

Steering Committee Minutes
Wednesday, November 20, 2002
9:00am
1-360 Daley

Present: Austin, Bangalore, Bloss, Daugherty, Dorsch, Graves,
Hollander, Jacobson, John, Lagana, Lambrecht (Chair),
Malinowsky

(recorder), Naru (timekeeper), Pifalo, Scherrer, Shuler, Weller

Away: Hurd

Note: Hollander participated via telephone.

1.

Shelf-ready slip orders (Bloss)—Bloss presented a proposal from PDQ to receive slip-ordered Yankee books as shelf ready. Bloss reviewed what it meant to have shelf-ready books. The actual process and logistics of handling the shelf-ready slip books were discussed. The Steering Committee approved the proposal in principle and a sub-group of Bloss, Bangalore, Daugherty, Malinowsky, and Webb was appointed to look at the process and logistics with a report back at the next Steering Committee meeting on 11 December 2002.

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2.

Library Organization Chart (John)—John distributed an organizational chart created by Hogan and asked that everyone look at the chart and make suggestions for changes, additions, deletions.

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3.

CD-ROM Task Force future (Shuler)—Shuler recommended that the Task Force be disbanded and thanked for their contribution. It was felt that issues of this Task Force could be given to CMQ. Shuler was instructed to give Malinowsky any John will issues and then thank the Task Force.

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4.

Browser problems and solutions (Shuler)—Shuler recommended that all public workstations be updated with the latest IE browser. Recommendation was accepted and John has instructed Systems to update the workstations during intersession. Departmental workstations will be updated as they are requested.

5.

Use and promotion of CIC resources—A brief discussion was conducted on how and why we should promote the resources of the other CIC schools, particularly accessing and using the cataloged collections at each school.

6.

Discussion of any obstacles in the way of project deadlines:

☐ October 31—Use YBP records to create purchase orders for shelf ready—done

☐ November 30—Complete plan to begin shelf-ready process of Yankee notification slip books—proposal approved by Steering Committee, sub-group formed to work out procedures to be reported at 11 December 2002 meeting.

December 1—Digital Services to Users update due—on target.

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December 31 — Have JSTOR and selected cataloged periodicals out of Daley — Medical leave of one staff member will prevent this deadline from being met.

January 13 — Serials Solutions e-resource records in UICCAT — On schedule.

City2000 Task Force reported that the digital collection would soon be online. No other reports from Quadrants or Task Forces.

John updated the Steering Committee on the search for a Director of Libraries.

Meeting adjourned at 10:55am

Future meeting dates (9:00-10:45, 1-360 Daley, or 312-413-2001):
11 Dec, 8 Jan, 22 Jan, 12 Feb, 5 Mar, 26 Mar, 9 Apr, 21 May.