

Steering Committee
Minutes of the meeting October 30, 2002

Present: Austin, Bangalore, Bloss, Daugherty, Dorsch (phone), Fiscella (for Malinowsky) Graves, Hollander, Hurd, Jacobson, Lagana, Lambrecht (convener, timekeeper), Naru (minutes), Pifalo (phone), Scherrer, Shuler, Weller. Excused: John.
Guests: Armstrong, Sullivan.

Draft minutes for the meetings of September 18 and October 9 were approved. Lambrecht reminded the committee that minute-takers are responsible for forwarding the approved version of the minutes to LIB for posting in the newsletter (send to: ULIB@uic.edu)

1. Lambrecht led discussion on the preferred form of name for the Daley Library -- Main, Daley (Main), or Daley. The committee observed that except in some cases of long-timers, "Daley" is meaningful, and that should be the standard format used in correspondence, publications, UICCAT, etc. John should announce this preference at the all-staff meeting, and there should be a news item in LIB.
2. Shuler described recent incidents in which Library users were asking public service desk staff to sign handwritten notes confirming that a named individual was in the Library on a certain day/time. Steering's guidance is that the Library staff is not under obligation to sign such notes and the staff member asked can decide whether or not to sign.
3. Lambrecht raised the question of extended hours for finals week in the context of reduced hours during fall semester. The committee agreed that there should be extended hours for finals week. Lambrecht will contact the libraries and sites to determine what the finals week hours will be for each unit; the extended hours will be publicized through the usual communication channels.

4. Weller presented the October 23, 2002 implementation report of the ILLWorksPlus Task Force. The task force is testing Clio and expects to have the program operational in November.

5. ERQ members Armstrong and Sullivan joined the meeting for a discussion of proposed changes to the Library webpage. Pifalo introduced the latest page redesign that ERQ developed using the University's template, the web usability study results, and Webalizer analyses of Library web site statistics.

In general, Steering responded favorably to the new page. There was a brief discussion about whether or not the Library should feel obligated to conform to the University's template. Steering's specific recommendations about the page are these:

- Make changes in the graphics or the layout of the page to draw users' attention to the left-side buttons; these buttons have to be more prominent.
- Change the photographs regularly; use photos from the sites, historical photos (Special Collections can supply these and will provide proper citations), CITY2000 photos, contemporary photos.
- Make the "last updated" information less prominent.
- Reconsider "give" to the UIC Library.
- Change FirstSearch (OCLC) to FirstSearch.
- If there is a lengthy review process for the general interest items, use stories that are not time-sensitive.

ERQ will incorporate Steering's ideas into the next version of the page and notify Steering when the next version is ready for review. ERQ intends to have the redesigned page running at the beginning of spring semester and, prior to that, would like to have a period during which Library staff could review and comment on the new page.

6. Shuler suggested that upgrading browsers on Daley Library computers could eliminate most of the common browser problems.

Also, he suggested a way to reach a solution to the problem of AOL users' access to UICCAT (the time out message appears

almost instantaneously after a click on the UICCAT button): disabling the automatic time out function or adjusting the length of the time out function. The time out disabling could be done as a test, for one day during a low volume time (perhaps December) to determine the effect on AOL users' access. He recommended that the Library gather some data and proposed solutions before presenting the problem to ILCSO.

Steering directed Shuler to consult with Systems about these two issues.

7. Project deadlines for Digital Services to Users final report and Serials Solutions e-resource records in UICCAT may be in danger if Purchasing does not promptly process license agreements. Dorsch stated the Digital Services report would be an update rather than a final report and that the task force would continue working beyond the December 1 deadline to test software.

8. Other items: Lambrecht reported that the Library and the Math Department are negotiating points in an agreement to operate a math library collection; the agreement is scheduled to take effect December 1.

Austin reported that Luna training will take place at UIC, probably during the week of November 11. The training will include a session for users, particularly public service staff. He will circulate information about the sessions and opportunities to take part in training once the dates and sessions are firm.

Daugherty noted that the State Library is discussing a project to produce an Illinois union catalog. If UIC were to participate, a benefit would be that we could load our serial holdings into OCLC at no cost.

Lambrecht and Shuler noted that the WebVoyage Design Task Force will be discussing improvements in functionality – including making it easier for users to request in-process items, improving the serials location and holdings displays, and explaining to users how to search OCLC record numbers. Other

suggestions for improved functionality should be directed to Shuler.

The next Steering Committee meeting is scheduled for Wednesday, November 20, at 9:00 am.

Approved by Steering Committee
November 20, 2002