Admin Group meeting
Thursday, September 9, 2010, 2 p.m.
Present: Dean Carolyn Allen, Alberta Bailey, Judy Ganson, Jeff Banks, George Fowler, Anne Marie Candido, and Molly Boyd, note taking.

Item 1: Internet fax to printer option, George Fowler
George outlined a proposal to have the InterLibrary Loan Department submit their outgoing faxes through the Xerox machine in the Dean’s Office. The machine currently has a service contract that includes fax from individual computer workstations networked to the Xerox. Currently, ILL has to print and physically re-run documents through their machine to fax them to locations that only accept document delivery through fax. Will save the department staff time, toner, and paper. The process will not include printing or traffic through the copy machine, as it will occur electronically through the fax server on the Xerox. In order to proceed, the dean asked George to compile further information that would shed light on how the decision would impact current use and users of the Xerox.

- What volume of fax business is conducted by ILL? How many documents/sheets per document per day or week?
- Will faxing from a remote computer queue up print jobs on the Xerox? What services are jammed if someone on a remote computer selects “print to fax”?
- How much would it cost to buy a new fax machine for ILL’s use? (their current one is experiencing technical difficulties)
- What efficiencies can be improved for ILL? Some publishers require print out by the library before re-transmission; that will not change.

Also, George will find out if other departments could benefit if we streamlined the fax process from individual computers, such as business services’ scanning and sending of invoices. This option is already enabled on individual computers that are connected via the network to the Xerox. Users select “print to fax” option from print dialogue box.

Item 2: Personnel Updates, Jeff Banks.
New employee searches: All student employee positions are filled. The graphic designer position is closed, but not yet filled. There are thirty-two applicants for the archivist’s position, which also has been closed after 30 days’ posting. The hiring request for reading room assistant has been completed, and that position will be posted shortly.

Tenure and Promotion application process update: HR is working on the dossier format for Sharepoint. The provost has suggested she will be flexible on this first attempt at using the online format. 25 separate files comprise each individual dossier, which can be cumbersome for reviewers. HR is experimenting with compressing files in sections, such as A-J, etc. This process will have to be tailored to individual faculty applicants, to compress where it is most logical, as certain sections such as research or teaching are not applicable to certain faculty.

Item 3: WEST (Western Regional Storage Trust), Judy Ganson.
WEST is the new consortia forming to create a distributed, retrospective print journal repository program in the Western United States. WEST partners aim to develop a collaborative and sustainable journal archiving program to streamline the manner in which print journal collections managed and reduce the need to house multiple copies in member institutions. As a partner, the Libraries may contribute by storing complete runs of journals in LISA. Will utilize current storage and retrieval/document delivery systems. Will grant the Libraries access to a considerably larger group of journals through sharing than we currently have. Mellon Corporation is funding the initiative. Membership fees
are calculated on the size of the institution and its contributor or non-contributor status. The proposal designates the University of Arkansas Libraries as a “medium library with no archives,” with an annual subscription fee of 2% of the total costs, at $3748.

Other participating libraries include: the University of California system libraries, Stanford, Brigham Young, Southern Illinois, Texas A & M, Washington University, Oregon State, Portland State, Washington State, Baylor, Cal State, Iowa State, Kansas State, Oklahoma State, Rice, San Francisco State, Texas Tech, Utah State, and the universities of Texas—Austin, Washington, Arizona, Oregon, Hawaii, Kansas, Missouri, Nebraska, Oklahoma, Utah, Idaho, Nevada-Las Vegas, New Mexico, and Wyoming. Also includes member libraries from PASCAL group, ORBIS Cascade Alliance, and SCELC members.

The Admin Group agreed to participate in the WEST program.

Item 4: Carla Stoffle visit, Dean Allen.

Carla Stoffle of the University of Arizona Libraries has been invited to give a talk on Wednesday, September 15 from 10:30 to 2:00 p.m. in Room 104. Lunch will be at noon. The information document to be sent to participants still needs tweaking and will be sent on Friday, September 10. In lieu of a planning retreat this year, this meeting will address some initial discussion of the planning for next year’s goals. There will be a separate meeting to talk about progress and goals and objectives, especially as related to the provost’s most recent goals. The dean may invite two more similar speakers before the end of the year to provide context for future goal planning. Current trends under consideration are the shift from physical services to digital access; what needs our constituents have that we need to address.

Library faculty and staff at the meeting will be divided into six groups, which will discuss the following topics (2 groups for each topic):

**Topic 1: Books on demand and other user-driven collections.**
- Group 1: facilitator, Tess Gibson.
- Group 2: facilitator, Mary Walker.

**Topic 2: Development of a Digital Commons**
- Group 3: facilitator, Tim Nutt.
- Group 4: facilitator, Beth Juhl.

**Topic 3: Development of an Institutional Repository**
- Group 5: facilitator, Luti Salisbury.
- Group 6: facilitator, Amy Allen.