted for and resolved in a timely manner.

support.flvc.org

Library Staff Resources

- Help sheets, FAQs, and other documentation
  are still available on the legacy sites:
  - Colleges: *staff.lincc.net*
  - Universities: *www.fcla.edu*
- These sites will be consolidated in the future

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Discussion Lists

- FLVC-LIBRARIES-ALL (Main list)
- FLVC-LIBRARIES-COLLEGE
- FLVC-LIBRARIES-UNIV
- Subject-specific lists are available, such as ILL, Government Docs, Tech Services, etc.
- Sign up at *http://listserv.flvc.org*

Training and Consultation Services

- Training: Online
  - FLVC Learn (*https://register.lincc.net*)
  - Online recorded Aleph training
  - Talking Techs (webinars on library-related topics)
- Training: In-person
  - Aleph training upon request
  - One-on-one live online instruction
- Consultation
  - Customized consultation
  - Site visits upon request
  - User meetings

Training Activities Since July 1

- Online Training/Webinars
  - SFX Version 4
  - Gamification
  - USF Health - Acquisitions/Budgets training
  - New Members Council Orientation
  - Database Showcase
- In-person Training/Consultations:
  - North Florida Community College
  - Gulf Coast State College
  - Valencia College
  - Pasco-Hernando State College
  - FAMU Tallahassee
  - University of South Florida
  - FSU Music Library
  - FSU Engineering Library
  - FSU Medical Library
  - University of Central Florida
  - FAMU Orlando
  - UF Library West
  - UF FLARE
  - UF Law Library
  - University of West Florida

FLVC Advisory Committee Updates

MCLS Standing Committees

- There are five standing committees appointed by the Members Council
- Each of these groups has been established by the Executive Committee, and is composed of:
  - A liaison from the Members Council
  - Members representing colleges
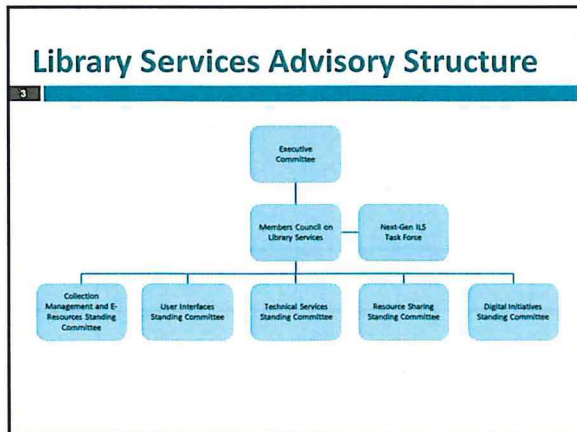 - Members representing universities
  - An FLVC liaison

Library Services Advisory Structure

Technical Services Standing Committee

Charge:

- Assist and advise the MCLS regarding all technical services issues in a statewide environment. Scope of committee work includes, but is not limited to, acquisitions, cataloging, preservation, and serials.
- Propose, review, and evaluate procedures and guidelines that support technical work products and training, focusing on the quality and effectiveness of technical operations and catalog functionalities in a complex academic environment that includes multiple types and sizes of libraries and materials.
- Working with other committees and task forces, solicit ideas and disseminate best practices using multiple communication mechanisms to enhance the exchange of necessary consortial initiatives in a cooperative statewide academic setting.
- The work of the Shared Bib Task Force which was focused on the creation of a shared catalog for the SUS will be subsumed into the Technical Services Standing Committee.

Technical Services Standing Committee

- David Breakfield, Secretary, State College of Florida, Manatee-Sarasota
- Cindy Campbell, Edison State College
- Janice Donahue, Florida Atlantic University
- Jennifer Grey, *Co-Chair*, Florida State College at Jacksonville
- Susan Heron, University of South Florida
- Sarah Norris, New College of Florida
- Mary Page, University of Central Florida
- Betsy Simpson, *Co-Chair*, University of Florida
- Linda Sutton, Seminole State College of Florida
- Trenita White, Santa Fe College
- Renee Hopkins, *MCLS Liaison*, Chipola College
- Mary Ann O'Daniel, FLVC Staff Representative

