

Mini Latin American ASFA Meeting Mar del Plata, Argentina 25-26 October 2010 Draft Agenda

Monday 25th October
9.00 am

1. **Opening**
2. **Election of Chairperson and Rapporteur**
3. **Adoption of the Agenda**
4. **Latin American ASFA Partner Reports***

* Reports should include information related to:

- the Monitoring List of your institute and how your institute covers the national literature on aquatic sciences (i.e. are you covering all the aquatic sciences literature in your country?; if not, could you prepare a list of titles that are not included in your Monitoring List?; do you have access to aquatic sciences literature not produced by your institute?; how do you plan to deal with missing titles?)
- any collaborating centres (i.e. how the ASFA activities are organized between the National ASFA Partner and the Collaborating Centre)
- description of ASFA work flow as carried out in your institute;
- description as to what extent the ASFA database is used in your institute (and country) in order to provide information services to users,
- support for ASFA activities within your institute (is it difficult?); continuity (what would happen to your ASFA participation if you retire, change jobs etc.)
- other constraints or problems

5. **Demonstration of some selected ASFA inputting procedures***

* The following topics could be covered by perhaps holding Mini-Workshops:

- registration of documents for which ASFA records have been prepared and sent to ProQuest (how to register the documents, what sort of follow-up should be carried out, regular checking for gaps) (**Marco**)
- installation of software (first-time and/or upgrades) and troubleshooting tips (**Helen**)
- procedures necessary for an efficient management of the software and the database (backups, inverted file, reorganization etc) (**Helen**)
- bibliographic data entry (e.g. ASFA in-house rules, full-text linking) (**José**)
- abstracting/indexing (how to send records for automated indexing) (**Helen**)
- exporting/importing records for internal purposes (**Helen**)
- sending records to ProQuest (i.e. assigning FRNs, sequential numbering for each year, how to maintain a register of the records which you have sent to ProQuest, etc) (**Helen**)

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Wrap-up discussion of above topics

6. **Repositories (OceanDocs, Aquatic Commons, etc.)**

- current status of OceanDocs repository (**Andrea**)
- current status of Aquatic Commons (**José**) / how to upload articles/documents to Aquatic Commons (**Gabriela**)
- import/export of repository records to/from www-ISIS-ASFA v.1.2 (new import to ASFA/download procedures) (**Helen**)
- digitization and inclusion of URLs for ASFA records

7. **Preliminary discussion of some topics related to Agenda items discussed at the Annual ASFA Board Meetings**

- potential ASFA Trust Fund proposals (retrospective indexing, digitization of old material and sending URLs to ProQuest) (each member should try to bring at least one draft proposal to be discussed)
- simplification of ASFA inputting procedures (no abbreviated Serial Titles, no italics codes, etc. etc)
- ASFIS reference series (GAL, Thesaurus etc.)

8. **IAMSLIC**

- how to get the most from IAMSLIC membership (**Guillermina**)
- how to use the Z39-50 (**Gabriela**)

18.00

End of Meeting