

Meeting Agenda & Notes

Ebook Usability CKG Meeting Agenda of Dec 20, 2019

10:00am - 11:00am

Attendees: Carla Arbagey (UCR), Judy Dobry (CDL), Chan Li (UCB), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets (UCM), Ying Zhang (UCI)

Agenda:

1. Finalize the Ebook Usability Report.
 - a. Executive Summary: <https://docs.google.com/document/d/1u4qV0KCfAEPia82yfCp4gKadLOdXsE6OF5Z9zp6izw/edit#heading=h.kkxv9vbi3mxo>
 - b. Report template: <https://drive.google.com/open?id=189xJtoGqgixkjCfGbjyB8OaME9zQP44K>
 - c. Evaluation checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWI9UFTIetPTEW-3IJ0JU/edit?usp=sharing>
 - d. Cover letter to UC eBook Strategies Team: https://docs.google.com/document/d/1kPJ8ra_nYVBbqBKqglpLY2Q6nkRalo47pn-l6MNI/c/edit?usp=sharing
2. Ebook Usability Report: <https://docs.google.com/document/d/1d4JKrskMnMePSBSeT-vnk5Bb6xb8QCvZnLQEGrfrP6Q/edit#>
 - a. **Action:** Chan will add numbering for images in report, download cover letter (with links to google docs), report, and evaluation checklist as PDF to send to Becky Imamoto (Chair of eBook Strategies Team) and ask for feedback by Feb 10 and schedule a meeting some time in February
 - b. **Action:** Nga will send out a meeting invite on Feb 21 (moved up one week from our regular meeting schedule in hopes that eBook Strategies Team can join)

Ebook Usability CKG Meeting Agenda of Oct 25, 2019

10:00am - 11:00am

Attendees: Carla Arbagey (UCR), Chan Li (UCB), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets (UCM)

Agenda:

1. Worked on finishing the Ebook Usability Report.
 - a. Executive Summary: <https://docs.google.com/document/d/1u4qV0KCfAEPia82yfCp4gKadLOdXsE6OF5Z9zp6izw/edit#heading=h.kkxv9vbi3mxo>
 - b. Report template: <https://drive.google.com/open?id=189xJtoGqgixkjCfGbjyB8OaME9zQP44K>
 - c. Evaluation checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWI9UFTIetPTEW-3IJ0JU/edit?usp=sharing>
2. Ebook Usability Report: <https://docs.google.com/document/d/1d4JKrskMnMePSBSeT-vnk5Bb6xb8QCvZnLQEGrfrP6Q/edit#>
 - a. **Action:** Chan will draft a cover letter to UC eBook Strategies Team
 - b. **Action:** Michele will add explanation to the Evaluation Criteria
 - c. **Action:** Nga will clean up the matrix for the appendix
 - d. **Action:** Nga will fill in name list at the beginning of the Final Report with name, job title, and campus affiliation
 - e. **Action:** Carla will finish editing/formatting the Final Report

Ebook Usability CKG Meeting Agenda of Sept 27, 2019

10:00am - 11:00am

Attendees: Carla Arbagey (UCR), Judy Dobry (CDL), Rachael Hu (CDL), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets(UCM)

Agenda:

1. Each group will enter a one or two paragraph summary into the [Executive Summary](#) page before the next meeting.
 - a. Executive Summary: <https://docs.google.com/document/d/1u4qV0KCfAEPia82yfCp4gKadLOdXsE6OF5Z9zp6izw/edit#heading=h.kkxv9vbi3mxo>
 - b. Report template: <https://drive.google.com/open?id=189xJtoGqgixkjCfGbjyB8OaME9zQP44K>
 - c. Evaluation checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWI9UFTIetPTEW-3IJ0JU/edit?usp=sharing>
2. Ebook Usability Report: <https://docs.google.com/document/d/1d4JKrskMnMePSBSeT-vnk5Bb6xb8QCvZnLQEGrfrP6Q/edit#>
 - a. **Action:** Everyone put each sections' final recommendations in one or two sentences from the [Executive Summary](#) into the Summary Recommendation section of [Ebook Usability Report by nextFriday \(Oct4\)](#)
 - b. **Action:** Michele will write a draft for Goals, Methodology, Findings and Recommendations
 - c. **Action:** Nga will copy and paste all the platform evaluation sections
 - d. **Action:** Carla will do style editing for the whole document when all the parts are in after next meetings (Oct 25)

Ebook Usability CKG Meeting Agenda of Aug 23, 2019

10:00am - 11:00am

Attendees: Shi Deng (UCSD), Rachael Hu (CDL), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets(UCM)

1. SimplyE Explore Project
 - Formed a group to submit a proposal for CDL's Explore project for SimplyE pilot. Members: Judy Dobry (CDL), Chan Li (UCB), Lisa Ngo (UCB), Nga Ong (CDL), Kathryn Stine (CDL)
 - **Action:** Find out if anyone on campus is using open textbook in epub format

- SCP has cataloged 300 plus open textbooks as integrating resource to date in multiple formats which includes epub. UCB has a different type of open textbook where faculties can continue to update their textbook on the ebook platform. These type of integrating resource may not be suitable to SimplyE.
2. **Action:** Work as a group to write a one-page summary about all the features without mentioning publishers
- **Action:** Group will each enter a one or two paragraph summary into the **Executive Summary** page before the next meeting on **Sept 27**.