Background

- Formed August 2013
- Listserv: FLVC-TECHNICAL-SERVICES-SC@LISTSERV.FLVC.ORG
- Wiki: *https://tssc.wiki.flvc.org/wiki/index.php/Main_Page*
- Monthly meeting information and minutes

In the Works

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- Aleph Security Logins
  - Passwords must contain a combination of alpha and numeric characters.
  - New staff are required to change their password when logging in for the first time.
  - Passwords must be a minimum length of 8 characters, with a maximum of 10.
  - Passwords for staff must be changed every 6 months, with a warning to the user to appear 10 days before the current password expires. It is recommended that user names for student assistants be set to expire at the end of the term or other period at the time the user name is set up.
  - Passwords that have not been used for 6 months will be blocked.

In the Works

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- Patron Driven Acquisitions (PDA) record loading
- Duplicate record clean-up
- RDA
- Authority maintenance

On the Horizon

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- FAST headings
- Other?

Collection Management and E-Resources Standing Committee

Charge:

- Recommend which e-resources will be licensed for all college and university libraries.

- Correlate available dollars with the ability to maintain subscriptions, and prioritize if funds will be insufficient to maintain current subscriptions.

- Recommend more permanent committees and task forces necessary to analyze and build joint FCS/SUS library collections.

- Coordinate with relevant FLVC staff and other committees and report to the Executive Committee.

Collection Management and E-Resources Standing Committee

- Judy Born, *Co-Chair*, State College of Florida, Manatee-Sarasota
- Valerie Boulous, *Co-Chair*, Florida International University
- Rebecca Donlan, Florida Gulf Coast University
- Estrella Iglesias, Miami Dade College
- Cheryl Kohen, Daytona State College
- Cheryl McCoy, University of South Florida
- Shelly Schmucker, Tallahassee Community College
- Rhonda Trueman, Northwest Florida State College
- Robb Waltner, University of North Florida
- Roy A. Ziegler, Florida State University
- Judy Russell, *MCLS Liaison*, University of Florida
- Claire Dygert, FLVC Staff Representative
- Scott Schmucker, FLVC Staff Representative

2015 Shared Collection

- Members Council direction: License one high impact database for all
- FLVC assessing impact of adding EBSCO's *Academic Search Complete* for the SUS
- FLVC developing impact statements

Potential Impacts

Factors that may impact the 2015 collection:
- Florida Polytechnic University
- Vendor pricing increases
- Status of Legislative Budget Requests
  - STEM resources
  - Streaming video

Committee Activity January - April

- Planning for 2015 collection
- Drafting Collection Development Guidelines
- FCS E-Book Collection weeding and deselection
  - Drafting guidelines for weeding the collection
  - CCLA E-Resources Selection Guidelines recommended reviewing for deselection every 3 years; a subcommittee of 11 library staff recommended titles to weed in 2011

Resource Sharing Standing Committee

Charge:
- Develop a set of statewide resource sharing guidelines for colleges and universities.
- Establish principles to facilitate the integration of resource sharing (e.g., the SUS UBorrow service) among both entities.
- Recommend services to enhance resource sharing.
- Coordinate with relevant FLVC staff and other committees and report to the Executive Committee.

Resource Sharing Standing Committee

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- Troy Christenson, *Co-Chair*, Florida Atlantic University
- Mary Dumbleton, Florida State College at Jacksonville
- Zoila De Yurre Fatemian, *Co-Chair*, Miami Dade College
- Suzanne Johnson, Valencia College
- LeEtta Schmidt, University of South Florida
- Dan Schoonover, Florida State University
- Kristine J. Shrauger, University of Central Florida
- Rhonda Trueman, Northwest Florida State College
- Amanda Ziegler, University of West Florida
- Ray Calvert, *MCLS Liaison*, Pasco-Hernando Community College
- Wendy Ellis, FLVC Staff Representative
- Brenda Rutten, FLVC Staff Representative

