RACL Executive Committee (RACL Exec)
Meeting Minutes
January 31, 2025

RACL Exec Attendees:

Joy Bolt (Chair)   Leslie Sharp
Sonya Gaither   Jeff Steely
Lucy Harrison   Shaundra Walker
Tamatha Lambert   Brad Warren
Robert Quarles   Melissa Whitesell
Barry Robinson (for Toby Graham)

GALILEO/USG Staff:

Sean Boyle   Sean C Purcell
Brad Baxter   John Stephens
Jeff Gallant   Josh Walker Weir
Nicole Lawrence   Mike White
Seamus Narron   Joy Woodson
Russell Palmer

Agenda:
Chair Joy Bolt called the meeting to order. Lucy Harrison took roll. Jeff Steely moved to approve the agenda, Tamatha Lambert seconded, and the agenda was approved. Brad Warren moved to approve the minutes from the October meeting, Tamatha Lambert seconded. Minutes were approved.

RACL Updates:
Sonya Gaither said that Clayton State has a new permanent Provost that will start on Monday: Dr. Jill Drake, who was previously at Georgia Southwestern. They are also currently displaying the Comfort of Recovery Quilt, in support of the Rise2Recovery Foundation. They are one of two USG libraries that will be doing so (Middle Georgia is the other institution). This display is open to the community through the second week in March. Finally, she announced that the Southeastern Library Assessment Conference Planning Committee is meeting, which includes representatives from Clayton State, Georgia Tech, and Middle Georgia. The planning committee will be sending out more information in the next few months, including a call for proposals and inviting anyone interested in assessment to participate. This virtual conference will likely be in October or November.

Melissa Whitesell informed the group that Dalton State's Roberts Library will be starting its renovation process on Monday morning. They are expecting that they will be able to maintain services, including participation in GIL Express, and that the renovation will be completed in December. They are also expecting a new Provost to be named within the next week or two.

Brad Warren stated that they have been trying to hire a librarian for Medical College of Georgia campus (which is a partnership with Georgia Southern at the Armstrong campus in Savannah.) The first class there started last fall. Unfortunately, the initial search for a librarian failed, so they will be restarting that search. If you know any interested medical librarians, please encourage them to apply.

The group discussed the At-Large vacancy due to Angiah Davis leaving Gordon State (she is now back at Georgia State). Her 2-year term was ending in June 2025, so the group decided to leave the spot empty until the elections at the upcoming RACL meeting in April.

The group discussed policies and procedures around the scoring of annual evaluations. There is a general understanding that the system office would like to see more consistency and structure around these evaluations. Some libraries have received specific guidance on rubrics to use; others have just been asked to evaluate their processes. Typically, these evaluations are not tied to financial incentives, but may be used for promotion purposes. If interested, members can share their local rubrics/processes on the RACL list.

The group discussed the eCore librarian and whether it would make sense to add that position as a RACL representative, formally or informally. RACL is a USG group, not a GALILEO group, and formally changing the group's membership would require approval from the Executive Vice Chancellor. Lucy also provided a brief overview of eCore for the benefit of those institutions who do not participate. After some discussion, it was decided that since the main overlap with eCore and RACL/GALILEO is in the sphere of electronic content, we will begin by having John Stephens invite the eCore librarian to participate in the appropriate eResources committees and see if that meets our (and their) needs.

GIL Updates:
Sean Boyle reminded the group that we are starting to ramp up our FOLIO and OpenRS implementation work, so their institutional representatives and committee members are probably attending meetings on a weekly basis at this point. He provided updates on the work of the functional committees:

- **Acquisitions:** Working to configure FOLIO Acquisitions foundations (finance structure and fund) as well as provide feedback to EBSCO (agreements, orgs, licenses)
- **Analytics:** Collecting reporting use cases to assist in evaluation of Lists App, In-App reporting, FQM
- **Cataloging:** Evaluating bib/hld/item loads; Working to configure Connexion and single record import; Working on boundwith and local field documentation/policy suggestions
- **Fulfillment:** Continue to configure/test circ rules; Fine/Fee and User settings config; Planning for OpenRS/DCB testing underway
- **OPAC:** Testing/evaluating Locate instances
- **GKR:** Creating survey of potential GKR members to determine interest in joining; KSU All Things Open – April 7-11

There are still Committee Officer Vacancies in the following committees, so please send along the names of any interested staff:
- Acquisitions – Vice-chair
- GKR – Vice-chair
- RACL LIV – Vice-chair

The Fulfillment Committee recommended a change in GIL Express policy regarding loan periods. The current policy says that items can be shipped to any Pickup Library and GIL Express users can checkout eligible items from any Visited Library; that the loan period is 28 days with 2 automatic renewals for a maximum of 84 days; and that a renewal is allowed as long as the patron remains eligible and the item is not recalled. Self-renewals are allowed, and GIL Express items can be returned to any USG Library.