Ebook Usability CKG Meeting Agenda of Jun 28, 2019

10:00am - 11:00am

Attendees: Carla Arbagey (UCR), Judy Dobry (CDL), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets(UCM), Ying Zhang (UCI)

Agenda:

1. Update on SimplyE follow up conference call with James English on 6/19/19 (Chan, Judy, Nga)
 - SAML authentication method that works with most academic systems is ready to launch in summer
 - **Action:** Judy and Nga will look into applying for funding at CDL to pilot with interested campuses: (Berkeley, Merced; others who are interested are welcome to email Nga)
 - **Action:** Find out if anyone on campus is using open textbook in epub format
2. Future plan for EBCKG
 - Can hold off making decision until the Fall after Platform Evaluation Report has been turned in and we have a better idea of where we are with SimplyE pilot.
3. Web analytics from Cambridge (2018 data)
 - **Action** (Nga): Check with Cambridge regarding 2018 data
 - **Update** (Nga): Cambridge 2018 data is in: <https://drive.google.com/drive/folders/1vOQlwgKBBXhqUAOwIXQM3rABjfkXQ7ae?usp=sharing>
4. Write up the platform evaluation report by sections in the Evaluation checklist

Report template: <https://drive.google.com/open?id=189xJtoGqgixkjCfGbjyB8OaME9zQP44K>

Evaluation checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjW9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>

 - Browsing, searching, downloading, printing: Deanna, Sarah (went over on 3/22/19 & 5/24/19; revised: inserted screenshots into main doc)
 - Presentation, layout, content: Michele, Carla (went over on 3/22/19 & 5/24/19)
 - Highlighting, bookmarking, export: Chan, Ying (went over on 6/28/19)
 - Reader compatibility (e.g. Epub format): Nga, Judith (went over on 6/28/19)
 - ADA: Rachael, Shi (went over on 3/22/19 & 5/24/19)
5. **Action:** Work as a group to write a one-page summary about all the features without mentioning publishers
 - **Action:** Chan will put all sections into one doc
6. **Action:** Nga will send out Doodle poll to find an alternative meeting time in place of July meeting

Ebook Usability CKG Meeting Agenda of May 24, 2019

10:00am - 11:00am

Attendees: Carla Arbagey (UCR), Shi Deng (UCSD), Judy Dobry (CDL), Deanna Johnson (UCD), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets(UCM), Ying Zhang (UCI)

Agenda:

1. Update on SimplyE conference call with James English on 5/17/19 (Chan, Judy, Nga)
 - <https://docs.google.com/presentation/d/1Y6491E5m1vnV4rUVfwoSYsRbRnnAMCEB2V43Z3pZKOM/edit?usp=sharing>
2. Web analytics from Cambridge (2017 data)
 - **Action** (Nga): Check with Cambridge regarding 2018 data
 - **Update** (Nga): Cambridge is working on running 2018 data
3. Web analytics from Elsevier
 - **Action** (Nga): Check with Elsevier regarding metric on download tab (what does File download (e19) mean?)
 - **Update** (Nga) Data in Download tab counts the download of files such as word documents, spreadsheets, audio files, movie files, user manuals, etc in ScienceDirect
4. Write up the platform evaluation report by sections in the Evaluation checklist

Report template: <https://drive.google.com/open?id=189xJtoGqgixkjCfGbjyB8OaME9zQP44K>

Evaluation checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>

- Browsing, searching, downloading, printing: Deanna, Sarah (went over on 3/22/19)
- Presentation, layout, content: Michele, Carla (went over on 3/22/19)
- Highlighting, bookmarking, export: Chan, Ying (not done yet)
- Reader compatibility (e.g. Epub format): Nga, Judith (not done yet)
- ADA: Rachael, Shi (went over on 3/22/19)

5. Review section reports

- ADA: Rachael, Shi (revised: moved tables to a separate section)
- Browsing, searching, downloading, printing: Deanna, Sarah (revised: added screenshots on separate doc referencing back to main doc with key. **Decision needed:** should we have screenshots in main doc (e.g. "Presentation.." by Michele and Carla) (pro: easy to follow; con: image too small to read and cluttered) or on separate doc (e.g. "Browsing..." section by Deanna and Sarah) (pro: can make image readable, main text is not cluttered; con: need to go back and forth to a separate doc).

6. **Action:** Review two remaining reports

Ebook Usability CKG Meeting Agenda of Apr 26, 2019

10:00am - 11:00am

Attendees: Carla Arbagey (UCR), Shi Deng (UCSD), Judy Dobry (CDL), Rachael Hu (CDL), Deanna Johnson (UCD), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets (UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Agenda:

1. Discussed Testing of SimplyE with our own Alameda County Library account.

See <https://guides.acilibrary.org/c.php?g=733622&p=5820983>

- Smooth navigation, easy and compelling layout, nice subject category
- **Action** (Nga): check with SimplyE on app features important to Academic ebook users: Keyword search within book, highlight, citation, annotation, desktop app

2. Web analytics from Cambridge (2017 data)

- **Action** (Nga): Check with Cambridge regarding 2018 data

3. Web analytics from Elsevier

- **Action** (Nga): Check with Elsevier regarding metric on download tab (what does File download (e19) mean?)
 - Data in Download tab counts the download of files such as word documents, spreadsheets, audio files, movie files, user manuals, etc in ScienceDirect

4. (Deferred) Write up the platform evaluation report by sections in the Evaluation checklist.

