

Senate Library Subcommittee
February 3, 1997
3:00 pm

Present: A. Sandstrom, chair, J. Brian, S. Faseyitan,
C. Kracher, D. Oberstar, J. Violette (ex-officio)

Absent: L. Hite, C. Scott, J. Vollmer

The meeting was called to order by Professor Sandstrom at 3:05 pm.

Approval of the December 13, 1996 minutes was deferred until the next meeting.

Judie Violette apologized for the confusion of meeting date and time and promised paper agendas in the future.

IPFW Strategic Plan

The Subcommittee reviewed its revised draft recommendations for a section about the library to be added to the University's plan. The following "short-term action" was added: To increase access to electronic research databases. The Subcommittee then unanimously passed the recommendation that will now be forwarded to the vice chancellor's office before the February 17 deadline. A copy of the recommendations is attached to these minutes.

Professor Sandstrom distributed a statement he had submitted to the Vice Chancellor regarding the inadequacies of the plan. He specifically cited the absence of the library in the plan.

Funds for Special Needs

The Subcommittee reviewed the latest draft of the guidelines and procedures for faculty to use to apply for the Special Needs funds. The following changes were made:

First paragraph: Third sentence changed to read "It is intended . . . periodical backfiles, books out of print, special editions, collection deficiencies, and maintenance of existing collection strengths.

Guidelines: Item 1a should read "Application amount should be stated and be no more than \$3000 per department" (may be one or more applications that do not exceed that amount in requests).

Item 4a should be revised to read "A statement of need or an assessment of the present collection, subject, or holdings." (Subject librarians can assist applicants in doing this.)

Criteria the Library Subcommittee will consider, item 1 should be revised to read:

1. The application should indicate the area(s) in the collection that clearly require(s) additional expenditure.

Item 1b should be eliminated.

The Application Form should be revised as follows:

1. Faculty member(s) submitting this application
2. Name of Department(s)
3. Description of special need
4. Dollar amount requested
5. Brief description of library materials requested and sample or complete list of titles requested
6. Justification for grant request

The Special Needs Guidelines were unanimously approved as revised. (See attached)

The Subcommittee will try to meet again on February 17 or 24 from 3:00 - 5:00 pm to review the Collection Development Policy.

The Subcommittee adjourned at 4:20.