

From: Douglas Bicknese <dbick@UIC.EDU>
Subject: **Collections and Technical Services Council Minutes**
Date: July 25, 2005 8:41:35 AM CDT
To: ULIB@LISTSERV.UIC.EDU
Reply-To: Douglas Bicknese <dbick@UIC.EDU>

I'm not sure if the Steering Committee Councils are posting their minutes to ULIB. But if they are, here are the CTS minutes from 17 June.

Doug Bicknese

Collections and Technical Services Council

Minutes for 17 June 2005 meeting

Present: H. Robert Malinowsky, Doug Bicknese, Julie Hurd, Alex Bloss, Joan Schuitema, Wendall Sullivan, Victoria Pifalo (remote)

The first agenda item (and part of the fourth) was to review binding and storage policies for journals that the library has electronic access to.

The old practice at the Daley library was that these items would not be bound. Additionally, only bound items sent to the warehouse. This practice was put into place until a policy could be developed and agreed upon.

This practice has created some storage and preservation problems. Should this practice continue? What should be done with unbound issues? This issue impacts Daley and the Science Library, and possibly LHS as well.

The renovated basement storage area in LHS Chicago will probably serve the same function for LHS publications as the Warehouse does for Daley. Any policies for the warehouse could be considered for the LHS basement as well.

Discussion pointed out that any decision must consider the larger plans within University of Illinois, CIC, and ARL to identify a limited number of libraries who maintain paper copies of journals available

electronically.

The Daley Library would prefer to not bind any journals that might later be removed from the collection because they are will be maintained at another campus.

The council then discussed how to transfer items to the warehouse. If journals are not bound, they could be transferred loose, in pamphlet boxes, banker boxes, tied, or shrink wrapped. Bob estimated that pamphlet boxes cost roughly \$3 each.

Joan pointed out that Loyola recently examined this problem for their JSTOR titles and a few other similar online journal packages. Loyola simply boxed up these journals, suppressed the location, and put them into storage. Administrative users would be aware of the copies in storage, but the average user would not. After two years, journals would be re-examined to see if there was a demand for the boxed up copies. Joan felt that this was a practical policy, but that it is critical to have an established date when the items will be re-examined.

Transferring material to the warehouse also impacts the catalog record. A policy would need to consider if or how item level control will be reflected in the catalog record.

The general feeling was that a policy should not be driven by "possible, but unlikely" use scenarios.

Simply discarding old journals that have online access was briefly discussed. This was decided to not be a realistic option given the volatility of the current e-journal environment. Several major titles are at risk of having their electronic access removed.

Alex will draft a proposal to individually consider each serials package that we have electronic access to (ie-JSTOR or Elsevier). The titles in each package may be

- boxed, moved to the warehouse, and have its item record suppressed (as Loyola did)

- stored unbound in pamphlet boxes, processed at the box level with full

bib record control, and moved to the warehouse

- bound, processed with full bib record control, and moved to the warehouse.

The decision to bind and/or transfer to the warehouse will consider

- if the electronic access is from a commercial vendor, JSTOR or similar public distributor, or an institution/organization

- the local needs for LHS

- what library will keep the "archival" copy of this title

- the possibility the item may be requested by ILL

- the cost of processing and storage vs likelihood of use

Agenda Item Two: Voyager Security Council

Alex reviewed the Voyager System Administration Module. If it is possible to delegate some portions of the module, should this be done? Alex will check with Ling if this is possible.

Alex clarified that ILCSO handles the OPAC administration portion of Voyager, so the library would not need a local committee for that (unless a council desired a committee to recommend changes).

There was some discussion if the Security Council should continued. The overall feeling was that the Security Council should be continued, but under a different name. Wendall suggested the Voyager System Administration Group.

Alex and Julie both felt the Voyager Security Council should be small, but Joan also pointed out that it is important to have a primary and an alternate person for each module. People on the committee should be very familiar with how their module interacts with the other modules in Voyager.

There was a great deal of discussion on the possible role of a representative from one of the LHS sites. A draft list of names for the new committee was drafted. Alex will take the list back to the current Security Council for further discussion.

The third agenda item of discussing statistical categories in Voyager was deferred for the next meeting.

The CTSC council will try to meet every three weeks prior to the Steering Committee meeting.

ACTION ITEMS:

- Alex will draft a policy for transfer of unbound journals with electronic access to the warehouse

- Alex will show the list of possible candidates Voyager System Administration Group to the current Voyager Security Council.

Douglas A. Bicknese
University Archivist
University Library
University of Illinois at Chicago
<http://www.uic.edu/depts/lib/specialcoll/>
312-996-2742