Resource Sharing Standing Committee

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Activities:
- Monthly meetings
- Discussed differences in college/university ILL environments (staffing, budgets, policies)
- Created a single discussion list for college/university ILL staff: FLVC-RS-ILL. Sign up at *http://listserv.flvc.org*
- Created joint university/college Resource Sharing Guidelines
- Created a wiki: *https://rsil.wiki.flvc.org/wiki/index.php/Main_Page*
- Created a historical document for the group

Resource Sharing Standing Committee

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Activities:
- Created an affiliation with the Florida Academic Repository to enable requesting through ILL
- Worked on Shared ILL project to populate university/college supplier lists
- Agreement to share media is under discussion
- RapidILL book chapter requesting was discussed and implemented for the universities
- Members attended a continuing education webinar presented by Cable Green, Ph.D., from Creative Commons, on open access and the impact on higher education
- Members participated in the FLVC regional conferences

Resource Sharing Standing Committee

Upcoming Activities:
- Discuss naming conventions for the statewide shared catalog, for UBorrow (Aleph ILL), and for the "UBorrow/Request" link on items in the statewide catalog
- Discuss creation of a committee website
- Continued discussions and recommendations regarding college/university policy differences:
  - Turnaround times
  - Due dates for various types of materials
  - Delivery mechanisms
  - Best practices
  - Marketing
  - Standardized policies versus individual policies

Resource Sharing Standing Committee

Upcoming Activities:
- Discuss how best to respond to changes in the ILL environment, e.g., open access, open education and copyright
- Discuss creation of an FLA Resource Sharing group
- Provide continuing education opportunities for issues impacting resource sharing, such as:
  - Legal issues (copyright)
  - Technology
  - Occam's Reader (*http://occamsreader.org/*)
  - SPARC®, the Scholarly Publishing and Academic Resources Coalition (*http://www.sparc.arl.org/*)
  - LIBLICENSE (*http://liblicense.crl.edu/*)

Digital Initiatives Standing Committee

Charge:
- Provide recommendations to Florida Virtual Campus (FLVC) Library Services Members Council regarding all technical aspects of digital collection building, digitization, and/or digital production, digital curation, and digital services in support of scholarship.
- Provide a forum for discussion, promote best practices, explore opportunities for collaboration among interested FLVC libraries, and leverage the collective capacity of the colleges and universities for digital initiatives and services.

Digital Initiatives Standing Committee

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- Rich Ackerman, Broward College
- Dean DeBolt, University of West Florida
- Lee Dotson, Co-Chair, University of Central Florida
- Barbara Lewis, University of South Florida
- Shuchun Liang, Florida A&M University
- Katie McCormick, Co-Chair, Florida State University
- Courtenay McLeland, University of North Florida
- Jeremy Norton, Lake-Sumter State College
- Joanne Parandjuk, Florida Atlantic University
- Jamie Rogers, Florida International University
- Susan Setterlund, Palm Beach State College
- Nancy Spaid, New College of Florida
- Melissa VandeBurgt, Florida Gulf Coast University
- Chelsea Dinsmore, University of Florida
- Brian Kelley, MCLS Liaison, Palm Beach State College
- Lydia Motyka, FLVC Staff Representative

DISC Objectives

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- Provide suggestions and feedback for FLVC digital services:
  - DigiTool/FL-Islandora
  - Archon
  - ETDs
  - Florida OJ/OJS
  - Florida Digital Archive

DISC Objectives

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- Discuss current and future use of services

DISC Objectives

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- Discuss broad needs and ideas for digital projects at colleges and universities
  - Advisory role for FL-Islandora
  - Finding aids/EADs interest
  - Best practices
  - Collaborations

Next Steps for DISC

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- Assess needs of stakeholders
- Establish quarterly priorities

DISC Listserv

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- Main method of communication
- Anyone can join
- Send your request to join to
  - Lee Dotson (*lee.dotson@ucf.edu*) or
  - Katie McCormick (*kmccormick@fsu.edu*)

User Interfaces Standing Committee

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Charge:

- Advise the MCLS regarding service interface options for library users.

- Scope of committee work includes, but is not limited to, online discovery tools, online catalog, interfaces on web and mobile devices, and support sites, taking into consideration issues such as accessibility and multiple languages.