Report template: <https://drive.google.com/open?id=189xJtoGqgixkjCfGbjyB8OaME9zQP44K>

Evaluation checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>

- Browsing, searching, downloading, printing: Deanna, Sara (went over on 3/22/19)
- Presentation, layout, content: Michele, Carla (went over on 3/22/19)
- Highlighting, bookmarking, export: Chan, Ying (not done yet)
- Reader compatibility (e.g. Epub format): Nga, Judith (not done yet)
- ADA: Rachael, Shi (went over on 3/22/19)

5. (Deferred) **Action:** Read all reports and offer comments.

6. (Deferred) **Action:** Discuss possible common format and how to pull all our reports together. A bullet listing style seems more preferable for executive summary view and detailed data and checklist table will be linked as background details.

7. **Action:** Authors of reports who wish to change their reports (e.g. add screenshots, etc.) are welcome to do so before our next meeting.

Ebook Usability CKG Meeting Agenda of Sept 28, 2018

10:00am - 11:00am

Attendees: Carla Arbagey (UCR), Shi Deng (UCSD), Judy Dobry (CDL), Frank Gravier (UCSC), Rachael Hu (CDL), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets (UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Agenda:

1. Evaluate the criteria for ebook packages
2. Group exercise: **ScienceDirect ebook** (**Action:** This item is put off until next meeting)
 - Evaluation criteria checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWI9UFTIEtPTEW-3IJ0JU/edit?usp=sharing>
 - ScienceDirect Consortia usage 2017 (Includes Tier 3): <https://drive.google.com/open?id=1EVwHvZS3oS2GD4ucdloqNwpsc3B7JnM8> (see also attached)

3. Action: Assignees were selected based on Doodle poll availability

- Assignees: Judy, Chan
 - Medicine
 - Biophotonics for medical applications
 - <https://www.sciencedirect.com/science/book/9780857096623>
- Assignees: Ying, Carla
 - Chemistry
 - Single Molecule Tools: Fluorescence Based Approaches, Part A
 - <https://www.sciencedirect.com/bookseries/methods-in-enzymology/vol/472>

4. Group exercise: **Cambridge ebook**

Action: Carla will test download using Kindle

Action: We will use next meeting to summarize the CUP ebook evaluation in a document to present to Ebook task force with recommendations and issues for publishers to solve (e.g. we want publisher to explain the logic behind the strange pdf page limitation that doesn't match with the page number listed in the TOC)

- Evaluation criteria checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWI9UFTIEtPTEW-3IJ0JU/edit?usp=sharing>
- CUP license: https://www.cdlib.org/services/collections/protected/redactions/STCambridge_CBO_License_12-7-2016_Redacted.pdf [use CDL protected site password]
- CUP title list & usage: https://docs.google.com/spreadsheets/d/1Mp3L6RK16Lt9W6OaNHr7Ns_NuF4QWbpNK9ae_6d9Dlw/edit?usp=sharing
- Assignees: Teri
 - Medicine
 - Leong's Manual of Diagnostic Antibodies for Immunohistology
 - <https://doi.org/10.1017/9781139939508>
- Assignees: Shi
 - History
 - Ming China and Vietnam
 - <https://doi.org/10.1017/CBO9781316440551>
- Assignees: Nga
 - Economics, business studies
 - Corruption and Government
 - <https://doi.org/10.1017/CBO9781139962933>

5. Library Simplified on SimplyE platform

- <http://www.librarysimplified.org/>
- Video presentation: <https://youtu.be/87-UezPdwaE>

Ebook Usability CKG Meeting Agenda of August 3, 2018

Meeting cancelled and meeting time has been changed to the 4th Friday of each month starting September 28, 2018. Zoom call will be recorded and distributed for those who are not able to attend.

Ebook Usability CKG Meeting Agenda of July 11, 2018

10:00am - 11:00am

Attendees: Judy Dobry (CDL), Andrea Duda (UCSB), Christy Hightower (UCSC), Deanna Johnson (UCD), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Ying Zhang (UCI)

Agenda:

1. Evaluate the criteria for ebook packages

2. Group exercise: **ScienceDirect ebook**

- Evaluation criteria checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>
- ScienceDirect Consortia usage 2017 (Includes Tier 3): <https://drive.google.com/open?id=1EVwHvZS3oS2GD4ucdloqNwpsc3B7JnM8>

3. Action: Assignees were selected last month and crossed out based on Doodle poll availability and also email notification

Action: We finished looking at the Economics Handbook and the Social Science ebook today. We will resume reviewing the Medicine and Chemistry ebook in our next call.

- Assignees: ~~Esteban~~, Carla, ~~Shi~~, ~~Judy~~
 - Medicine
 - Biophotonics for medical applications
 - <https://www.sciencedirect.com/science/book/9780857096623>
- Assignees: Andrea, ~~Frank~~, ~~Christy~~, Deanna
 - Chemistry
 - Single Molecule Tools: Fluorescence Based Approaches, Part A
 - <https://www.sciencedirect.com/bookseries/methods-in-enzymology/vol/472>
- Assignees: Chan, Nga
 - Economics
 - Handbook of labor economics
 - <https://www.sciencedirect.com/handbook/handbook-of-labor-economics>
- Assignees: ~~Michele~~, Elizabeth, Teri, ~~Ying~~
 - Social Science
 - Strategic human resource planning for academic libraries
 - <https://www.sciencedirect.com/science/book/9781843347644>
- Please record your finding on the Google sheet (<https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>).

