

Steering Committee, April 30, 2003

Present: David Austin (recorder), Alex Bloss (time keeper), Bob Daugherty, Jo Dorsch (by telephone), Karen Graves, Sue Hollander (by telephone), Julie Hurd, Susan Jacobson, Nancy John, Bill Jones, Gretchen Lagana, Jay Lambrecht (convener), Linda Naru, Bob Malinowsky, Victoria Pifalo (by telephone), Carol Scherrer, John Shuler, Ellen Starkman, Ann Weller

Minutes approved and referred for transmission to ULIB and archive

**Marcive.** Bob D. stated that UIC is not taking as full advantage of Marcive as is possible. Marcive is not nearly as fast as when the docs arrive. Two options remain to make better use. Implementation deadline has some problems with timing. We're hoping that more ILCSO members are online with us. We need to speed up the process of loading records into UICCAT. We have changed our holdings, but we may need to improve our profile to do so. Susan J. questions what elements of profile need to be changed. John S. responds to all questions. He suggests that about 1 month's work needs to be done. Current errors include duplication and inaccurate. Even if it takes 1 month we could have a good profile on our system in ca. 3 months and have something to move over to ILCSO format. Jay says that we currently have 15 months of data that may be best to add. There are some costs in removing records from Voyager if we need to do so. Jay suggests that there would be considerable savings if loading could be achieved before July 1 before the next OCLC contract comes due. After July OCLC we will be moving to a per-transaction payment rather than an average per year since loading Yankee records is considerable less expensive than loading from UIC cat. Dept. Nancy recommends that we go ahead on trying to fix/load current documents.

**College of Architecture and the Arts Brubaker proposal .** In general the Steering Committee supported the addition of William C. Brubaker's Chicago Architecture slides to Insight %o. Since the proposal did not discuss staffing and funding issues these items need to be referred back to A&A with some input from the

Library for further discussion. The funding issue may include A&A funded grad students. Metadata still needs to be worked out in conjunction with the Library's Metadata Workgroup. Kavita will be informed of this and a time to meet with Jane Darcovich and possibly an art history faculty will be set up. Bill J. emphasize that credit field needs to be worked out with explicit wording.

**Budget update.** We still don't need a license to spend (even for as little as a telephone). At present we are not yet looking at laying off staff. Some future requests for materials (and even personnel) may be referred to asking departments to share materiel. There seems to be some concern from elements of the university to try to protect materials budget for the library. Some Union activity indicates that a move will be made on LTAs that will mean that we will need to budget money for anniversary raises for both Library Clerical Staff as well as Library Technical Assistants. Ann requests that when a note goes out to faculty about potential cuts in materials that members of the Steering Committee be informed so that they can respond appropriately. Carol suggests that an option may be appropriate for faculty to refuse raises, perhaps take a reduction, or perhaps to take a partial cut in conjunction with other employment. Sue H. questions about the possibility of "pay furloughs"(faculty opting to take a week or so without pay).

There is even a possibility of moving to a 9-month contract tied to essence of work. Pay would be spread out over 12 months, but librarian could seek outside employment during 3 months.

**Update on discussion about closing the A&A Library.** Nancy says: It's happening! Priscilla has worked out a moving plan for periodicals. Some can go to storage. Judith Kirschner and Bob Bruegman walked through collection at Daley and agree to the substantial advantages of uniting the collections. Bruno Ast from Architecture will help design an appropriate space to house films, videos, DVDs, audio recordings, appropriate viewing/listening spaces, and space for museum, artist and auction catalogs, along with slide and flatbed scanners. Criteria for sending items to the warehouse for storage usually considers 20 years of no circulation appropriate for off-site storage. A&A is only 19 yrs. old, and we are considering a limit of 10 years of no circulation for storage

purposes. A&A faculty and at least one other interested party will help with planning the disposition of materials from the Douglas Hall location. Joyce will go to Acquisitions. Deloris' future location and responsibility is still under discussion.

**Summer hours.** Discussion centered around the level will we must maintain within our resources. Nancy is inclined to close Daley library at 7:00. P.M. Closing major holidays (Memorial Day, July 4th) will include weekend days. Some consideration will be given to closing on one weekend day. Data will be gathered for Daley and LHS to indicate whether Saturday or Sunday. LHS seems firm to closing on Sunday. Sue, Jo, and Victoria also offered shorter/closed hours/days. We will assume that student hours will be cut due to various closings. At present the hours of Summer operations seemed to be for Daley: Saturday 10-5, Sunday closed.

**Who are our copyright experts ?** Electronic Collections issue. Julie says EC deals with various issues including linking to developments. EC will also attempt to establish FAQs related to copyright problems. Members of Steering Committee suggested various people who now field some of the questions at issue. People who are concerned by the issue might best meet with group (Li Fu, convener) on Wednesday 2-3:00. Issues related to service outages related to what happens when an element is temporarily unavailable. Education issues with users are also a consideration. LHS has been better than Daley. Something more extensive needed for the whole University Library. A copyright committee is gathering links to copyright issues for faculty/students to refer to for legal information for the entire University. Real copyright experts are Nancy and Steve Wiberley. John is certainly a good resource and should be considered. Karen G. understands the issues related to practical matters especially with reserve materials.

**Strategic Planning/Planning Day.** Nancy is planning on one yet. Some issues remaining from the previous day include the "Press Release" and "Visibility" for which the Steering Committee claims responsibility. Some of the documents from previous day need to be resurrected. Jay will bring to Steering Committee issues for continued work to the table at a future meeting.

Quad update from ECQ. Refers to above on copyright questions above.

**Discussion of obstacles in the way of project deadlines.**

February 21st deadline for Serials Solution was met though there are still some problems with call numbers. This needs to be revisited. Some entries for electronic serials contain call numbers, and some patrons have been going to shelf to find article rather than simply linking to it electronically.

February 28 for moving JSTOR titles to the warehouse still awaits the transfer of some science titles. All others have been moved to storage. Science will use remaining student hours to ferret out titles to send to warehouse.

May 1 Serials Holdings Backloading to OCLC requires a conversation with OCLC and ILCISO to see if a mutually agreeable uniform format can be formulated. A new deadline of June 1 has been set.

Nancy met with Steve and Scott about a press release for MyLibrary, but wording still needs to rework out along with issues related to archiving a backlog of articles.

Ellen will send out instructions to faculty on how to move their electronic calendars to Corporate Time Client/Calendar. Some instruction will be needed and may require InfoTech Arcade personnel..

The Steering Committee was adjourned at 10:53 A.M.