

Steering Committee Meeting
Minutes of the meeting December 11, 2002

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

Absent with notice: Bloss

Ellen Starkman was introduced as the Library Systems Coordinator and Acting Manager of Systems.

The minutes of the meeting of November 20, 2002 were accepted as written.

John announced that the organizational chart is undergoing revision based on information forwarded by Steering Committee members and will be available at the next meeting.

Press Release Reconsidered

John discussed a planning document that was created in 1994. Press Release 2000 was a statement of where the library would be by that year. It served as a recruitment document and as a guide during the budget cuts. She would like the library to consider what Press Release 2005 should look like. This will be an activity for Planning Day, which is scheduled for January 10, 2003. In preparation for this, department heads were asked to submit goals to Joan Fudala. Quads are also to discuss goals and Quad leaders will meet prior to the next Steering Committee.

Shelf-ready Slip Orders

Prior to the meeting, Bloss forwarded a report from a small working group consisting of Bangalore, Bloss, Daugherty, Malinowsky, and Webb about the issues of staffing for pre-order searching and shelving of shelf-ready books. Daugherty summarized the report. Collections Development is recommended as the best place to shelve the shelf-ready books. No recommendation was offered on the staffing issue. The Committee inquired about the level of staff required for the searching and the

amount of time anticipated for the work. It was pointed out that there is no money for a new position. Alternatives discussed included student employees and reassigning staff, possibly as further reorganization occurs. The staffing issue will be referred to working group consisting of Lawrance, Webb, and someone from Acquisitions.

Revised Library Web page

The Committee reacted positively to the latest version of the Web redesign. Slight adjustments in font and layout will be recommended by Systems, possibly in consultation with the Web consultants for the campus template. In the meantime, staff will be invited to comment on the latest draft from 12/12 until 12/23. Target date for public release is 1/10.

Digital Services to Users Update

Prior to the meeting, Dorsch sent an interim report. She pointed out highlights of the report.



Library preparations for digital reference service continue although acquisition of the software is stalled in Purchasing.

There is an interest in streamlining LibMail by channeling all questions through digital reference when it is implemented. A blueprint for implementing the portal project is contained in the report.

During the Committee's discussion, interest was expressed in a philosophy for digital services and a concern was noted about channeling all questions to one place when a broad range of staff are currently involved in communicating electronically with users.

The Committee agreed that good progress is being made and extended the task force's charge for another six months. The task force was asked, as they proceed with implementation, to articulate the larger issues associated with a new public service style and to bring them to Steering for discussion. With regard to the portal, Lambrecht asked department heads to forward names for the portal team.

Portal Applications Working Group Response

John asked for input about a survey from the ARL's Portal Applications Working Group, on which she serves. Questions relate to involvement in cross-resource searching, metadata, Web page customization, and online reference. UIC is not currently listed as being involved in these areas. The Committee agreed that we should respond affirmatively to all the questions. A small group will then be asked to discuss our initiatives with the ARL group exploring these issues.

Deadlines and Obstacles

A new deadline was added for the Redesigned Web pages - 1/10/03.

Lambrecht asked for advice on behalf of the group working to add Serials Solutions e-resource records to UICCAT. The records do not have OCLC record numbers and this leads to duplicates in the universal catalog. A similar situation occurs with the Yankee shelf-ready books.

Unlike Yankee, Serials Solutions has an option that will eliminate the duplicates but complicates the original plan. The Committee's advice is to take creative steps in loading the records so as to satisfy the ILCISO community. Bangalore and Starkman will consult with ILCISO staff.

Quadrant and Task Force Reports

The CD-ROM Task Force is to be dissolved. A list of remaining issues to be referred from the Task Force to the Collections Management Quad will be compiled by Shuler.

A recent report from JSTOR about unauthorized access via open proxy servers was briefly discussed. John indicated that there are parameters in our situation that guard against this. Starkman and John will be meeting with the Computer Center to explore limiting EZ Proxy to a smaller number of servers and to proxy all traffic.

The WebVoyage Design team is to be reconstituted with a membership of Lewis, McGowan, Mundle, Shultz, Starkman, Wang.

Next Meeting: January 8, 2003 9am-10:45am 1-360 Daley or 312.413.2002

Approved by Steering Committee
January 8, 2003