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Library Advisory Board

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## MINUTES OF THE LIBRARY ADVISORY BOARD

November 12, 1997

The meeting was convened by Dr. Lankford Walker, Chair, at 4:10 p.m. in the Dean's Conference Room of Booth Library.

Present: Reed Benedict, Rosemary Buck, Steve Davis, Robert Fischer, Joyce Higgins, Barbara Kemmerer, Karen Ketler, Brian Pritschet, Ted Weidner.

Absent: Randall Beebe, Scott Crawford, Ryan Hilligoss, John Weber, Elizabeth Weller.

### I. APPROVAL OF MINUTES

Dr. Higgins moved to approve the minutes of the October 29 meeting; Dr. Fischer seconded. There were no corrections or additions. Vote to approve was 5 yes, 0 no, 1 abstention.

II. There were no communications.

### III. OLD BUSINESS

Dr. Lanham told the board that the Library Services Council, in their meeting this week, agreed that the Collection Development policy, which includes their policy on the allocation of funds, will be reviewed this year. Karl Grisso will head the revision of the policy, working with the Collection Development Committee, and later send a draft to the Library Services Council and the Library Advisory Board for their comments and/or suggestions. This should be completed by January-February 1998.

Dr. Lanham solicited suggestions from the board, as users of the library, on equipment and/or service needs in the library. He told the board that the company with which the university has its copier contract, ZBM, was recently bought by the R.K. Dixon company, and we have seen an improvement in service on our copiers already. The SMC is to receive 19 new computers from the FY98 Student Technology Fee. These will replace the oldest machines in the lab. Dr. Lanham expects to receive funding next year to replace the remaining old computers.

There were only a few minor revisions to the PC99 Articulated Plan, which was submitted last week.

Dr. Lanham and Mr. Weidner updated the board on the library renovation/expansion project. Architect interviews will be completed this week, with a selection made by Nov. 19; however, the Capital Development Board in Springfield will not meet until January to review the decision. Dr. Walker asked if library services will be moved out of the facility during the renovation. Mr. Weidner said the location of library services during renovation is part of the planning and design process, and is yet to be decided. Dr. Lanham said it is highly likely that we will be housed in other buildings on and off campus. He said he hopes any disruptions in service will be brief and cause minimal inconvenience to patrons. Mr. Weidner said the design process is to begin in January 1998, with the project going out for bids in January 1999. It is hoped actual construction will begin after spring commencement 1999 and be completed in 15 months.

### IV. NEW BUSINESS

Dr. Lanham elaborated on the equipment repair policy proposed by Media Services, under consideration by the Council of Deans. The policy would stipulate that Media Services will repair and maintain only that equipment which is inventoried to them. He said the policy was initiated because currently Media Services repairs media equipment around campus which actually belongs to other departments. Dr. Lanham said this will continue, but it is becoming very expensive and Booth gets no funding for this. He said the Vice President for Academic Affairs is working with him, through the planning process, to prepare the budget to accommodate equipment repairs. Dr. Walker asked if the Council of Deans was receptive to this policy, and Dr. Lanham said they were receptive to the idea, but the exact wording of the policy is still in draft.

Dr. Walker read from a letter to Joyce Higgins from Dr. Richard Keiter which raised questions about Project IDEAL. In answer to the question of how much it costs, Dr. Lanham explained that \$28,000 was paid last year for our 30 print subscriptions from Academic Press, and this year an additional \$5,650 was paid for the electronic format of all 173 titles from Academic Press. We will pay roughly the same in 1998, and we have a three-year agreement for Project IDEAL. Discussion followed. Dr. Lanham said the library profession will have to find new ways of purchasing periodicals. Because of technology the process has become very complicated.

He also said with publishers moving more to electronic format, libraries and users will need the computer resources to provide access. Dr. Walker said he would like to see the university support this move with a commitment to funding for sufficient hardware.

Dr. Higgins raised questions about circulation of periodicals. Students are having difficulty with journal assignments because the volumes are not on the shelves when students look for them. Dr. Lanham suggested that if faculty have a particular item they want many students to have access to they should put it on reserve. Items do get lost or stolen, and it is not practical to do daily shelf inventories. The new DRA system will have better inventory capability. Dr. Higgins asked about the procedure for sending periodicals to be bound. Dr. Lanham said when a volume is complete it is sent to be bound, and the bindery returns items once a month. There is one more year on the contract with the bindery, and we may be able to change at that time to a company that will give us two-week turnaround.

Dr. Walker noted that this was the final meeting of this semester, and solicited agenda items for the first meeting next semester.

The meeting adjourned at 5:25 p.m.

Mary Grivetti, Recording Secretary