- Group will liaise with other FLVC committees and task forces as appropriate.

User Interfaces Standing Committee

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- Maryellen Allen, University of South Florida
- Bridgett Birmingham, *Chair*, Florida State University
- Jeremy Bullian, Hillsborough Community College
- Alexis Carlson, Indian River State College
- Carla M. Clark, Miami Dade College
- Jeremy Hall, University of North Florida
- Bohyun Kim, Florida International University
- Diana Matthews, Santa Fe College
- Danielle Rosenthal, Florida Gulf Coast University
- Virginia Vail, Pensacola State College
- Patricia Profeta, *MCLS Liaison*, Indian River State College
- Lisa Close, FLVC Staff Representative

User Interfaces Standing Committee

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Activities:

- Monthly meetings
- Wiki: *https://uisc.wiki.flvc.org*
- Discussed the Mango Administrative Console: Local institutions can change display characteristics, such as order of facets, number of facet results, etc.
- FLVC timeline for converting colleges to Mango and expanding the UBorrow service
- General discussions about problems in the catalog
- Currently creating best practices and guidelines for new Mango interface under development

FLORIDA VIRTUAL CAMPUS

Digital Programs and Services Provided by the Florida Virtual Campus

PALMM, the Publication of Archival, Library, and Museum Materials (*http://palmm.fcla.edu*), is an umbrella program supporting the cooperative building of shared collections using common standards. It is a cooperative initiative of the public universities of Florida to provide digital access to important source materials for research and scholarship. The majority of PALMM's materials focus on Florida subjects. Its projects may involve a single university, or be a collaborative effort between a university and partners within, or outside, of the state university system. Any public university or college in Florida may apply to share digital collections in PALMM.

PALMM
PUBLICATION
OF
ARCHIVAL
LIBRARY &
MUSEUM
MATERIALS

Archives Florida (*http://palmm.fcla.edu/afl*) is a statewide, shared database of EAD-encoded archival finding aids. Any Florida institution with archival holdings can participate. These finding aids describe the contents of some of the collections of organizational records and personal papers held in Florida archives. This is a growing database; new finding aids and contributing institutions are added regularly. Many archival collections do not yet have online finding aids; for a comprehensive list of repositories, see the "Guide to Florida Archives and Manuscript Repositories" (http://develop.lib.ucf.edu/SpecialCollections/GuidetoRepositories). Opening Archives supports Archives Florida with tools and training. DLS supports Archon for creating EAD finding aids, and DigiTool is used to display them.

ARCHIVES FLORIDA

Islandora. FLVC hosts and maintains the Islandora digital library platform for participating institutions. The FLVC Islandora installation is called "FL-Islandora" and enables participant institutions to manage and present their digital assets on a shared system managed by FLVC. Each participating institution has its own FL-Islandora site with institution-specific branding of the site and its collections, and also has the option to share selected collections with a shared site.

Islandora

Archon is a software tool for curators of archives and manuscript collections. It is used to create EAD finding aids, linked authority records for creators and subject headings, and other information. EADs created in Archon can be displayed in Archon and/or exported for import into Archives Florida. FLVC hosts and maintains Archon installations for libraries on request. Visit *http://fclaweb.fcla.edu/content/archival-finding-aids-eads*.

ARCHON

The **Electronic Theses & Dissertations (ETD)** program provides storage, web access, and access restriction/embargoes for ETDs. The ETD program is open to any college or university that wishes to host student-produced materials related to graduation requirements, including (but not limited to): theses, dissertations, senior projects, honors theses, and projects in lieu of theses. The service hosts the materials, produces a MARC record for the library catalog to aid in access, and handles embargoes and access restrictions. Visit *http://fclaweb.fcla.edu/content/electronic-theses-and-dissertations-etds*.

Electronic Monograph Publishing. FLVC provides an opportunity for electronic monograph hosting through its *books.fcla.edu* service, working with digital library staff and catalogers to serve PDFs of electronic monographs online. A simple service, FLVC hosts a PDF version of the electronic monograph and creates a persistent URL (PURL) for the catalog record. Catalogers at the originating institution then create a catalog record and insert the PURL into the record. Visit *http://fclaweb.fcla.edu/emonographs*.

