

# Senate Library Subcommittee MINUTES

**Tuesday, December 2, 1997 12 noon, ET 206**

Present: Manalis (chair), Brian, Leonard, Scott, Tierney, Vollmer, Violette

The meeting was called to order at 12 noon by Chair, R. Manalis. The minutes of the November 4 meeting were approved as distributed.

Announcements:

J. Violette announced 1) that the library would once again offer extended hours during finals week; 2) that the special needs advanced information flyer had been distributed; and 3) that the members of the library subcommittee would receive upward feedback evaluation forms for evaluating the director's performance.

Old Business: Special Needs Funds Guidelines

The Subcommittee reviewed the Special Needs Funds guidelines and application form revisions drafted by Manalis and Violette with input from the librarians.

Manalis offered several suggestions for revisions of the guidelines. All were accepted by the Subcommittee:

Guideline 1: Change \$3,000.00 to \$3,000.

Guideline 2: Okay

Guideline 3: Change to read: "Application may be for most non-print materials. However, certain formats are specifically denied by the Collection Development Policy.

Guideline 4:

a. Eliminate "or an assessment of the present collection, subject, or holdings."

b. Change to: A rationale or justification for the requested purchase.

c. First two lines are okay. Move remainder to a new section 5 "additional guidelines."

Guideline 5: new section: Additional Guidelines

Guideline 6: new section: Evaluation of the Application

Move former section "The Library Subcommittee will consider..." to this new section and change numbers to letters. Change first line to read: "How immediate is the need? How convincing is the rationale?"

Guideline 7: new section: Questions

Move "For further information..." statement to this section.

Further discussion focused on the committee's role in selecting the proposals to be funded and the purpose of the special needs funds. Two priorities emerged:

1. The process should assure high quality proposals, but should not require a great deal of work on the part of the subcommittee.
2. The special needs funds should provide adequate funds to cover "special needs" that cannot be addressed by the normal book budget allocations and should not be a general supplement to the allocations. Subcommittee members considered how these priorities could be addressed and determined that section 1 of the application should be revised as follows:
  - a. An application amount may be for no more than \$3,000. The subcommittee may recommend partial funding.
  - b. An application must be submitted through an academic department. No more than two applications may be submitted by any one department.
  - c. Applications will be judged on their merit.
  - d. All applications must be typed or word-processed.

Violette and Manalis will prepare a revision of the guidelines based on the discussion and distribute it to committee members for consideration. The Subcommittee will meet during finals week to consider the revised draft.

The meeting was adjourned at 1:05 p.m.