

1981

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Library Advisory Board

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The meeting was called to order by Dr. Luquire. Professor Max Gerling and Professor Richard Wise had planned absences. There were five (5) members and one (1) alternate present.

#### MINUTES

The minutes of the previous meeting held December 11, 1980, were approved by motion, second, and unanimous agreement.

#### LIBRARY/MOVES CHANGES

The meeting began with all present taking a tour of the library to see the changes made during semester break. We now have five (5) service points as opposed to ten (10).

The committee was also shown the New Book Alcove where the new books coming into the library can be viewed along with a compiled list.

#### LIBRARY EXTENSION SERVICE

The Guidelines for Library Service to Extension/Noncampus Students have been reviewed at Northern Illinois University by the Dean of the College of Continuing Education, the Director of the University Libraries, and extension teaching faculty. (Handout) Committee members will be reviewing the guidelines with their colleagues and questions will be answered at the next meeting.

#### COMMITTEE REPORTS

Copyright/Reserve Policy. A handout was passed out to the Committee concerning the report of the Copyright/Reserve Policy and some ideas for Reserve policies.

It was the consensus that the function of the Reserve Room "is not intended and may not be used as a special collection or as a departmental library. It is strictly to support current and specific classes".

General policies were recommended such as: the number of titles per instructor should be limited to twenty (20) per semester and the number of copies should be limited to one (1) copy for each fifteen (15) students enrolled in the course. The previous policy allowed ten (10) titles per course.

The Committee will review the policies and discuss them with their colleagues and will bring their recommendations to the next meeting.

#### Book/Periodical Advisory Committee

There are three subcommittees in the Library Book/Periodical Advisory Committee. Dr. Karl Grisso spoke on behalf of the Collection/Development Subcommittee.

The Collection/Development Subcommittee is now drafting a Collection/Development Policy which will be brought forth to the Library Advisory Committee in March. The draft will concern numbers of copies, levels of collection, and the discarding

of library materials. This draft will, hopefully, be of considerable use in 1989 term budget planning. The three subcommittees are integrated. In other words, we can't have one without the others. Their purpose is to give the library a good collection with meaning and direction.

The Formula/Criteria Subcommittee is considering three main groups for book/periodical monies:

1. Student Enrollment
  - a. Graduate Student Enrollment
  - b. Undergraduate Student Enrollment
  - c. Combined Enrollment
2. Courses
  - a. The lower level courses
  - b. The upper level courses
  - c. The masters/specialists courses
3. Other
  - a. The department/school faculty (FTE)
  - b. Circulation statistics
  - c. The average cost of Books/Periodicals (Bowker)

Nothing will be recommended that will cause too great a percentage change up or down at one time. Based on history, some budgets are schools as a whole, others are divided.

Standing Order Review List. The Standing Order Review is complete. The list of recommended cancellations consists of 215 titles (voluntary possibilities to be discontinued). The total savings of this many titles (215) is \$15,000.

Periodical Review. The date for the circulation of the complete recommended cancellation list has been moved to February 6, 1981. The completed review should be turned in by March 2. Hopefully, at the March meeting it will be complete for a report to the Committee.

#### INTERLIBRARY LOAN

Due to the time factor, it was agreed upon to postpone this subject until the next meeting of the Committee scheduled for Wednesday, February 11, 1981, at the usual time.

#### ADJOURNMENT