Florida OJ (*http://journals.fcla.edu*) is a scholarly re-search online publication service that uses the Open Journal System publishing platform. FLVC will work with faculty directly, or through the library, to publish and/or produce their open access journals. FLVC provides a number of serv-ices for electronic scholarly journals under the Florida OJ program, including publishing electronic journals from scratch, hosting electronic journals, and providing access to licensed commercial journals no longer supported by the publisher. Any department, group, or scholarly soci-ety associated with a Florida public university or college is welcome to apply to have a journal hosted with Florida OJ.

Florida On Florida (*http://fof.fcla.edu*) is an aggregated metadata repository of digital materials related to Flor-ida. It includes all sorts of items including maps, photo-graphs, postcards, books, and manuscripts. The materials in *Florida On Florida* come from digital collections held by libraries, archives, muse-ums, and historical societies throughout Florida. FLVC supports this service by host-ing and maintaining the metadata aggregation system, and by running quarterly OAI-PMH harvests of metadata to update the repository. Any Florida institution with OAI-PMH serving capabilities is welcome to contribute metadata to this project, co-hosted by the Florida Elec-tronic Library (from the State Library of Florida).

Preservation Resources

The **Florida Digital Archive** provides a cost-effective, long-term preservation repository for digital materials in support of teaching and learning, scholarship, and research in the state of Florida. The services of the FDA are available to public university libraries in Florida and their part-ners. The FDA utilizes the FLVC-developed Dark Archive In The Sunshine State (DAITSS) software. For more about the Florida Digital Archive, visit *http://fclaweb.fcla.edu/FDA*.

Dark Archive In The Sunshine State (DAITSS), is an open source preservation repository software application used by the Florida Digital Archive. Developed by FLVC, DAITSS provides automated sup-port for the functions of Submission, Ingest, Archi-val Storage, Access, With-drawal, and Repository Management. More information about DAITSS is available at *http://daitss.fcla.edu/*.

NOTE:

Some services described in this document were originally developed for use by Florida's public university libraries, and there-fore may currently be available only to that sector. As the Florida Virtual Campus continues to integrate the services brought together by its legacy library organizations – the Florida Center for Library Automaton (state university libraries) and the College Center for Library Automation (state college libraries) – more of these services will be expanded to include the state college libraries.

In addition to these FLVC services, the State Library of Florida has a number of digital programs – such as the Florida Memory Project – that may be of interest.

Creating an FL-Islandora site for your institution

FLVC is implementing a common digital library platform, based on Islandora software, for Florida's public universities and colleges. This common digital library platform gives these institutions the ability to manage and present their digital assets on a shared system managed by FLVC.

Many institutions have been digitizing or collecting born digital assets such as photographs, newspapers, and books. Digital library platforms enable institutions to share their digital assets on websites such as PALMM, Florida Memory, Digital Library of the Caribbean, and Central Florida Memory.

As part of FLVC's implementation of Islandora (called "FL-Islandora"), each university and college will have its own Islandora site/website which will reflect that institution's branding and will contain materials owned by that institution.

Islandora is an open-source software framework designed to help institutions and organizations, and their audiences, collaboratively manage and discover digital assets using a best-practices framework. Islandora was originally developed by the University of Prince Edward Island's Robertson Library, but is now implemented and contributed to by an ever-growing international community.

Your Islandora site will have the following characteristics:

- Your Islandora site will reside on a shared FLVC server, and FLVC system administrators will support the site and perform all necessary hardware and software maintenance.

- FLVC Digital Services staff will work with you and train you to use Islandora software to create new collections, and to load and manage digital objects and staff users.

- Once your site goes public, your digital assets will be discoverable by the public.

Types of materials currently supported in FL-Islandora:

- Single photographs or images (jpeg, png, gif, jp2 file formats)

- Single PDF files

- Audio files/recordings (mp3 and wav file formats)

- Sets of related files or images (text, images, audio, in any combination)

- Electronic Theses and Dissertations, including those restricted to on-campus viewing

- Multi-page books, which are viewable via a page-turning function

- Multimedia collections (text, images, audio)

- Newspapers

Functions and features currently available in FL-Islandora:

- The ability to implement an FL-Islandora website for an individual institution, with institution-specific branding of the site and its collections.

