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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD

February 10, 1999

The meeting was convened by Dr. Joyce Higgins, acting chair, at 4:05 p.m. in the BOG Room.

Present: Reed Benedict, Valencia Browning, Rosemary Buck, Steve Davis, Joyce Higgins, Barbara Kemmerer, Karen Ketler, Newton Key, Brian Pritschet, John Weber, Ted Weidner, Bailey Young.

Excused: Leo Comerford, Robert Fischer

Absent: Scott Crawford

I. APPROVAL OF MINUTES

The minutes of the December 2, 1998 meeting were approved.

II. COMMUNICATIONS

Bud Fischer - absent due to another meeting that required his attendance.

Leo Comerford - absent due to illness.

Paul Switzer (Department of Biological Sciences) - The database Cambridge Scientific Abstracts was offered on a trial basis. Students and faculty found this database to have easier access than FirstSearch and would like the library to look at the cost of subscribing to it. Dr. Lanham responded that most of the Cambridge databases are quite expensive and may not fit into the budget. He will refer this matter to the Collection Development Committee.

III. OLD BUSINESS

A. Disseminating information to campus (web page)

Dr. Higgins noted that previously Dr. Fischer had asked members to check the web page and inquired if there were any comments.

1. Concern was expressed whether the members would still receive a hard copy of the minutes.

2. Dr. Lanham mentioned that the e-mail link is not working properly. It returns the visitor to the EIU home page rather than bringing up a mail form.

Dr. Higgins asked for suggestions of other ways to get this information out. Suggestions offered were e-mail, verbal announcements, and

newsletters. Dr. Lanham commented that he did not feel newsletters were the approach, due to the fact that there are so many newsletters being distributed already.

A question was raised concerning distribution of minutes. Dr. Lanham offered a list of the recipients of the print copies. It was determined that the minutes were sufficiently distributed. As for other information, it was observed that this is the responsibility of the members of the Library Advisory Board to see that the information is disseminated within their respective departments.

B. Relocation of the Library

Dr. Lanham stated that details regarding the impending relocation of Booth Library are coming together. Since the last meeting, five sites had been announced. The plans for these sites are being refined, but are not near completion. The move will begin May 10 and possibly last until June 30. As the move progresses, frequent announcements will be made as to where the various departments are located.

Dr. Lanham has visited the Faculty Senate and Student Senate meetings and two graduate groups to talk about the renovated and expanded library as well as the temporary facility. More information has been released to the press through Shelly Flock's office and through the March Admission's Newsletter to educate students and library patrons regarding continuing services throughout the move and in the temporary locations.

Other relocation issues addressed were: 1) Through a formal agreement, the university movers have been contracted to move library offices and furniture. An outside library moving firm will move the collections and shelving which house the collections. 2) A count of boxes needed for the move has been completed. 3) The collection has been measured to determine how much space in the temporary site must be devoted to collections. 4) A plan is being proposed to open the IGA site to the public. 5) The bids for compact shelving in the Union Gallery have been opened. 6) Concern was expressed by Dr. Lanham regarding the delay in construction of the shell building.

Questions voiced to Dr. Lanham: 1) What effect will the temporary location have on the catalog? Dr. Lanham related that there will probably not be a change and that maps of locations with classification schedules will be available. 2) Will there be a location people can call and get temporary site locations? They can call the Reference desk to get this information. An additional message will be added to the hours hotline relaying the location information. There is a plan to provide library schedules to intersession students. The plan is to provide daily updates to patrons regarding department locations. 3) When will McAfee begin to be prepared for the move? Sometime after spring break. No moving is planned during the semester to eliminate disturbing classes. 4) Are the drawings and blueprints available to be seen? There are blueprints for the renovated library in Dr. Lanham's office. Kathy Ferguson can make these available. Changes are being made frequently. There are many details yet to work out. Blueprints for the temporary facility are in all states of preparation and they are not ready for distribution. Dr. Lanham noted that the architects were on campus twice

recently. They have scheduled a sequence of meetings in March and April for the final phase of the design.

IV. NEW BUSINESS

A. Library Assessment

Dr. Higgins inquired as to how often the library assessment took place. Dr. Lanham related that this has taken place during National Library Week in April for the past 4-5 years in the form of a patron satisfaction survey. Responses are edited and published. Data is available at the Reference desk. An average of approximately 1000 responses are turned in.

A question was asked requesting an example of a problem identified and resolved by the patron satisfaction survey. One example is increased hours. Photocopiers are frequently an issue, also. A change in the number of coin-operated photocopiers was recently implemented. This was done to conciliate the auditor's request for reduced handling of coins in the library. The Panther Card is an efficient way to operate the photocopiers eliminating the need of patrons to carry large amounts of change.

B. Library Funding

One role of the Library Advisory Board is to provide recommendations to the dean about funding issues. Dr. Higgins asked if past data on this issue could be provided to the board. Dr. Lanham remarked that data for the past 10 years could be provided before the next meeting. A request was made for the Journal Cancellation List, which will also be made available.

C. Other

A concern was expressed by Newton Key about conflicting reports from Reference librarians on searching ILLINET Online from an off-site location. Dr. Lanham stated that he would investigate this problem. Handouts are available at the reference desk on ILLINET Online searching and remote access.

V. DEAN'S REPORT

In addition to items already discussed above, Dr. Lanham reported that the Library Services Council adopted a policy to deal with lost Panther Cards; copies were distributed.

An incident report has been created for library staff. The report is to be used by all departments of the library to notify, through proper channels, any out of the ordinary situation, whether it be an irate patron or an injury.

VI. ADJOURNMENT

Dr. Higgins set the next meeting to be held on Wednesday, March 10, 1999 at 4:00 p.m.

The meeting adjourned at 5:05 p.m.

Melinda Matthews, Recording Secretary