

1998

December 2, 1998

Library Advisory Board

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### Recommended Citation

Library Advisory Board, "December 2, 1998" (1998). *Minutes*. 28.  
<http://thekeep.eiu.edu/lab/28>

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## MINUTES OF THE LIBRARY ADVISORY BOARD

December 2, 1998

The meeting was convened by Dr. Robert (Bud) Fischer, Chair, at 4:08 p.m. in the Dean's Conference Room.

Present: Reed Benedict, Valencia Browning, Leo Comerford, Steve Davis, Robert Fischer, Joyce Higgins, Barbara Kemmerer, Karen Ketler, Newton Key, John Weber, Ted Weidner, Bailey Young, Allen Lanham. Visitors: Virginia Baldwin.

Excused: Brian Pritschet

On Leave: Rosemary Buck.

### I. APPROVAL OF MINUTES

The minutes of the 11-4-98 meeting were approved with one correction in item II.a. Joyce Higgins noted that she did not give a presentation, but rather attended a presentation.

### II. COMMUNICATIONS

Dr. Fischer acknowledged correspondence from Brian Pritschet, which stated that he was unable to attend the meeting due to being out-of-town.

Dr. Fischer commented that he has been using First Search and that it works really well.

### III. OLD BUSINESS

A. Section V.b. of the bylaws was amended by unanimous vote. [See attached]

B. Dr. Fischer noted that the minutes of the Library Advisory Board will be on the university-wide web page beginning spring semester and the agenda will be put on the web 48 hours in advance. Dr. Lanham added that the minutes from the beginning of the current year, as well as the roster, are on the library's home page.

### IV. NEW BUSINESS

#### A. Library Relocation

Dr. Fischer related a concern from Brian Pritschet as to what will happen to the programs that are currently going on in McAfee Gym after the temporary library is established there. Dr. Fischer requested that Booth Library be prepared to respond to that question. Dr. Fischer asked the Library Advisory Board to discuss what the faculty would like to see happen when the library moves so that classes can continue to function. Issues discussed included: 1) access to current journals, 2) concern about access to Reference Room materials, 3) number of microform readers available for use, 4) computers available for use, 5) plans for use of Gregg Triad and Union Gallery, 6) down period during the move, 7) anticipated timing of the move, 8) status of the off-campus storage, 9) plans for the new shell building, 10) turn around time for retrieval of items stored off-campus, and 11) approximation of the number of holdings that will be open to the public.

Dean Lanham gave an overview of the current plans for the library's use of McAfee. He noted that he would be meeting with Dean Hitch, department chairs, and the Associate Vice President for Academic Affairs December 3 to discuss McAfee issues. At this point, it is expected that academic personnel with offices in McAfee will maintain their offices there. Dean Lanham and Ted Weidner responded to concerns as they were expressed. 1) Regarding periodicals, it is expected that all current periodicals and bound periodicals back to 1991 will be in McAfee. Dean Lanham added that Dr. Weidner will be addressing the load-bearing capacity of the floors; this will directly affect the number of books and periodicals placed there. Dr. Lanham stated that plans are to maintain the current service found in periodicals except that there will be less available seating for patrons. 2) Most, if not all, of the current Reference collection will be in open stack areas. The Curriculum and Juvenile sections are also planned as open areas due to their frequent use. 3) Dr. Lanham commented that an adequate number of microform readers will be available, but he could not promise that it would be the same amount as are currently available. 4) Dr. Lanham indicated there will not be any reduction in computers because there are not enough currently. 5) The library plans to use the Gregg

Triad for Library Technology Services and portions of Media Services. The Union Gallery will be used for storage of collections. 6) Dr. Lanham stated that the entire move will take place over a 4-6 week period. Dr. Weidner explained that they are working on a plan that will have any department down only about 24 hours. Dr. Lanham remarked that a temporary service desk will be set up during the period the department is moving. Updates will be posted frequently during this period. 7) The goal is for a significant amount of the move to occur during intercession. Dr. Lanham pointed out that there is only one day that classes are not being offered. 8) Dr. Weidner noted that the contract for the off-campus storage facility is very close to completion. 9) Dr. Weidner explained that the shell building will be attached to the current Central Stores building. The building will be finished sufficiently to provide adequate temperature control and light for book storage and personnel. After the library renovation is complete, the shell building will be finished for the Print Center location. 10) Dr. Lanham acknowledged that the library is still planning a two-hour turnaround for book retrieval, but that commitment is contingent upon what has to go off campus. 11) The percentage of space open to the public is dependent on two factors: a) whether the Gallery is open to the public and b) the number of volumes accommodated in McAfee.

Newton Key inquired about the relationship between the book budget and the audiovisual budget, and where CD-ROMs fall in the budget. Dr. Lanham responded that CD-ROM materials for the most part are replacing print resources previously bought out of reference accounts. When that is the case, the item continues to be charged from the same account, but other CD-ROMs may be purchased from discipline fund accounts. Videos have a separate fund, and chairs are asked each spring for a list of faculty requests. Subject bibliographers also fund some videos from discipline accounts.

#### V. Dean's Report

- A. Dean Lanham remarked that the final version of the PC2000 document was distributed as a handout. There were no major changes from the draft copy circulated earlier.
- B. Dr. Lanham reported that he will be meeting with the renovation architects December 3 and that the current budget issues have been resolved. He noted that most of the issues regarding the temporary move that were on his report were discussed earlier in this meeting. Dean Lanham has established a Civil Service Ad Hoc Moving Committee that has one or two representatives from each department of the library.
- C. The next edition of *NoteBooth, library news for EIU faculty* planned for the first week of January will include information regarding the temporary library, renovation and statistics from last year's Annual Report.

#### VI. Adjournment

Dr. Fischer stated that he is still trying to get his schedule worked out for next semester's meeting dates.

The meeting adjourned at 4:45 p.m.

Kathy Ferguson, Recording Secretary

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