- The ability to batch-load objects, or load one-by-one via the user interface.

- The ability to restrict viewing of objects and collections by user role ("anonymous" users, and various levels of staff user)

- The ability to restrict viewing of objects based on user IP range, which is commonly used to restrict viewing of materials such as Electronic Theses and Dissertations to on-campus IP addresses.

- Full-text indexing

Implementing your institution's Islandora site

The general process for implementing your institution's Islandora site is as follows:

- FLVC creates your Islandora site and consults with you about basic theming and images for your site. Initially, your Islandora site will be accessible only by select staff at your institution. There is no set deadline for you to make your site open and discoverable by the public.

- You'll receive training on how to create collections and load digital objects to Islandora, and how to create descriptive metadata for your objects.

- You'll be able to participate in an FL-Islandora listserv to share your questions and experiences with other FLVC Islandora (FL-Islandora) users.

- You'll be able to collaborate with other FL-Islandora users to define additional features for FLVC to implement in the system.

- FLVC will support your questions and problems via the FLVC Help Desk.

- If your institution does not yet have any digital images, FLVC can refer you to resources that will help you to get started with digitization.

- If your institution has digital assets that are currently stored on another system, FLVC can advise you about migrating those materials into the FL-Islandora system.

FL-Islandora site set-up & theming

Acquiring an FL-Islandora website for your institution is quick and easy. Once FLVC receives confirmation from the institutional library director that a request for a site has been made, all we need to begin work on your site is a subdomain name (**FSU**.digital.flvc.org). The FL-Islandora theme template allows for a wide range of customization to reflect institutional branding. FLVC encourages you to provide your own graphics and style standards to really make the site your own. Leave the coding and maintenance up to us. For more information on what it takes to build an FL-Islandora site, see the items below:

Set-Up:

1.) **A subdomain name for your site on digital.flvc.org.**
Most schools have chosen the popular acronym for their institution but full strings are acceptable as well (broward.digital.flvc.org). This name will also be used as the namespace prefix of the persistent identifier (PID) for each of your digital library objects.

FAU.digital.flvc.org
FGCU
FSU
GCSC
NWFSC
UCF

fsu.digital.**flvc.org**/islandora/object/fsu%3A10223

Title:	Shores, Louis-Library Science.
Type of Resource:	still image
Genre:	image
Date Issued:	August 1964
Publisher:	Florida State University Libraries
Identifier:	spcn1321 (issn), 124946 (digitool), FSDT124946 (IID) fsu:10223 (fedora)
Persistent Link to This	http://purl.flvc.org/fcla/dt/124946

2.) **A set of IP addresses or IP range of library staff** to allow private access to your Islandora site while it's under development. For example, the public facing IPs for the FLVC Gainesville office fall under 206.224.221.xxx. This information is optional, but if you choose not to provide IP addresses, or your institution uses a single forward facing address with internal private IPs, the site may have to be viewable to the public in order for you to access it. That does not mean, however, that items that you upload to your Islandora site will be visible to the public. There are other options to suppress items or even entire collections from public view until you are ready to release them.

That's all that's needed to get started with the initial build of an FL-Islandora site. For an FL-Islandora site to be custom themed for a university or college we will need the following more detailed information.

Theming:

Currently, all FLVC Islandora websites utilize a common template within the Drupal framework. This template requires a few institutional images. Style customization options are available to help round out the appearance of the site.

1.) **Institutional branding/graphics/style guidelines.** Many schools distribute these internally to keep color and typeface usage standardized in print and web publications. Check with your office of communications if you are having trouble locating this information.

2.) **A logo image for object-level branding.** These are the images you will see below items on the bottom-right denoting ownership. It will go into a space of around 250x150 px. An image with higher resolution may be sent and will be shrunk to fit into this space.

