present: Dean Allen, Alberta Bailey, Judy Ganson, Juana Young, Anne Marie Candido

Alberta reported on the benefits of perhaps acquiring a KIC scanner for use by library patrons and staff. This sophisticated scanner would greatly enhance capabilities for students, including e-mailing scans, marking up pdfs, instantly clipping images on screen, etc. We are eligible for a GWLA discount of $1,000 if we order it by March 31. Total cost is about $19,000. More information about this can be found at this URL: http://www.dlsg.net/kic2.shtml Dean Allen asked Alberta to talk to Susan Adkins to see if she can discuss the possibility of acquiring this scanner with the student tech fee committee for a discussion of the possibility of using tech fees to help with funding.

Alberta began a discussion of Operational Goal 2c (identify costs associated with a redesign of reader space to improve access to and utilization of library collections) as it relates to reconfiguration of the Periodicals Room. She distributed to the group a report given by the personnel assigned to this section of the Operational Goals. Dean Allen’s idea was to place the displayed periodicals in the Main stacks and then create a new configuration of space for copying, a leisure reading area (newspapers, current popular magazines—maybe new books--displayed), and general study space. The microforms area would probably remain as is, but outdated equipment should be removed. Also, the policy for who uses the large flatbed scanner should be reviewed. She asked that those looking into this whole possible reconfiguration should include personnel other than those who provided the current report. Alberta agreed and suggested that since this issue impacts other departments such as access services, reference, technical services, collection development, and systems that representatives from these departments be part of the discussions. Based on recommendations from these personnel, discussion on this issue will continue in future admin group meetings, but a decision needs to be made by mid-March so that any planning and work involved can begin and the room be ready for the fall semester.

Also briefly discussed was Tess Gibson’s recommendation regarding a campus delivery services department and how such a department might work. It would involve the closing of the Periodicals Service desk and Circulation staff would receive additional training to use the specialized equipment, and someone would always be on call for this. The periodicals supervisor would be placed in charge of the department and would include delivery of physical materials to campus addresses. Tess has learned in talks with colleagues round the country that users love this kind of service. Dean Allen said she could envision having such a service for faculty and possibly graduate students, but that it would put too much strain on personnel and costs to have it for undergraduate students as well. How the materials would be checked out was briefly discussed, and Alberta said she would look into how this might be done.
A discussion of the report from Operational Goal Group 2b began (investigate federated searching and discovery tools in light of the needs of our users and create a framework to evaluate and make recommendations regarding the most suitable product) regarding possible adoption of software to allow for an integrated search capability so that faculty and students don’t have to consult individual specialized databases to find the research materials they need. Various products were put forward as worthy of exploration, including Ebsco’s Discovery Service and Integrated Search, Exlibris’ MetaLib and Primo, Serials Solutions’ 360Search, AquaBrowser, Webfeat, and Summon, and Innovative Interfaces’ Encore and ResearchPro. Dean Allen did not like the idea of personnel having to spend the time to hear the presentations of so many products from vendors. She asked that this subject be explored in more depth and that the final recommendation of one or two products include concrete information about each product being put forward so she could better judge what exactly the nature of each products is.

At the Admin Group’s next meeting, Dean Allen would like to single out some specific budget items for cutting so that the library can hang its hat on something in anticipation of another likely budget cut next fiscal year. She would like the department heads to meet again to discuss directions that should be taken in terms of what core programs are essential to the library’s mission. She was pleased with the previous meeting of department heads about what cost-cutting measures might be implemented. Their recommendations were both concrete and useful.

A discussion of the future of the branch libraries was initiated by Dean Allen. Juana distributed statistics about the use of each library. She mentioned that the major costs in keeping these libraries operational are the people manning the libraries and that the other operational costs are minimal. The Fine Arts Library is by far the most used of the libraries, with the Chemistry Library becoming increasingly more used. The Physics Library does not show a great deal of use. A report on the pros and cons of incorporating the Physics and Chemistry Libraries into a general Science Library by Luti Salisbury was discussed. Dean Allen indicated that more discussions in the admin group needed to be held and that she would need a decision about these libraries by mid-March—especially about the science libraries as a result of the University’s push for the sciences (as reflected in the building of the nanotechnology building).