4. Accessibility Issues (reading material): <https://www.elsevier.com/connect/making-charts-accessible-for-people-with-visual-impairments>

Ebook Usability CKG Meeting Agenda of Jun 1, 2018

10:00am - 11:00am

Attendees: Estaban Aguilar (UCLA), Carla Arbagey (UCR), Judy Dobry (CDL), Andrea Duda (UCSB), Deanna Johnson (UCD), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Sarah Sheets (UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Agenda:

1. Evaluate the criteria for ebook packages

2. Group exercise: **Wiley**

- Wiley Online Library (2016-2018) License: https://www.cdlib.org/services/collections/docs/redactions/STWiley-Blackwell_2010_amdt_2016-2018_Redacted.pdf
- Evaluation criteria checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>
- Wiley eBook Title List: https://drive.google.com/open?id=1LxgHQhpXsyFKHY44IZboUAtdy_M0ejxf
- Wiley Reference Work Title List: <https://drive.google.com/open?id=1Dd2AMbhjr4s5dA5ZN6UD7BHPXR5AQX2f>
- Wiley usage 2017 (Includes Tier 3): <https://drive.google.com/open?id=1CxaJ0eGHAPxU3zMzhNzSfp0p6vsXww2B>

3. **Evaluation assignment:**

- Andrea, Ying, Nga, Sarah and Chan will work on Wiley book, "Encyclopedia of Biostatistics". It is a reference book. <https://onlinelibrary.wiley.com/doi/book/10.1002/0470011815>

- The rest of the group will work on Wiley book "Storytelling With Data: A Data Visualization Guide for Business Professionals" <https://onlinelibrary.wiley.com/doi/book/10.1002/9781119055259>
- Please record your finding on the Google sheet (<https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>). We will talk about our finding first during our June call before we delve into Elsevier.

4. Accessibility Issues (reading material):

<https://www.elsevier.com/connect/making-charts-accessible-for-people-with-visual-impairments>

5. **Action** next month:

- Review ScienceDirect ebooks

Ebook Usability CKG Meeting Agenda of May 4, 2018

10:00am - 11:00am

Attendees: Andrea Duda (UCSB), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Sarah Sheets(UCM), Ying Zhang (UCI)

Agenda:

1. Evaluate the criteria for ebook packages

2. Group exercise: **Wiley**

- Wiley Online Library (2016-2018) License: https://www.cdlib.org/services/collections/docs/redactions/STWiley-Blackwell_2010_amdt_2016-2018_Redacted.pdf
- Evaluation criteria checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>
- Wiley eBook Title List: https://drive.google.com/open?id=1LxgHQhpXsyFKHY44IZboUAtdy_M0ejxf
- Wiley Reference Work Title List: <https://drive.google.com/open?id=1Dd2AMbhjr4s5dA5ZN6UD7BHPXR5AQX2f>
- Wiley usage 2017 (Includes Tier 3): <https://drive.google.com/open?id=1CxaJ0eGHAPxU3zMzhNzSfp0p6vsXww2B>

3. **Action:**

- Andrea, Ying, Nga, Sarah and Chan will work on Wiley book, "Encyclopedia of Biostatistics". It is a reference book. <https://onlinelibrary.wiley.com/doi/book/10.1002/0470011815>
- The rest of the group will work on Wiley book "Storytelling With Data: A Data Visualization Guide for Business Professionals"
- Please record your finding on the Google sheet (<https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>). We will talk about our finding first during our June call before we delve into Elsevier.

4. Accessibility Issues (reading material):

- <https://www.elsevier.com/connect/making-charts-accessible-for-people-with-visual-impairments>

Ebook Usability CKG Meeting Agenda of April 6, 2018

10:00am - 11:00am

Attendees: Estaban Aguilar (UCLA), Carla Arbagey (UCR), Shi Deng (UCSD), Andrea Duda (UCSB), Frank Gravier (UCSC), Deanna Johnson (UCD), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Elizabeth Salmon(UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Agenda:

1. Evaluate the criteria for ebook packages

2. Group exercise: **Cambridge**

- CUP license: https://www.cdlib.org/services/collections/protected/redactions/STCambridge_CBO_License_12-7-2016_Redacted.pdf
- Evaluation criteria checklist: <https://docs.google.com/spreadsheets/d/1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3lJ0JU/edit?usp=sharing>
- CUP Title List: <https://drive.google.com/open?id=1m5ZOCWZLBPY9EYk0I17HvZCpqn8gRCtf>
- CUP usage analysis (also see attached): <https://drive.google.com/open?id=1YaPAAZEvxaxCetGvpHLAU9diglLddePG>

Ebook Usability CKG Meeting Agenda of March 2, 2017

10:00am - 11:00am

Agenda:

- Evaluate the ebook packages list and select ones we are interested to evaluate
- Evaluate the criteria
- Group exercise: Cambridge
 - https://www.cdlib.org/services/collections/protected/redactions/STCambridge_CBO_License_12-7-2016_Redacted.pdf
 - **Reminder:** Please submit an ebook package lists that you would like the group to evaluate (excluding CDL packages)