Since FOLIO does not currently support automatic renewals, a 90-day loan period with no renewals is recommended. Patrons are accustomed to automatic renewals. Maintaining a 28-day loan period with 2 patron-initiated renewals could result in more patrons being blocked which impacts staff time explaining policies, adding and removing blocks, sending materials back to have them requested again increases the costs and labor of shipping, and perceived poor service if we adhere to policy. None of the USG libraries

are currently using recalls to shorten due dates, so that should not be an issue.

Joy Bolt moved to approve the recommendation, Jeff Steely seconded, and the motion passed.

FOLIO and OpenRS Project Update:
Sean Boyle then provided an update on the FOLIO project. Below is a list of deliverables that institutions should have completed by the beginning of January. This list covers tasks from the start of the project.
- Complete data cleanup activities
- Create EBSCO Connect Accounts
- Create FOLIO accounts for "core staff" at library (local project team, dept heads, etc.)
- Review Circulation training
- Complete material type mapping spreadsheet
- Complete circulation policy template
- Create FOLIO accounts for all library staff
- Circ policy component configuration
- OCLC authorization account / Z39.50 config
- Data load review
- Verify local integrations

Currently, institutional leads are working on the following deliverables:
- Item and patron creation for circ rule testing
- Establish Reply-To emails
- Verify Library integrations
- Analytics
  - Evaluate Lists App
  - Create use cases/needs for FOLIO reporting
- Acquisitions
  - Create organization categories and types
  - Review loaded agreements
  - Verify basic vendor info
- Circulation
  - Fine/fees and user settings config
  - OpenRS Onboarding
- Cataloging
  - OCLC gateway export
  - Single record overlay config
- OPAC
  - Verify Locate (OPAC) login
  - Locate "basics" - review videos, etc.
  - Evaluate Locate Instances

Since RACL Exec last met in October, the following work has been going on:
- Items loaded into FOLIO
- Established OpenRS pilots
- Established Locate pilots
- All Locate instances rolled out
- Initial Acquisition Config

- Licenses, Agreements, Organizations
- HLM migration

Work in progress as of February 2025 includes:
- Prepare for 2nd data load
- Wrapping up internal eval of bib/hldg loads
- Begin internal eval of item data loads
- Completing Locate login testing
- Acquisitions Fund structure config
- Cataloging record import/overlay config
- Circulation – OpenRS / Request testing
- OPAC/Discovery - Locate evaluation and testing
- Analytics – Lists App evaluation and use case gathering

In March and beyond, we will work on additional data load, workflows, and settings. We will also begin acceptance testing (on Ramsons), complete GUGM, and move into final training, data load, and acceptance testing (on Sunflower). Go live is still scheduled for June 25 though this date may shift due to release dates.

For OpenRS, institutions have completed the onboarding forms/survey, we are wrapping up the pilots, and hope to test requesting in the union catalog in early February.

On the Panorama side, we have completed dashboard set up and acceptance testing for all "core" data sources, institutions resumed monthly data loads (for manual data sources), institutions have chosen local data sources, and we are working to implement them. We are working with SGSC to pilot Banner as a data source; with UNG and Augusta on OpenAthens; and other data sources are in active development.

With Bibliograph, the pilot dashboards are done and we have established a timeline and implementation plan for remaining institution cohorts (posted on LibGuide). Onboarding sheets have been completed for all libraries. 12 dashboards are currently under review by libraries, with more to come soon.

Sean also reminded the group of the GIL FOLIO meeting cadence.

Lucy updated the group on eReserve Plus. Procurement will soon post as sole source with a contract that can begin in FY26 and that will allow for system-wide or institutional adoption. We will discuss with RACL in April, including options for piloting in FY26 and general rollout.

GUGM:
Sean and Joy Woodson provided the group with information on the upcoming GIL User Group Meeting, which will take place May 12-13, 2025, in Macon. There will be pre-conference sessions for EBSCO and USG FOLIO implementation team members. Registration is now open. Day 1 is $15 and Day 2 is $45. There will not be a formal call for proposals since most of the content will be FOLIO-specific.

RACL Spring Meeting:
Joy Bolt provided an update on the Spring RACL meeting, which will take place Friday, April 25 at Georgia Tech. Registration Fee will be $35. Potential topics include a budget update, strategic initiatives work, discussion on eReserve Plus, a presentation from Skilltype, and discussion on FOLIO and OpenRS.

Leslie Sharp moved to adjourn the meeting, Brad Warren seconded and the meeting was adjourned.