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Library Advisory Board

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**MINUTES OF THE LIBRARY ADVISORY BOARD**  
**December 3, 2003**

The meeting was convened by Dr. Chris Hanlon, Chair, at 4:02 p.m. in the Library Conference Room.

**Present:** Kathryn Bulver, Harrison Green, Eric Hake, Chris Hanlon, Olivet Jagusah, Charles Phillips and John Stimac

**Excused:** Allen Lanham, Scott Meiners, Tom Moncada, Stacey Ruholl, Mukti Upadhyay and Dawn Van Gunten

**Absent:** Steve Davis, Olaf Hoerschelmann, Frances Murphy and Leslie Rios

**Guests:** Karen Whisler and Carl Lorber

**I. Welcome and Comments**

The minutes from the October 29, 2003 meeting were approved as submitted.

Carl Lorber, Head of Reference Services, and Karen Whisler, Head of Collection Management Services, were in attendance to represent Dr. Lanham at the meeting.

**II. Communications**

Dr. Hanlon shared a request he received from Susan Bazargan, coordinator for the English graduate program, suggesting that the library send a monthly e-mail as a reminder to graduate faculty for suggestions of one to three titles the library could purchase. Karen Whisler reported on several existing avenues for communicating purchase requests including subject bibliographers, departmental library coordinators, and the Materials Purchase Suggestion Form available through the Booth Library Homepage ([www.eiu.edu/~booth/services/facultyr.html](http://www.eiu.edu/~booth/services/facultyr.html)).

Dr. Hake asked about possibilities for notifying faculty when items they have requested are ordered and received. Ms. Whisler reported that a new Titles List is posted monthly. The address is <http://www.eiu.edu/~booth/news/newtitle/titlefr2.html>. In addition, Subject Bibliographers are always seeking new avenues for communication.

Communications were received from Scott Meiners, Tom Moncada, Stacey Ruholl, Mukti Upadhyay and Dawn Van Gunten regarding their inability to attend today's meeting.

**III. Old Business**

No old business was pending.

## **IV. New Business**

### Other

Dr. Stimac discussed the possibility of offering a system whereby patrons could elect to sign a waiver so that if someone wanted a book currently checked out by them, the library could give the patron their contact information. Karen Whisler reported that Booth Library already has a recall notice system. This question would need to be discussed with the Dean, the head of Circulation Services, and possibly legal counsel. Carl Lorber suggested using InterlibraryLoan where books can be requested through other libraries if not available at Booth Library.

### **Dean's Report**

#### Personnel Issues

Tammy Miller has been hired as LTA III in Periodicals/Reserve; Christine Derrickson has been hired as an OSS II in the Dean's Office; and, interviews for LTA II in Circulation/Reference were held today. There is one additional civil service position approved for hire.

Carl Lorber reported that there is a staff development workshop scheduled for Wednesday, December 10 on collections and services available in University Archives and Special Collections. Bob Hillman, Head of University Archives and Special Collections, will be the presenter.

#### Planning Issues

Carl Lorber reported that the library's extended hours start next week, from Sunday, December 7 through Thursday, December 11. The library will remain open from noon to 1:00 a.m. on Sunday, and from 8:00 a.m. to 1:00 a.m. Monday through Thursday, and on Saturday, December 13 the library will remain open from 9:00 a.m. to 9:00 p.m.

Carl Lorber also reported on the library hours during the holiday break. Besides the official holidays, the library will be closed to the public on Wednesday, December 24 and Wednesday, December 31. However, faculty wishing to utilize the library on those days may gain access by calling the Library Administration office.

Carl Lorber reported on the planning for the library exhibit cases during the months when the *Elizabeth I: Ruler and Legend* traveling exhibit will be displayed at Booth Library. The Board members were asked to share this information with their colleagues and to encourage faculty and student participation in the exhibit.

### Other

Carl Lorber reported that the Reference Department will once again offer an online chat service. Last year, Booth Library received a grant to utilize the LSSI chat service. This year, the library is testing a reference chat service that is available online at no cost to libraries.

Carl Lorber reported that wireless computer service is now available on the 4000 level of the library. Eventually the service will be made available throughout the building.

Carl Lorber announced that a film series is being planned for next semester. Similar to the format being currently offered, films will be shown on Tuesdays at 4:00 p.m. and repeated at 7:00 p.m.

Generally, the films will be documentaries. Attendance at the showings has increased partly because of faculty making the films a part of classroom assignments or offering extra credit.

Carl Lorber led a discussion on the “One Book/One Community” concept. Dean Lanham would like to have such a program ready for promotion in 2004 expecting to learn from the initial experience before the anticipated collaborative efforts in 2005 for the *Frankenstein: Penetrating the Secrets of Nature* exhibit. Dr. Stimac reported that the Faculty Senate has discussed this theme and is planning a faculty forum. He suggested someone from the library attend and possibly lead a break-out session. He mentioned a model in place in North Carolina whereby all incoming freshman have read a particular book prior to their arrival on campus. He suggested *Origin of Species* as a possible book that could be applied to science, history, religion, and other areas across the curriculum.

Discussion ensued about using the Freshman Foundation classes as a forum to present this idea. Dr. Hanlon will explore that suggestion with Bonnie Irwin, of the English department, who is also involved with the Foundation classes. If this venue is chosen, the program would not be limited to freshman but would be open to any student. Dr. Hanlon requested that the Board members solicit ideas from colleagues and bring those ideas to the next meeting in the spring. Titles of books and core people who would be interested in being involved would be very helpful in making this concept a success.

## **V. Adjournment**

Meeting adjourned at 4:50 p.m.

Respectfully submitted by:  
Christine Derrickson, Recording Secretary