

## Steering Committee

### Minutes

October 15, 2003 Present: Bloss, Dorsch, Graves, Hurd, Jacobson, Jones, Lagana, Lambrecht, Malinowsky, Naru, Pifalo, Pillow, Scherrer, Shuler, Starkman, Weller

Absent: Bangalore, Daugherty, John

The minutes of the meeting of September 24 were approved.

Minute taker (Jones)

### Announcement:

Lambrecht announced that University staff would conduct training at the next meeting for filling out the annual report on non-University activities.

#### 1. Accepting credit cards for payment (Naru)

A University task force is looking into the feasibility of making payment of various University fees by credit card.

The online system would be adapted for this purpose. Among the applications would be infoqUIC, dissertation binding fees, and photolab charges. This would not be an exclusively paperless transaction, because an invoice must be in the system before payment can be made.

Steering Committee members should send applications they may think of to Linda Naru.

#### 2. Steering approach to University Librarian interviews

There will not be public presentations by the candidate. The Committee agreed to reconsider the question of what to ask the candidates once the names and qualifications of the candidates have been released. Among the topics to be explored by the Committee are attitudes toward

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- Centralization vs decentralization (of units)

- Role of facilities planning and branch libraries

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- Library as place

- Budget management

- Administrative structure

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The goal of questioning should be to learn how flexible and thoughtful the candidates are. The Committee expects to issue a “single voice” report on each candidate.

### 3.Strategic Planning History (Lambrecht)

Lambrecht distributed a condensed version of Lynch’s 1987 strategic plan and the more recent “Press Releases”

developed by Hogan. Lambrecht then asked what other documents we might add. The goal of this exercise would be to assemble documents that reflected serious thinking about the future. Suggestions included

Re-engineering document

Transition document  
(Jones to Hogan)

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LHS strategic plan

Facilities plan (science library)

Cohen plan

Documents related to facilities reconfiguration

Archives planning document

Accomplishments and goals documents  
(Planning Days)

*Libraries in Transition (book)*

4.16 mm films and floppy disks (Malinowsky)

Collections Development will make no attempt to replace floppy discs missing from books published in the 1980's.

There remains the question of what to do with 16 mm films. The University no longer supports equipment for viewing these films, and in general they are not being used. Malinowsky is drafting a plan for disposal of these materials. Many are art specific and may be sent to the College of Architecture and Art. Others may merit digitization. The Committee agreed that preservation is a library-wide problem and is worth further discussion.

5. Digital library products vendor demonstrations

This is an annual, ILCSCO sponsored program. Attendance is not limited.

Hurd and Starkman will be attending on different days. Department heads may wish to inform their staffs of the opportunity.

6. Proposed Dissertation abstracts changes (Malinowsky)

Malinowsky asked if the Steering Committee supported UIC's taking advantage of the Dissertation Abstracts initiative to enable cooperating CIC schools to make dissertations from other CIC schools available to participants online and without additional charge.

Concerns were expressed about ILL implications for non-CIC libraries if we no longer bind print copies of UIC dissertations.

Members of the Committee supported in principle the concept, noting that the program would benefit users and reduce demand for interlibrary loan services.

#### 7. Suppressing in UICCAT items missing for more than six months

This proposal represents an attempt to normalize the procedure for suppressing missing items in UICCAT. The procedure would replace intermittent projects that involve thousands of records to an ongoing process. The members of the Committee support the proposal, noting that the records for such items are only suppressed, not eliminated.

#### 8. Quad update from ECQ (Hurd)

E-reserve Task Force (Pia Hunter coordinating): 30 courses on east side and 3 courses from west side are now utilizing E-reserves.

DOLLeR (Stefancu coordinating): The bibliographers have met with Stefancu in order to develop the product and to build a data base of retrospective conversions. This program is on the way to becoming more functional, and as it becomes more functional, its coordinating parts will also function better.

Integrating the linking of electronic materials: the beta list of ArticleLinker continues reference linking.

100 products are available through qUICsearch. There were 49,000 database searches in September, and 1600 academic search elite search in the same month.

Scott Collard and Julie Hurd are attempting to make the electronic reserve lists more useful to patrons. They are exploring the database generated list rather than the static update.

#### 9. Discussion of any obstacle in the way of project deadlines

August 22: complete evaluation and paring of library listservs

Ellen Starkman distributed a new list. The discussion centered on what other names to add, e.g. LHS Librarian.

This item can be removed from the list.

ClioWeb should go off the list at the next meeting. Weller will send a final report to Lambrecht.

Announcements:

Daley papers may begin to be transferred to the Daley Library in the next two weeks.

Susan Jacobson invited members of the Committee to the farewell lunch at LHS for Karen Graves on October 31.

Bob Malinowsky noted that shelf-ready books were now coming in “truckloads,” and they are getting on the shelves faster than ever. This amounts to about 10,000 titles a year that don’t need to be handled by Acquisitions.

The meeting adjourned at 10:30 AM.

Next Meeting: November 5; 9 AM-10:45 AM, 1-360 Daley or 413.413.2001.