Ebook Usability CKG Meeting Agenda of February 2, 2017

10:00am - 11:00am

Attendees: Estaban Aguilar (UCLA), Shi Deng (UCSD), Andrea Duda (UCSB), Frank Gravier (UCSC), Deanna Johnson (UCD), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Elizabeth Salmon(UCM), Sarah Sheets(UCM), Ying Zhang (UCI)

Agenda/Minutes:

- Announcement
- Project ideas
- Ebook packages and platform analysis:
 - <https://drive.google.com/drive/folders/15AM5AA3f1OqGA7MV3JG5A6-4U-8DVWic?usp=sharing>
 - **Overview and objective**
 - The ebook CKG group will research, evaluate, compare and summarize user-related features, technical requirements, user rights and accessibilities of ebooks currently licensed by UC, in order to develop recommendations on key user-centered features and requirements for ebook acquisition that are desirable and feasible.
 - Activities and deliverables:
 - i. Identify a list of Tier 3 ebook acquisitions (including packages, aggregators, DDA, OA books, digitized books)
 - ii. Or identify a list of both Tier 1 and Tier 3 ebook acquisition. (if no other group is evaluating the Tier 1 ebooks)
 - iii. Identify different flavors of lists of key features, user rights, technical requirements and accessibility depending on the ebook acquisition models. (e.g. the criteria for OA books will have a very different focus than ebooks from packages)
 - iv. Evaluate each ebook product according to the criteria and compare across all the products and providers
 - v. Summarize the findings and differentiate the critical, desirable and optional criteria.
- 4. Round table updates
- 5. Future meeting guest

Ebook Usability CKG Meeting Agenda of January 5, 2017

Meeting cancelled

Ebook Usability CKG Meeting Agenda of December 1, 2017

10:00am - 11:00am

Attendees: Estaban Aguilar (UCLA), Carla Arbagey (UCR), Andrea Duda (UCSB), Frank Gravier (UCSC), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Elizabeth Salmon(UCM), Sarah Sheets(UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Agenda:

1. Updates
 - a. UCSB (Andrea) still working through focus group responses. Will share results when done
 - i. Initial impression: people like print books; they searched on Google and not aware of the library's connection to their access to ebooks
2. Survey result
 - a. Interested in landscape study of ebook usability to review issues but not to change practices or set policy:
 - i. To look at other institutions' findings
 - ii. What do we want to do within CKG
 - b. **[ACTION]** Chan will create a Google folder to store documents from the Charlotte ebook initiative
3. Status of individual campus survey project
 - a. UCLA – not moving forward
 - b. UCR – not moving forward
 - c. UCM – on hold
 - d. UCI – not moving forward
 - e. UCSC – might proceed
4. Interesting conferences attended
 - a. UC-DLF (Building the UC Digital Library) coming up at UCR in Feb 2018
5. **Jan 5 meeting will be cancelled**

Ebook Usability CKG Meeting Agenda of December 1, 2017

10:00am - 11:00am

Attendees: Estaban Aguilar (UCLA), Carla Arbagey (UCR), Andrea Duda (UCSB), Frank Gravier (UCSC), Chan Li (UCB) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Elizabeth Salmon(UCM), Sarah Sheets(UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Agenda:

- Updates
 - UCSB (Andrea) still working through focus group responses. Will share results when done
 - i. Initial impression: people like print books; they searched on Google and not aware of the library's connection to their access to ebooks
- Survey result
 - Interested in landscape study of ebook usability:

- i. To look at other institutions' findings
 - ii. What do we want to do within CKG
- **[ACTION]** Chan will create a Google folder to store documents from the Charlotte ebook initiative
 - Status of individual campus survey project
 - UCLA – not moving forward
 - UCR – not moving forward
 - UCM – on hold
 - UCI – not moving forward
 - UCSC – might proceed
 - Interesting conferences attended
 - UC-DLF (Building the UC Digital Library) coming up at UCR in Feb 2018
 - **5. Jan 5 meeting will be cancelled**

Ebook Usability CKG Meeting Agenda of November 2, 2017

10:00am - 11:00am

Attendees: Estaban Aguilar (UCLA), Carla Arbagey (UCR), Greg Cariaga (UCSC), Frank Gravier (UCSC), Christy Hightower (UCSC), Deanna Johnson (UCD), Chan Li (CDL) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Elizabeth Salmon (UCM), Sarah Sheets (UCM), Teri Vogel (UCSD)

Agenda:

- Termination of multi-campus Ebook Usability Survey
 - Nga and Deanna will work on closing out project with UCD's IRB office
 - Campus interested in conducting the survey for its own campus will need to submit an IRB application via its own campus IRB office
 - Nga will upload all IRB documents submitted to IRB (including Survey questions) to Google Doc folder
 - https://drive.google.com/drive/folders/0Bz4poKIWd7SARms3dml2NE81cU0?usp=sharing_eip&invite=CL7CvS4&ts=59fbb8c4
- Future plans for Ebook CKG
 - Nga will send out a short survey for possible topics to discuss
 - Will have regularly scheduled conference call on December 1 to check in on future plans

Ebook Usability CKG Meeting Agenda of October 5, 2017

10:00am - 11:00am

Agenda:

- Survey questionnaires review. Additional comments?
 - <http://www.surveygizmo.com/s3/3819326/Academic-User-Behaviors-around-Print-Books-and-Ebooks>
- IRB concerns?
 - UCLA IRB: almost done
 - UCD IRB: all documents submitted
 - UCR PI: still need to check
- Distributing the surveys
 - Listserv and email lists
 - Timeline
- Promotional materials
 - Done by Carla and Chan
- Further survey testing
 - Senate Faculty/Non-senate Faculty or Lecturer: Sarah, Michelle, Nga and Ying
 - Graduate student/undergraduate student: Greg, Frank and Christy
 - Researcher/Post-doc: Estaban
 - Librarian/Staff: Deanna
 - Nga will investigate the options to have UCOP and CDL help out with the survey assessment

Ebook Usability CKG Meeting Agenda of September 20, 2017

2:00pm - 3:00pm

Attendees: Estaban Aguilar (UCLA), Carla Arbagey (UCR), Greg Cariaga (UCSC), Andrea Duda (UCSB), Frank Gravier (UCSC), Christy Hightower (UCSC), Deanna Johnson (UCD), Chan Li (CDL) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Sarah Sheets (UCM), Ying Zhang (UCI)

Agenda:

- Announcement
- Survey tool privacy: <https://www.surveygizmo.com/privacy/>
- Process of sending out email lists
 - Email limit: Survey email from SurveyGizmo's (through its Email Campaign feature) has SurveyGizmo's email address in the From: field. This may lower the response rate when participants are getting a survey from a non-UC email address. UCSC will decide if they want to use SurveyGizmo to send out their list of individual emails.
- Cover message: <https://docs.google.com/document/d/1SnIqV7znq5ZpNUT-PLmYzU8VL1uE4v6XMNQquSoCM70/edit>
- Prize drawing process
 - IRB requirement
 - Cannot highlight gift incentive in cover letter
 - Cannot require participants to answer questions

- Process
 - CDL will collect all identifying info and send back to campus to do reward drawing
- Promotional material
- Stats update
 - IRB: package submitted
 - Emails
- Timeline
 - Will delay Survey launch to mid January (tentative date: Jan 16, 2018)
 - Campuses will check with their Institutional Research Office for Survey calendar
- Questionnaires
 - <http://www.surveygizmo.com/s3/3819326/Academic-User-Behaviors-around-Print-Books-and-Ebooks>
- Survey testing: <http://www.surveygizmo.com/s3/3819326/Academic-User-Behaviors-around-Print-Books-and-Ebooks>
 - Senate Faculty/Non-senate Faculty or Lecturer: Sarah, Michelle, Nga and Ying
 - Graduate student/undergraduate student: Greg, Frank and Christy
 - Researcher/Post-doc: Esteban
 - Librarian/Staff: Deanna
 - Nga will investigate the options to have UCOP and CDL help out with the survey assessment

Ebook Usability CKG Meeting Agenda of September 7, 2017

3:00pm - 4:00pm

Agenda:

- Survey testing feedback (CKG members and a few UC staff and students): <http://www.surveygizmo.com/s3/3819326/Academic-User-Behaviors-around-Print-Books-and-Ebooks>

Ebook Usability CKG Meeting Agenda of August 9, 2017

2:00pm - 3:00pm

Attendees: Estaban Aguilar (UCLA), Carla Arbagey (UCR), Greg Cariaga (UCSC), Frank Gravier (UCSC), Christy Hightower (UCSC), Deanna Johnson (UCD), Chan Li (CDL) (Chair), Elizabeth Salmon (UCM), Nga Ong (CDL) (Recorder), Sarah Sheets (UCM), Ying Zhang (UCI)

Agenda:

- Timeline for Survey launch date: 2nd week of October (may not get IRB exemption by then); No later than 3rd week of October
- Email list for distribution:
 - UCM: no email address list. Survey will need to be distributed via non-email method—flyers put up on library website
 - UCR: general email list
 - UCI: a few email listserv
 - UCLA: email listserv
 - UCD: email listserv
 - UCSC: individual emails
- Method of identifying reward winners
 - UCSC can pre-screen email list to exclude students who are younger than 18. Other campus will disqualify winners if they are younger than 18.
- IRB application status:
 - Need signature from UCD
 - UCR need new AUL for PI
 - UCM all ready
 - UCLA waiting for promotional material
 - IRB campus contacts: Sarah (UCM); Carla (UCR); Greg (UCSC)

Ebook Usability CKG Meeting Agenda of August 4, 2017

10:00am - 11:00am

Agenda:

- Possible week for the survey distribution: the second week of October
- Possible testers for the survey:
 - CKG members
 - Riverside and Merced student workers
- Email list for distribution:
 - UCSC can get a full list and students who are 18 years old younger can be screened
 - Riverside has the list, but not sure about the screening part, will investigate
 - Irvine has a list that combines all population, but not sure about the screening part, will investigate
 - Merced and Davis will investigate where to get the list and whether the list can be screened or not.
- Survey distribution
 - After the survey questions are put into the survey tool, a survey link will be generated
 - Each campus will send out the survey with a cover letter and a survey link to their audiences either from UL office or some other options.
 - Chan will draft a cover letter for each campus to customize.
- Survey tool:
 - Chan will try the Survey Monkey and will investigate the mobile capability

- Promotional materials: Chan and Carla will create mock-ups for campuses to customize
 - Library website: Chan
 - Twitter: Chan
 - Facebook post: Chan
 - Print flyer: with QR code: Carla
- Chan will create general questions for faculty based on the student one.
- Will have another call in August to continue reviewing the faculty textbook questions.
 - Christy will renumber the questions
 - Please fill out the doodle poll.