3.) **A banner image for the header of the site.** A transparent PNG no larger than 1025px wide and between 45-85px in height would be best for the current template. You may send something larger and it will be resized and cropped to fit. A header banner can be created for you, but to ensure the appearance of the site meet your expectations it is best if an image is submitted to us.

4.) **A favicon/shortcut icon.** This is a small image typically used by browsers to denote domain branding in bookmarks, tabs, or the address bar. This can usually be located by us from the source code of an institutions website. If you do not provide an icon and one cannot be found it will be defaulted to either a Drupal or FLVC icon.

5.) Feedback. FL-Islandora is a collaborative effort. You get back what you put in. Keep in mind that FLVC does not have a web designer to theme sites. Styles represented on the site (all colors, font types, sizes, effects, etc.) are available for heavy customization within the template. Know exactly what you want? You can even send us custom CSS.

FL-Islandora: Loading content

Getting Started:

FL-Islandora is a great place to showcase your digital materials: campus photos, yearbooks, newsletters, digitized books, and more. Whether you already have digital objects or are just getting started, FLVC staff can help you get organized and set up for uploading materials into FL-Islandora.

An FLVC liaison is available to help you organize your site and your content. Questions to get started are:

- About how many objects do you have (# of objects and size on disk)?

- What kind of materials do you have (images, PDFs, videos, etc.)?

- What kind of workflow do you want to have? (For example, preparing objects ahead of time for batch load, or uploading objects one-by-one and editing metadata in Islandora.)

Preparing & Uploading Your Materials:

Every FL-Islandora object should be paired with descriptive metadata—either MODS XML or MARCXML are acceptable for upload. FLVC staff can help you with examples of metadata files. FLVC can also advise on transforming existing metadata into MODS, if necessary.

Files can be uploaded individually or in batches; you can also prepare your metadata ahead of time, or work on describing individual items from within FL-Islandora's editing screen.

Presenting Your Materials – Collections:

You'll also want to think about how you'd like to organize your materials. FL-Islandora has a very flexible collection/sub-collection system, and items can appear in more than one collection.

Collection administrator users from your institution can create and organize collections, assign objects to collections, and move objects from collection to collection, if need be. While objects can be reorganized at any time, it's wise to have some idea of how you'd like to organize your materials before uploading. FLVC can present examples from other institutions and advise as appropriate.

Training for Library Staff

FLVC offers free self-paced courses, recorded webcasts, tutorials, and live, instructor-led training on a host of general and system-specific library topics. Whether you're new to the FLVC library environment, or just want to learn about the latest system enhancements, there's always something available to you!

Register for courses at: https://register.lincc.net

Self-Paced Courses

The following self-paced courses provide helpful information and instruction on various modules within the Aleph software. As Florida's public college and university systems operate Aleph, course content is appropriate for library staff of both systems.

Aleph Acquisitions

Aleph Cataloging

Aleph Circulation

Aleph Course Reserves

Aleph Interlibrary Loan

Aleph Overview and Search

Aleph Reports

Aleph Serials

Recorded Webcasts:

The "Talking Tech"

Series

Adding PubMed to Your Resources: How Would You and Why Should You?

Batch Loading Acquisitions Records in LINCC

Downloading EBSCO E-Books

Google Plus and Twitter: How Can They Help Build Your Personal Learning Network?

Loading E-Books Into the Catalog: What You Need to Know

Managing Streaming Video

Optimizing Budgets in Acquisitions

Pinterest: Introduction and Use in Libraries

SFX: Overview and Options

Student Success and E-Resource Usage

Tools for Tutorials

Understanding Primo Customization Options

Using LibGuides

What's New in Primo: Primo Version 4

Working with RDA in Your Library

...and more!

Have an idea for a "Talking Tech" webcast, wish to present a topic, or know a colleague that does? Contact the FLVC Help Desk.

Stay informed.
Join in on the discussion.

More than 30 discussion lists for FLVC college and university libraries!

listserv.flvc.org

FLVC will be at the Florida Library Association Annual Conference!

FLORIDA
VIRTUAL
CAMPUS

User Meeting and Update
May 8, 2014
1:00 – 2:30 p.m.

- and -

Exhibitor Booth #305

FLA
Florida Library
Association