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Library Advisory Board

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## MINUTES OF THE LIBRARY ADVISORY BOARD

October 29, 1997

The meeting was convened by Dr. Lankford Walker, Chair, at 4:05 p.m. in the Dean's Conference Room of Booth Library.

Present: Randall Beebe, Scott Crawford, Steve Davis, Robert Fischer, Joyce Higgins, Ryan Hilligoss, Barbara Kemmerer, Karen Ketler, Brian Pritschet, Ted Weidner, Elizabeth Weller.

Absent: Rosemary Buck, John Weber.

### I. APPROVAL OF MINUTES

Dr. Beebe made the motion to approve the minutes of the October 15 meeting; Dr. Fischer seconded. There was one correction; minutes were approved as amended.

### II. COMMUNICATIONS

Dr. Walker read a letter from Dean Lanham notifying the board that John Whisler, Head of Cataloging at Booth Library, received the award as Illinois Academic Librarian of the Year for 1997 from the Illinois Library Association. Dr. Walker said it is a pleasure having someone of Mr. Whisler's caliber working at Eastern, and said he will draft a letter to Mr. Whisler congratulating him on behalf of the board.

### III. OLD BUSINESS

A. Dr. Walker asked for Dr. Lanham's comments on the policy of the Collection Development Committee, which was read at the Oct. 15 meeting. Dr. Lanham explained that the policy is still in effect, and will probably go through a revision this year, as it was last revised in 1992-93. He doesn't expect any substantial revisions; it will just be brought up to date.

B. Ms. Weller commented on the issue she raised at the Oct. 15 meeting regarding students' learning more about the library's services, especially electronic access. She said she was recently told that one of the functions of the new technology classroom is to train students on electronic databases and the online catalog. Dr. Lanham said he will address this issue in his report.

### IV. NEW BUSINESS

#### A. Dean's Report

II. Several handouts were reviewed by Dr. Lanham: the library's organizational chart and telephone directory, the lists of subject librarians and departmental library coordinators, the most recent copy of *NoteBooth* containing the schedule of technology workshops, and a bookmark being given to patrons at service desks outlining several items and services new at Booth this fall. Dr. Lanham noted that the technology workshops have been well attended. Regarding Ms. Weller's concern, he pointed out the area-specific researching workshops taking place this fall specially for students, and said others will be offered in the future. Dr. Higgins asked about the charge for laser printing. Dr. Lanham explained that only those using the laser printers in the SMC are charged because students print term papers and other personal work there; there is no charge for printing from the online catalog and electronic resources computers in the reference area. He said it was decided to go to laser printing because it is faster than dot-matrix and would decrease patron lines around computers in the building.

III. Dr. Lanham informed the board that three new faculty members recently were hired: a reference librarian, an assistant head of circulation, and an instructional designer in Media Services. He said Library Services hopes to also receive funds for hiring an instructional technology support specialist, similar to what the colleges are expecting.

IV. Handouts outlining the FY98 book and materials budget, including a five percent increase, were reviewed by Dr. Lanham. He noted that the articulated plan asks for a 15 percent increase. New Pentium computers for accessing the online catalog were acquired via a HECA grant through the IBHE and funds from the Illinois State Library, and the Student Technology Fee funded 16 new computers for the SMC. The STF was a one-time grant; however, Dr. Lanham said additional requests can be made every year. The SMC is an "A"-ranked lab, which qualifies it to receive funding at least every four years.

V. Dr. Lanham said the new DRA online catalog system, which was due in July, is one year behind schedule. But the library has used this time to make better preparations for installing the new system. Dr. Lanham also explained Project IDEAL, which provides full-text access to all the journals published by the Academic Press. He said this product has expanded our journal holdings significantly, and we have permanent access to the information for the years we have paid. An equipment repair policy drafted by Media Services, which is under consideration by the Council of Deans, was explained. Dr. Walker said he would like this issue to be put on the agenda for the next meeting.

VI. Dr. Lanham updated the board on the renovation project. Twenty-four proposals were received by architectural and engineering firms. This number was narrowed to six, and interviews are being held and should be completed by Nov. 14. Dr. Lanham also reviewed the draft of the PC99 articulated plan. Dr. Walker asked why faculty are not mentioned in the vision statement. Dr. Lanham said there was no intention to ignore the faculty, but the library's priority has always been to serve students first and develop the collection to meet the needs of the curriculum.

B. Dr. Fischer said he would like to see the library open more hours for the faculty's convenience, such as during the summer and vacation times. He also stated that the increased emphasis on mentoring at the university supported Dr. Walker's concern about not including the faculty in the library's vision statement. Dr. Lanham explained that this year's calendar includes additional open days, plus faculty members who call the Dean's office on days the library is closed during the winter break would be granted admittance, although services are at a minimum level due to housekeeping chores and staff vacations.

The meeting adjourned at 5:30 p.m.

**The next meeting of the Library Advisory Board will be Wednesday, Nov. 12, at 4 p.m. in the Dean's conference room.**

Mary Grivetti, Recording Secretary