

**Senate Library Subcommittee  
Minutes  
March 1, 2005**

Present: A. Crismore, B. Dupen, J. Jackson, G. Miller, D. Mueller, D. Oberstar, J. Violette

Absent: A. Karim, K. Murphey

The meeting was called to order at 2:30 by G. Miller, chair. The minutes of the January 27, 2005 meeting were approved as distributed.

At the recommendation of library director J. Violette, the subcommittee approved all of the Special Needs proposals as submitted. J. Violette will prepare the letters of notification which will be signed by Violette and G. Miller.

J. Violette proposed a revision of the Special Needs process to add a second round of proposals in the fall. This would be funded in part from the endowment and in part by dropping the regular allocation to departments from \$82,000 to \$70,000. The subcommittee expressed some concern that the new system would burden the librarians unduly. The subcommittee agreed to establish two cycles for special needs proposals, one for Arts and Sciences departments with an April 1 due date and one for non-Arts and Sciences departments with a November 1 due date. In both cases the proposal would include the finalized list of items to purchase (not a sample list as in the current guidelines). J. Violette will notify librarians of the change and revise the information on the Web to reflect the new process and timetable.

J. Violette announced that the CS 460 class of computer science students that is preparing a database for faculty publications, will be making a status report on March 3 and would appreciate faculty input.

A free workshop on finding local-level statistics for northeast Indiana will be held on March 18 and all are invited. The workshop will feature STATS-Indiana and Allen County Profile Web sites.

The meeting adjourned at 3:30.