

# 2013-02-18

## 2CUL TSI SC minutes for Feb. 18, 2013

Present: Jim, Boaz, Adam, Kate, Robert (minutes)

### 1. Review draft charge for Non-MARC Metadata Working Group

Jim posted the draft charge on Basecamp. The Steering Committee agreed to add text charging this group to explore the feasibility of collaborative projects, and opportunities to expand scope and take advantage of increased capacity. Jim will draft an updated version of the charge by Thursday, and after that we will schedule a WebEx meeting with the new group.

### 2. Work out plan for drafting remaining working group charges and recruiting leads and chairs

Once finalized, the Metadata Working Group charge will also serve as a template for the charges for the other remaining groups. We agreed that we will use standard language in these charges even if it is not always obviously relevant e.g. "harmonized workflows" for metadata.

Jim and Kate will draft the remaining charges:

- Kate: monograph receiving, original cataloging, copy cataloging, print serials
- Jim: e-resources, batch processing, database maintenance

### 3. Troubleshooting group

We are still waiting for this group to draft its own charge, as requested. Colleen as liaison will get an update on the status of this. Once we have charges for this group and the E-Resources Metadata Working Group the relationship between them will be clearer.

### 4. Social Security Number issue

Cornell IT seems to want Columbia staff to provide their social security numbers in order to get Cornell NetIDs (though we are still unclear on the requirements for "guest IDs" vs. "sponsored IDs"). Columbia staff have expressed concern about privacy and security. Adam and Jim will follow up at Cornell to determine what exactly the current requirements and options are. If this issue proves to be a problem, we will need to refer it to the Administrative Team.

### 5. Follow-up from the F2F meeting at Cornell

Boaz will add text to the F2F minutes about preparations for the 2CUL session at the E-Resources and Libraries Conference

Jim will increase our Basecamp subscription to 50 projects when we are closer to hitting the limit on our current subscription.

Jim will start work with Laurie on an outline of the tip sheet for team leaders.

Kate will make some minor edits to the "Wrap Up" section of the minutes.

### 6. Next steps

We will issue another update to staff after the Ordering Group membership is finalized.

Jim will chair our next meeting and ask Colleen to take notes.