

UIC Library Steering Committee  
Minutes  
July 31, 2002

**Present** : Austin, Bangalore, Bloss, Daugherty, Dorsch, Graves, Hollander (recorder), Hurd, Jacobson, John, Lagana, Lambrecht (convener), Malinowsky, Naru, Pifalo, Scherrer, Shuler (phone), Weller

Minutes of July 10 meeting approved.

**Update on Open Hours**

John distributed draft of a memo to deans, directors, and department heads regarding reduction of library hours. This was discussed and amended as necessary. John will explore distribution electronically. Sites may add individual comments before distributing locally.

**Reconsideration of Professional Staffing Hours at Daley Reference**

Shuler expressed concern that cutting evening and weekend hours at Daley reference desk would not be in the best interest of patrons seeking government information as demand for documents often occurs during these hours. He also suggested double staffing the reference desk at Daley on weekends during the fall semester to allow for cross training among staff. If this does not seem feasible, have a documents librarian work Saturday when requests for government information are likely to be higher, and a reference librarian work Sunday.

John proposed staffing the reference desk with professionals until 7:00 p.m. (data do not support a need for professional help after this time) and from 1:00 to 5:00 on Saturday and Sunday. Students would be used other hours. Hurd suggested ErgoDocs keep stats on all types of questions posed during evening and weekend hours and revisit this issue at a later date.

### **Digitizing Laboratory Report**

Austin reported Sullivan and Fu are in the process of preparing a report on the status of the digital laboratory. Daugherty reported the room is almost empty now.

### **CMQ Warehouse Storage Document**

Schwartz reports the warehouse elevators have not been worked on; it could take 5-6 months before they are serviceable.

Hurd reported Science Library staff have identified approximately 800 monographs to go to the second floor of the warehouse. Malinowsky updated the group on JSTOR materials and suggested weeding materials duplicated at LHS.

Lambrecht indicated we are OK with journal space. Lagana indicated Special Collections has boxed materials taking up space in their supply area and would be interested in storing these on the first floor if space is available.

Malinowsky suggested moving current math materials to Daley and using the math library for storage of older math materials.

Curriculum materials are being catalogued and will be moved directly to storage.

Hurd indicated it would be useful to take a trip to the warehouse to view the layout before making any decisions to move materials. Lambrecht emphasized the need for a staging plan for monographs, e.g. move to the basement and then to the warehouse after a designated period of time, in order to minimize shifting of materials.

Jacobson initiated discussion of the implication of moving materials and the bibliographic record and supports moving only once - to the warehouse.

John agreed to: 1) look at space that's accessible with a view toward moving only one time; 2) increase pressure to get the elevator in the warehouse working at the earliest possible time; and

3) look at capital funds to get compact storage. She also indicated she is reluctant to use storage space in the basement of Daley because of water problems.

### **ILLWorksPlus Update**

Weller reported progress in updating 17 computers with 6 software packages and in developing forms, workflow documentation, etc. needed to implement Clio. A pilot study is planned once everything is networked and linked to a server. The committee is hoping to implement Clio by the beginning of the fall semester or shortly thereafter. Daugherty reported results of a test at Daley using Ariel for electronic delivery of articles requested via interlibrary loan. John provided an update on the status of the Minolta scanner – which has proven problematic in using Ariel.

### **ErgoDocs Update**

Shuler reported everything is shaping up in preparation for opening the common service desk at Daley on August 1. Discussion ensued regarding the best placement for reference materials relocated from the third floor, e.g. in the room behind the reference desk or on shelving located directly across from the desk. Lambrecht expressed the need to focus on having key reference materials located in a logical location which would facilitate access for patrons.

### **Voyager Version 2001.1.1 Gold Update**

Daugherty reported client was downloaded and successfully installed on a single computer in Circulation to allow offline charging during the transition. John indicated a memo was sent to libstaff to make all staff aware of the update and suggested the need to test early and reach decisions early as the Voyager system does not allow the same latitude in making changes as did NOTIS.

### **E-Reserves Update**

Graves reported that Voyager interacts well with Hyperion. She indicated the committee set up a pilot project with ten pre-selected faculty members to test the ability to receive digital files from them. A policy and procedure manual is being developed as well as

a web-page which will include instructions on how to submit materials to e-reserves, copyright information, and other information relevant to e-reserves. The committee is still looking at security issues, server space, e-books and cataloging materials. Bangalore reported she is working with a small group to construct bibliographic entries for materials on e-reserve. Mundle, Mulhim, and Rhodes will monitor e-reserve activities.

### **Library Spruce-Up in Response to LibQUAL**

In response to patron feedback regarding the physical space of the library, John and Lambrecht did a walk-through of Daley. John suggested consideration of a staff volunteer day (or two) whereby staff could volunteer to assist in cleaning the library, including personal work areas. This would have to be cleared with the union. She also agreed to meet with the University cleaning crew to discuss possibilities for improving the physical look of the library. Discussion of any obstacles in way of approaching deadlines Little discussion of this - progress reports/updates on the Digitizing Lab, ILLWorksPlus and implementation of Clio, ErgoDocs, Voyager and E-Reserves included discussion of pending deadlines.

### **Quadrant and task force reports**

ERQ – Pifalo reported ERQ is currently looking at the cosmetic re-design of the UIC Library web pages.

City 2000 – Austin reported 9000+ images , DVDs, background metadata, etc. have been sent to Luna imaging. These will be available for viewing mid-Sept. At this time, training classes will be scheduled for users.

Digital Public Services – Dorsch reported a pilot project is planned for October.

Hyperion Task Force - Weller reported they will meet for the first time during the first week of August.

### **Announcements**

John provided update on hiring for the library. Fourteen academic positions will be posted, including five assistant reference

librarians and a Coordinator of Bibliographic Instruction. Civil service positions will be filled as needed; no new word on bumping civil service positions.

David Austin has assumed title of "Curator of City 2000."

**Future Meetings**

August 14, Sept 4 – 9:00-10:30, B-466 Daley or call 312-413-2001