

Senate Library Subcommittee
Minutes
Tuesday, February 24, 1998
and Tuesday, March 17, 1998
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Present: J. Brian, L. Hite, E. Leonard, D. Oberstar, C. Scott, J. Vollmer, J. Violette

Absent: R. Tierney

The meeting was called to order at 12:05 by Chair D. Oberstar. The minutes of the January 27, 1998 meeting were approved as distributed.

Announcements:

Violette announced that a copyright workshop with Kenneth Crews will be held on Tuesday, April 28, 1998 in Walb Union. The Subcommittee agreed to act as a co-sponsor.

The Document Delivery Services on the CVAX will be discontinued as of July 1, 1998. The Library hopes to have a web-based service in place by May 1, 1998. This new service will not have all the features of the old, but turnaround time, remote user verification access and data management are the primary concern. Because the ultimate goal is user-initiated document delivery from within the catalog we will not be devoting many development resources to this temporary service.

The Horizon project to convert our new online catalog to a client/server system will be postponed again. We now expect the implementation to take place in December 1998 or in May 1999.

Old Business: Special Needs Proposals

The Subcommittee began deliberation of the special needs proposals and Larry Griffin's evaluations/recommendations. There was some general discussion of whether to fund proposals that do not indicate a specific need or give reasons the materials will have an impact on the academic program. Subcommittee members agreed that faculty had ample time to prepare the one-page proposal to include enough data for the Subcommittee to make an informed decision.

The Subcommittee also questioned several proposals that requested materials primarily for classroom instruction (Will these be available to students in the library? Will they be assigned to students in the library?)

A final point of discussion involved CD-ROM's and the user supports needed to implement them. Any CD-ROM that is purchased needs to be available to all library users in the library. The Library's Collection Development Team selects CD-ROMs that go on the library's server. Some lab computers have CD-ROM drives, but the

assumption is that students using a CD-ROM will have to figure out how to use it by him/herself.

The Subcommittee meeting continued on March 5. A quorum was not present and the next meeting was set for March 17 at 12 noon in ET 206.

Tuesday, March 17, 1998

Present: J. Brian, L. Hite, E. Leonard, D. Oberstar (chair), C. Scott, J. Vollmer, J. Violette

Absent: R. Tierney

The Subcommittee review of Special Needs Proposals continued on March 17.

The Subcommittee asked the chair to include the following in his report to the Senate:

- The timetable was announced well ahead of the deadline, but only three proposals were received as of 2:00 pm on that date.
- The Subcommittee is only going to fund proposals with substance that provide a specific answer to the question about need and impact.
- The responsibility belongs to the faculty member to get the proposals in on time and to make it as clear as possible to the reviewing committee.

The Subcommittee noted that rejection letters should emphasize:

- The importance of taking time to complete the proposals thoroughly and thoughtfully.
- Encouragement to reapply during the next cycle.

The following issues need to be address by the Subcommittee or the application guidelines:

- Proposals should be prepared in concert with the subject librarian.
- The primary function of the Special Needs Funds is to fill a need in the library, not to purchase departmental instructional materials.
- Accreditation is in itself not a good argument.

The meeting continues on March 24, 1998 at 12 noon.

Tuesday, March 24, 1998

Present: L. Hite, C. Scott, J. Vollmer, J. Violette

The meeting began at 12:10.

The Subcommittee continued its review of proposals for Special Needs Funds and made the following recommendations:

Not funded: Hickey, Ellison, Ludwin

Partially funded: Christy (3), Perez, Younis

Funded in full: Steffy, Cowen (2), Wakley (2), Foley, Kracher

All proposals with CD-ROMs/CA1 are subject to approval by the Collection Development Team.

The Subcommittee members expressed grave concerns about funding instructional materials clearly targeted for use in the classroom. Funding of all proposals is based on the condition that materials purchased with library funds will be cataloged, housed in the library, and available to all (including document delivery partners).

D. Oberstar will draft a letter of appreciation for recommendations provided by Larry Griffin.

The Subcommittee will meet again on Thursday, April 23 (at 12 noon in ET 206) to revise the guidelines to address problems encountered this year. J. Violette and D. Oberstar will meet to prepare and distribute a new draft prior to the next meeting as well as a draft resolution regarding library funds for new degree programs.

The meeting adjourned at 1:20 p.m.

J. Violette, recorder