

## STEERING COMMITTEE

Minutes of December 3, 2008 meeting

Present: K. Carpenter, M. Case, L. Castillo, R. Daugherty, J. Dorsch, K. Ein, D. Enoch, J. Fiscella, A. Ford, K. Frey, E. Guss, R. Holst, T. Klassen, J. Lambrecht, F. Logan, L. Naru, R. Sandusky (convener), E. Schellhause, C. Scherrer, J. Schuitema, M. Shultz, A. Weller, K. Pendell (guest)

Absent: J. Canlas

### Minutes

Minutes from the November 2008 meeting were accepted.

### Systems Status Report

The Systems Group Bi-monthly Status Report was distributed prior to the December meeting (see <http://www.uic.edu/depts/lib/staff/steering/documents/2008-12StatusReport.doc>). Accomplishments for the current period include progress toward implementation of the new Library Web site using WebGUI content management system; a redesigned University Archives database; additions to the Library's digitized collections; reinvigoration of the Voyager Systems Administration Group (VSAG). Highlights for the next period include addressing findings from the recently-completed Technology Controls Review; University Library Web site development; and implementation of Archivist Toolkit for Special Collections.

### Web Oversight Committee Site Demonstration

K. Pendell gave a demonstration of the Web site currently being developed using the WebGUI content management system and presented a status report, available at [http://www.uic.edu/depts/lib/staff/steering/documents/WOC\\_Report\\_to\\_Steering\\_Dec\\_2008.doc](http://www.uic.edu/depts/lib/staff/steering/documents/WOC_Report_to_Steering_Dec_2008.doc). The demo was well-received by the Steering committee. The URI for the development site is <http://faramir.lib.uic.edu/>; the Web Oversight Committee welcomes comments and suggestions which should be sent to lib-webeval@uic.edu.

### Privacy Policy Discussion

Guss presented the new privacy policy on behalf of ASC. This effort followed last year's internal privacy audit, focused on patron data. Schellhause noted that ACCC policies were taken into account in creating the draft before us. The intent is to create a general policy for internal use and then (1) train staff on what to do when an incident (such as law enforcement entering a library and requesting information) occurs and (2) lead to creation of a publicly posted policy statement. Naru will work with the task force on the public policy statement after this policy is approved. Additional wording change suggestions should be sent to Guss.

**Guss** will return to Steering with a revised draft of the privacy policy.

### WECT Report

Discussed role of Steering in making and implementing WECT changes. Noted that WECT has a topic, not location, orientation. Sentiment of Steering was that WECT should drive issues to resolution, relying upon communication and consultation as appropriate, but without waiting for explicit Steering approval for each item. WECT will soon begin measuring the time between book receipt to delivery to shelf using paper flags in order to establish a baseline workflow measure. WECT will also bring a revised binding policy to Steering, an update to a previously-affirmed policy.

**Lambrecht** will communicate with LHS, including Blecic, about the proposed binding policy.

#### Library / IT Assessment Report

The list of e-resources recommended by Collections Development and affirmed by the campus level Library / IT Assessment Committee can be found at <http://lothlorien.lib.uic.edu:8081/libit/subgroups/collections/08recommendations.xls/view>. The first eight resources in this spreadsheet are being acquired, with Archive Grid and Roper Center already available via the A-Z resources list.

Sandusky distributed a compilation of equipment requests for future fiscal years (2010+) and requested Steering provide feedback on the document in the form of:

- a. New ideas
- b. Ideas that are on the list, suggested by another location or unit, that would benefit your location or unit (the “me, too’s”).

**All Steering Committee Members** should send revisions to the compilation of requests document, distributed at the meeting or available at <http://www.uic.edu/depts/lib/staff/steering/documents/FY2010Requests2008-12-02.pdf>, by 5:00 PM, Friday, December 19, 2008. Send your revisions via e-mail to Sandusky.

**Sandusky** will work with Carpenter, Dorsch, and Castillo to develop a more detailed proposal for FY 2010, with dollar estimates.

**Fiscella** will work with Sandusky to prepare an overview of the collections development process in advance of the next official meeting with the campus Library / IT Assessment Committee.

#### Budget

The final rescission percentage is still to be determined, but the following impacts are clear. First, the Library will seek permission to hire for three of the open Faculty / Academic Professional staff and hold all other open positions, including support staff.

Steering then discussed the results so far of the brainstorming process conducted asynchronously over the past month. The goal is to identify both incremental and revolutionary ideas, and articulate and critically evaluate long-held assumptions.

**Logan** will, in collaboration with PSAC, take a close look at reference and instruction services to identify how we might maintain or improve these services, perhaps by sharing more of the load outside of the core reference staff.

**Case** will talk to Senior Staff about reviewing the strategic plan and strategic objectives.

**Sandusky** will work with Systems to improve support for remote attendance at meetings to reduce travel costs (both dollars and time).

**Naru** will work with **Canlas** to further organize the suggestions (de-duplicate; thematic organization (hours, security, staffing, technology, etc.); outcomes (save money; increase productivity; investment now to save later, etc.) prior to the January meeting.

Other ideas discussed in the context of the meeting:

- More efficient and seamless printing, scanning, and copying for patrons and staff; reduce numbers of printers while maintaining access to confidential printing services
- Units should communicate steps taken both to staff and back to Steering
- Refine recommendations for powering off computing equipment

Other

Fiscella provided this URL for CIC Google Book Search Project information:

<http://www.cic.net/Home/Projects/Library/BookSearch/Introduction.aspx>.