

Steering Committee Minutes July 2, 2003

Present: Austin, Bangalore, Bloss, Daugherty, Dorsch (phone), Graves (minutes), Hollander (phone), Hurd, Jacobson, Lambrecht (convener), Malinowsky, Naru, Pifalo (phone), Scherrer, Shuler, Starkman, Weller

Minutes: Graves Timekeeper: Dorsch

Minutes of the June 11, 2003 meeting were approved.

Update on Photocopy Services Transition

Naru reported that a total of 20 photocopy machines were removed from Daley and LHS, most were cash machines. Fewer cash machines and lack of maintenance and toner for machines have caused problems. The card swap is being handled at four locations. Other major difficulties were installing software and IP address for printing on public computers. Publicity and instructions for users will be forthcoming. For photocopy machine maintenance call GFC and for printing problems send a note to Systems.

Library Hours

Lambrecht led a discussion on the library hours for the fall semester.

ERQ Proposal to Add UI and CIC Catalogs

The Steering Committee approved the ERQ recommendation presented by Pifalo to include links to the combined UI and CIC catalogs. The recommendation will be referred to the WebVoyage task force with the request to also investigate linking to the CRL catalog.

Update on A&A Closing and LHS Compact Shelving

Drawings have been completed for the Reserves area. The listening stations may be delayed, but the books and journals will be moved later in the summer, with duplicates sent to the warehouse. The current journals in Reserves will be moved to the stacks this week. Acquisitions is no longer sending new materials to A&A.

Last week there was sudden activity for the LHS compact shelving project. A proposal is being considered.

ERQ Proposal for MyLibrary Content Coordinators

Pifalo presented a recommendation from ERQ to provide oversight for MyLibrary. The proposal included the appointment of a Team of Content Coordinators with the charge for this Team. Shuler suggested including a member on the team with government information experience. Dorsch expressed concerns that the MyLibrary initiative was too fragmented, and suggested more efficiency by naming one governing group to handle administrative matters and to direct the content working groups. The Steering Committee will send the ERQ proposal to the Interim University Librarian with Dorsch's concerns.

Guidelines Regarding Thefts

Weller cited an article from the June issue of CRL News and suggested that UIC needs an overall library policy on security issues. The Steering Committee will recommend to the Interim University Librarian that a task force be appointed to consider security issues and to establish library guidelines for handling these issues.

Quadrant Report from CMQ (Collections Management

Malinowsky reported that a list of unprocessed materials was prepared along with priorities for completing their processing. The move of the R collection from Daley to LHS is being planned. Policies and procedures for handling duplicates and re-classification needs to be developed.

Project Deadlines



- Hyperion Interface Team - Upgrade completed, working on cosmetic issues.
- Greensheets/DOLLeR Database - DOLLeR is functional but not yet available
- Serial Holdings Backload - Approval to backload IAY records into OCLC has been sent to ILC SO.
- Delete "Unlinked Item Records" - still in process.

- IDAL Databases Decisions - Completed and change in vendors will soon be implemented.
- New Library Web Page Template - completed.
- Place Shelf-Ready Slip Orders with Vendor - YBP was chosen as vendor. Will go to July Board of Trustees meeting for approval.
- Photocopy and Printing Services - Transition from GFC to UIC Publications and ACCC not yet completed.
- Installation of ClioWeb - Software developer will come to UIC in early July for installation and staff training.

Meeting adjourned at 10:45 AM.

Next Meeting:

July 23, 9:00 - 10:45 AM, 1-360 Daley or 312-413-2001

Next meeting: June 10, 2003