Ebook Usability CKG Meeting Agenda of July 28, 2017

1:00pm - 2:00pm

Agenda:

- Finalize the survey questions: <https://docs.google.com/document/d/1Q1B-oRtNycgbJBJS4TelWEYboBOGNGH1CyZUxe3sFA0/edit#>

Ebook Usability CKG Meeting Agenda of July 7, 2017

10:00am - 11:00am

Agenda

- Review the survey questions to make a push to finish the survey.
 - Survey link: <https://docs.google.com/document/d/1Q1B-oRtNycgbJBJS4TelWEYboBOGNGH1CyZUxe3sFA0/edit#>
- Outstanding issues:
 - Textbook related questions
 - Grad and Faculty questions

Ebook Usability CKG Meeting Agenda of Jun 9, 2017

1:00pm - 2:00pm

Attendees: Carla Arbagey (UCR), Chan Li (CDL) (Chair), Elizabeth Salmon(UCM), Michele Potter (UCR), Nga Ong (CDL) (Recorder), Sarah Sheets (UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Agenda:

- SSP conference update
 - Attendees mostly publishers
 - Vendors do a lot of user experience studies (e.g. Ebsco about 80/yr) but not much collaboration with Academic libraries user experience studies
 - Taylor & Francis is interested to learn about UC's experience with CRC Netbase books; Opportunity to collaborate when we do platform evaluation project
- IRB update
 - Working with UCD IRB office; Will start submitting paperwork soon including the Survey questions which can be changed later. Will get a draft ready within next month
 - Each PI will be contacted by his/her own campus IRB office
 - Let Chan know if you need more info
- Review survey questions: <https://docs.google.com/document/d/1Q1B-oRtNycgbJBJS4TelWEYboBOGNGH1CyZUxe3sFA0/edit#>
 - **ACTION:** please comment on survey questions before next month's meeting

Ebook Usability CKG Meeting Agenda of May 5, 2017

10:00am - 11:00am

Roll Call

Here is the agenda for this Friday's meeting. We will spend majority of our time discussing our survey questions. Please review them before the meeting if possible.

- Participating campus PIs and funding update
- Survey question review:
 - Faculty textbook questions: https://docs.google.com/document/d/15tO4FcjEPw3EgMj9pouSmvKx2V0LdggVUTFIcR_36FU/edit
 - Undergraduate text questions: <https://docs.google.com/document/d/1VZxKuLXT6gAkx2rN7-u0M-HhZfEUae4elwtq946sSxM/edit>
 - Students scholar book use question: <https://docs.google.com/document/d/1Q1B-oRtNycgbJBJS4TelWEYboBOGNGH1CyZUxe3sFA0/edit#>

Ebook Usability CKG Meeting of Apr 7, 2017

10:00am - 11:00am

Roll Call

Attendees: Carla Arbagey (UCR), Chan Li (CDL) (Chair), Christy Hightower (UCSC), Deanna Johnson (UCD), Elizabeth Salmon(UCM), Frank Gravier (UCSC), Kerry Scott (UCSC), Nga Ong (CDL) (Recorder), Sarah Sheets(UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

Meeting Notes:

- Teri Vogel's update on ER&L meeting
 - See Teri's email dated 4/7/17 for links to presentation slides and email her to get login credentials if you want to listen to the presentations.
- IRB Update
 - Process
 - ACTION:** Chan will send out information about the process of training to be certified as PI
 - Campus PIs: The following members have agreed to be the PI
 - UCSD - Teri Vogel
 - UCM - Sarah Sheet
 - UCI - Ying Zhang
 - UCR - ? Michele Potter will check
 - UCSC - Has to be UL; Kerry will talk to Elizabeth
- Survey timeline
 - Group has decided to conduct survey in the Fall (end of September).
- Funding for incentives
 - Amount set to \$250 per campus
 - **ACTION:** Each campus will check on funding and can decide how the incentives will be distributed
- Survey questions
 - Max. number of questions /Max. Completion time (Deferred to next meeting)
 - Draft questionnaires: <https://drive.google.com/drive/folders/0By7lpLxXW2BNTURyTIJ1VIB6VUE>
 - Textbooks for undergraduates
 - ACTION:** Christy will draft a Textbook question for Faculty (and for Grad student if time permits)
 - General scholar book use for students
 - Demographic
 - ACTION:** Everyone will read all survey questions posted on Google drive and see how the questions can be merged or add new questions.

Ebook Usability CKG Meeting of March 3, 2017

10:00am - 11:00am

Attendees: Andrea Duda (UCSB), Carla Arbagey (UCR), Chan Li (CDL) (Chair), Christy Hightower (UCSC), Deanna Johnson (UCD), Elizabeth Salmon (UCM), Frank Gravier (UCSC), Kerry Scott (UCSC), Michele Potter (UCR), Nga Ong (CDL) (Recorder), Sarah Sheets(UCM), Teri Vogel (UCSD), Ying Zhang (UCI)

