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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD

February 14, 1996

The meeting was convened by Dr. Richard Keiter, Chair, at 4:02 p.m. in the Dean's Conference Room of Booth Library.

Members present: Ms. Suzanne Ashmore, Dr. Mark Christhilf, Dr. Carolyn Cooper, Dr. Max Kashefi, Dr. Matthew Monippallil, Mr. Steve Rich, Dr. Lankford Walker.

Alternates present: Dr. Randall Beebe, Dr. Karen Ketier.

Members absent: Ms. Jaime DeBouck, Dr. Melinda Hegarty, Mr. Patrick Scanlan, Dr. Deborah Wolf.

Visitors: Leo Comerford, Duane Broline, Charles Delman, Patrick Colton, Marylin Lisowski, John Gardner, Keith Andrew, Virginia Baldwin, Karl Bridges, Karl Grisso, Jane Lasky, Carl Lorber, Marlene Slough, John Whisler, Karen Whisler.

There were no corrections to the minutes of the February 7 meeting. The minutes were approved.

Dr. Keiter opened the meeting with Item IV from last week's agenda.

DEAN'S REPORT

I. The new book and materials dollars, reallocated by CUPB, were released in mid-December. The recommendation for allocation of our \$85,000 was outlined in the December issue of *Note Booth* and given to the Board at the December meeting. The Board's recommendation of how to allocate these funds, made at the February 7 meeting, was taken under consideration by the Collection Development Committee and the Dean.

II. The CUPB will be making prioritizations during February-March. Booth Library's FY97 articulated plan requests were given to the Board at the November meeting. Dr. Lanham discussed briefly the items included in the articulated plan. Dr. Lanham does not know how the library will fare in the prioritizations. Dr. Keiter asked if there is any plan by Collection Development to use any FY97 increase to maintain current collection of journals. Dr. Lanham referred to item 4 of the committee's recommendation as published in *Note Booth*, that the issue (of allocations) will be revisited every fall for the next five years, and will be dependent on availability of new monies. He said he understood that inflation hits some disciplines harder than others.

III. Four candidates for the position of Head of Acquisitions are being interviewed this week.

IV. The VPAA has announced that there will be two rounds of funding of equipment requests, in February and April. Dr. Lanham will request a reconsideration of the April round, since the amount for Media Services is insufficient. Dr. Christhilf asked what is included in equipment for Media Services. Dr. Lanham said that Media Services equipment as specified here is that which resides outside Booth Library in classroom buildings.

V. The legislature still has not acted on the funding of bonds to support our renovation planning, but we remain high on the IBHE's list.

VI. The move to the new online system is progressing on schedule. Faculty and staff are being trained to assist patrons when it is installed, and equipment is being ordered for the changeover.

VII. The Periodical and Standing Order Review process is being delayed one month from previous years. The September deadline put pressure on just-returning faculty. We have worked with Faxon, our supplier, to give us three additional weeks to finalize our journal subscriptions. This will allow faculty and librarians more time to make their decisions in early fall.

There had been a question at the last meeting about the process by which acquisitions are made. Dr. Lanham discussed the options for purchase of periodicals, standing orders, books, reference items, and audio-visual materials.

Leo Comerford said it appeared to him that, according to the last issue of *Note Booth*, the formula will be used for new monies. Dr. Lanham disagreed, saying that the formula was used to identify severely underfunded and possibly overfunded disciplines. The formula was not adopted, but it gave Collection Development an idea where to place the new dollars. Dr. Comerford asked if the new dollars include inflation adjustments. Dr. Lanham said we cannot assign an exact inflationary amount since some journals' prices rise faster than others. This is why we have an annual periodical review. Dr. Keiter said he feels there would be a lot of support on campus if the library showed a commitment to maintain current collection levels, and we should be directing our focus on the source of funds. Dr. Lanham said there must be a commitment from the institution to keep up with inflation or we will see a decline in all journals. Dr. Comerford said the formula seems to help "favored" disciplines at the expense of the rest, whose collections are going to be nothing in a few years. Dr. Lanham said there are no favored disciplines, and the formula is not being used to change existing allocations. Dr. Delman said that saying you're not using the formula for existing funds is "euphemising"--you're still giving to one and not another.

Dr. Lanham discussed Acquisition Services' monthly balance reports and what information is covered. He noted that the ratio of book and periodical dollars is decided by departmental coordinators and subject librarians. Dr. Christhilf asked what the relationship was between the acquisitions manager and collection development. Dr. Lanham explained that acquisitions spends the money as collection development orders. The Head of Acquisitions is less of a librarian and more of a business manager, keeping records of purchases and following up on accounts. He said this is typical of academic libraries.

Dr. Monippallil asked how the library accesses student technology fees. Dr. Lanham explained that the process has involved submitting grant proposals to the technology committee. However, this past year the President's Council developed a mechanism to get more equipment into the University by managing our money differently, which changed the process for obtaining the funds. The latest round of funding was decided by Computer Services and addresses the shortage of new machines in the SMC lab.

There was a discussion of electronic access. Dr. Keiter said he believed electronic access was limiting, compared to reading an article from the journal itself. Duane Broline asked if the library could sponsor a workshop to educate interested faculty in what is available on electronic access and if it is useful to them and their students. Dr. Lanham said that subject librarians are charged with visiting departments and informing them in this regard. Dr. Lanham also said he supports exploring more electronic access, but not at the expense of the journal collection. Charles Delman said browsing abstracts and title lists is no substitute for journals. There needs to be a commitment to maintain the holdings in the sciences.

Faculty from education addressed their current problem--they are occupying temporary offices with no computer access and are forced to wait in line with students to use the library's computers. There was discussion on the library furnishing computers for faculty use. Dr. Lanham does not want to reserve terminals for faculty use only and have them sit idle, but was not opposed to designating certain ones