

Senate Library Subcommittee MINUTES

Tuesday, November 4, 1997 12 noon, ET 206

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

Guest: L. Griffin

The meeting was called to order at 12 noon by Chair, R. Manalis. The minutes of the Sept. 30 meeting were approved as distributed.

Announcements:

Linda Hite, OLS, being the next in line from the Spring Senate elections, has been asked to complete the term of S. Faseyitan who resigned. R. Manalis will ask the Senate to make her appointment official as soon as possible.

With the receipt of a \$30,000 grant from the Journal-Gazette Foundation, the fund drive has topped \$1,000,000 and now qualifies to receive the grant from the Foellinger Foundation announced earlier. The fund drive goal is \$1.5 million. Funds may be designated for one of three areas: materials acquisition, endowment, or capital.

Multi-year pledge reminders will be sent by the Development Office on the date of the pledge or as designated by the donor.

The Collection Development Policy is on the Senate agenda for Monday, November 10.

Item for Discussion: The Special Needs Funds Criteria and Procedures

Judie reported staff comments regarding the first round of special needs funds.

- The proposal must follow the collection development policy
- The proposal must be typed.
- The library cannot guarantee when an item will be received in the library. Rush items should be indicated.
- Book requests should include author, title, publisher, date, and if possible, ISBN
- Addresses should be provided for lesser known publishers or organizations
- The Subcommittee needs to determine whether the award limit is per person or per department. E. Leonard questioned the apparent discrepancy in the statement on the first page that reads, "Each school and division will have the opportunity to submit an application every other year."
- Lists should be prioritized.
- For electronic resources, proposals should indicate a contact person at the vendor and

should include a copy of the license agreement.

- Serials backfiles will normally be microfilm. Proposals should include an ISSN and any title changes.

L. Griffin offered to review the proposals, confer with subject librarians, and write recommendations for each proposal for the Library Subcommittee. He will also indicate any problems with the collection development policy.

E. Leonard noted that the deadlines need to be clear and enforced. He proposed and the committee agreed to the following deadlines for 1997/1998:

December 15 Proposal guidelines should be distributed to faculty.

Last Monday in January (Jan. 26) Proposal short forms due

First Monday in March (Mar 2) Griffin recommendations due

First Monday in April (Apr 6) Awards to be announced

First Monday in July (July 6) Full proposals due. If deadline is not met, then funds will revert to the Endowment.

Leonard asked who is eligible to apply: all faculty or tenure-track faculty, etc.

J. Violette will distribute a flyer to all faculty indicating that the special needs funds will be available and guidelines will be distributed in December.

R. Manalis and J. Violette will prepare a draft revision of the letter and guidelines for discussion at the next meeting.

The meeting adjourned at 1:05 p.m. The next meeting will be Dec. 2, at 12 noon in ET206.