- Listserv: EUCKG-L@listserv.ucop.edu
- New group members introduction
 - Elizabeth Salmon (UCM), Sarah Sheets(UCM), Kerry Scott (UCSC), Christy Hightower (UCSC)
- Summary of study project
 - New categories not done in UCSC study will be added : User awareness of ebooks, Textbook, new user groups to include faculties and undergraduate students
- Andrea Duda will give an update on UCSB user study project
 - Follow what UCSC study did, using their survey questions with slight changes but focusing on e-resources on two different user groups: grad students from physical science/engineering and life sciences.
 - Want to know ebook investments are paying off.
 - Did not ask about specific platforms because people don't particularly notice.
 - Want to get a sense of what ebook features users like or don't like
 - Timeline: hope to complete this quarter but may go into Spring quarter.
 - Before getting IRB approval, be sure to scan if other UC has similar IRB clearance because it will speed up the approval process. (Chan: UCSC did not need IRB, will share IRB review exemption documents.)
 - For future survey, would be interested to widen user groups to include faculties (selecting decisions; required text or optional) and undergraduate students
 - **ACTION:** Chan will find out IRB contact at UCSB.
- Survey study discussion:
 - Participating campuses: UCD, UCI, UCR, UCSD and UCSC
 - UCM would like to participate
 - Update on IRB and Qualtrics
 - **ACTION:** Chan will follow up on multicampus IRB. Will start with UCSC to see if they are the appropriate campus to start the IRB review, if not, then UCD.

- **ACTION:** Start working on survey questions which will be part of the material to be submitted for the IRB review (see details in Project proposal section).
- Michele Potter (UCR) reports that UCR's Qualtrics can be used for the survey. Qualtrics will be used since it is more sophisticated than Survey Monkey
- Literature review: [Reference literature](#)
 - Ying shared two recent publications (2016): "EBL ebook use compared to the use of equivalent print books and other eresources: A University of Massachusetts Amherst – MINES for Libraries® case study" and "University Students Awareness, Usage and Attitude Towards E-books: Experience from China."
 - **ACTION:** Chan has included these in the literature review list.
- Project proposal: <https://docs.google.com/document/d/1-nX7tw-UOlijYcCaR1Gg5irXwlRgnXosKYREWqBZ88/edit?usp=sharing>
 - Do we want to conduct a more exploratory study? Or do we want to target specific publishers?
 - Refer to Google doc above for updated info.
- Survey questions
 - UCSC interview questions: <https://drive.google.com/drive/folders/0By7lpLxXW2BNUThqdEtyZEPiRDQ>
 - **ACTION:** Chan will start a wiki doc and volunteers will add questions there before next meeting.
 - **ACTION:** User characteristics: Ying
 - **ACTION:** Questions for Students: Chan, Christy (textbook)
 - **ACTION:** Questions for Faculties only: ?
 - **ACTION:** All other questions: crowd source from everyone
- ebook platform evaluation: (Defer to next meeting)
 - <https://drive.google.com/open?id=1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3IJ0JU>
 - Any new packages?
 - Criteria?
 - Usage data comparison between print and ebooks (Defer to next meeting)
 - Cambridge ebooks with share print copies (B & I)

Ebook Usability CKG Meeting of February 3, 2017

10:30am - 11:00am

Attendees: Carla Arbagey (UCR), Frank Gravier (UCSC), Chan Li (CDL) (Chair), Nga Ong (CDL) (Recorder), Michele Potter (UCR), Teri Vogel (UCSD), Ying Zhang (UCI)

Unable to attend: Andrea Duda (UCSB), Deanna Johnson (UCD)

- **Project interests**
 - Received 5 responses from survey. Only UCSB has the funding to support a focus group user study.
 - Due to lack of funding, doing a system wide User survey is more feasible.
- **User study**
 - Andrea Duda will give an update on UCSB user study project (Agenda item will be discussed in next meeting)
 - Current user studies at UC and other institutions
 - UCSC Study: http://www.cdlib.org/services/collections/current/ebook_study.html
 - What questions do we want to ask
 - **ACTION:** Chan will create the project proposal on Google Doc: <https://docs.google.com/document/d/1-nX7tw-UOlijYcCaR1Gg5irXwlRgnXosKYREWqBZ88/edit?usp=sharing>
 - **TO DO:** Members will use the *Research Question* in the [Project Proposal document](#) for the UCSC project as a starting point for the discussion.
 - Ying: would like sampling to cover broader population to include faculty, grad students, and undergrad students in survey
 - **ACTION:** Chan will add [Reference literature](#) to Wiki page
 - **TO DO:** Members will read Reference literature as a guide to come up with new questions that have not been addressed yet.
 - **ACTION:** Chan will find out more about IRB process
 - What survey tool to use?
 - CDL has Survey Monkey and UCR has Qualtrics
 - **ACTION:** Michele will investigate the possibility of using UCR's Qualtrics for the system wide survey.
- **Current ebook platform evaluation**
 - Current packages, evaluation criteria
 - The objective is to come up with a set of most desirable criteria based on our user survey as a way to push publishers toward a more standardized ebook platform.
 - Refer to Ebook Platform Evaluation spreadsheet on Google Doc: <https://drive.google.com/open?id=1nIX5yX11t3jBadQ6nmjE9MjWl9UFTIEtPTEW-3IJ0JU>.
 - **ACTION:** Chan will reorganize the CDL purchased package (in Existing ebook platforms tab) into different categories (Aggregator, DDA, etc.):
 - **TO DO:** Members will look at the package list in the Existing ebook platforms tab and add other ebook packages that they would like to include in the study
 - **TO DO:** Members will look at the evaluation criteria (in the Evaluation Criteria tab) and add more criteria, if they wish.
- **Usage data comparison between print and ebooks** (Agenda item will be discussed in next meeting)
 - Cambridge ebooks with share print copies (B & I)
- **Decision:** Will have Regular meeting via conference call first Friday of each month.