

The September 21, 1994 meeting minutes were approved with one correction. A clarification about the Government Documents moved to storage will be made in the minutes of the October 6, 1994 meeting.

UNIVERSITY LIBRARY COMMITTEE MINUTES
September 21, 1994

PRESENT:

Joanne Eustis, Library	Cal Ribbens, Arts and Sciences
Gerald Luttrell, Chair, Engineering	Mark Smith, Veterinary Medicine
Lori Marsh, Agriculture & Life Sci.	Peter Wallenstein, Faculty Senate
Anna Baker-Marshall, Human Resources	Daniela Verthelyi, GSA

GUESTS:

Don Kenney, Library	John Tombarge, Library
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ABSENT:

Darrell Clowes, Education	James Yardley, Business
James Smith, Forestry & Wildlife	Steve Zappone, SGA
Marie Wall, Architecture	Provost's Representative

The meeting was called to order at 4:05 p.m. The April 13, 1994 minutes were approved as submitted.

NEW BUSINESS

WELCOME TO NEW MEMBERS AND ORGANIZATIONAL BUSINESS
(G. Luttrell):

G. Luttrell distributed a list of those currently receiving the minutes online. Members were asked to review the list for the purpose of adding new names or removing the name of anyone no longer wanting to receive the minutes. The chair reminded members that they were responsible for having a replacement attend meetings in their absence. The meeting time was then discussed, and it was decided that the meeting time for this semester will be the second Thursday of the month from 4-5:00 p.m. (October 13, November 10, December 8). G. Luttrell will draft a letter of thanks to Ken McCleary for chairing the committee last year. Members were asked to submit agenda items to the secretary (myra@vtvm1.cc.vt.edu, x1-5595) at least two weeks before the meeting.

LIBRARY REPORT (J. Eustis):

The library construction projects announced at the April meeting were completed during the summer. A Document Delivery Center, consolidating Photocopy, ILL, and VTIC (Virginia Tech Information Center) is located on the first floor. The only part of the collection displaced was the Y4s (Government Documents Congressional Hearings), which have been moved to Cheds. On the second floor the library has a New Media Classroom and Production Laboratory, a multi-media space which we were required to build as a result of being chosen to participate in the New Media Center Project. The room was equipped by Media Services. A handout was distributed explaining the purpose of the new center and describing classroom access.

As announced at the April meeting, three librarians are currently in Albania as part of the grant secured by G. McDowell in Agricultural Engineering to work with the College of Agriculture in Tirana. The librarians are there for a three week period to assess the needs of the college's library.

Three people interviewed in May and June for the University

Librarian position. One candidate was invited back to campus, and was here week before last. We have not heard anything further.

The storage building should be completed in March. Darrell Clowes will represent the ULC on a committee which will determine what is to be moved to the facility from Newman and the policies governing its operation. The move will be an extremely complex operation and we hope to be allowed to begin the move after graduation in May and be out of Cheds by the end of July, in a phased move. The building will also house the University's Records Management.

There is now a Friends of the Virginia Tech Libraries organization and they will be hosting their first event on Saturday, September 24 at the DBHCC. The Friends had prepared brochures to solicit membership, but the Development Office felt that this mailing would cause confusion with the Capitol Campaign which is about to begin, therefore, the Friends mailing has been postponed. President Torgersen will present the Ut Prosim award to Josh Billings, who has donated a major collection of Civil War material to Special Collections.

STATISTICAL COMPARISON WITH PEER INSTITUTION LIBRARIES (D. Kenney):

D. Kenney presented an overview of the Association of Research Libraries (ARL) organization; what it is, its services to member libraries, the type of statistics collected from member libraries, and the resulting publications containing comparative data which are received by the member libraries. Copies of some of the overheads were distributed which illustrate comparative data among the 108 academic library members in ARL and further data comparing the 19 libraries which constitute membership in the regional Association of Southeastern Research Libraries (ASERL). Libraries in the latter group are, in many cases, more similar peer institutions in comparison with Virginia Tech. The ARL statistics document a decline in our overall ranking compared to all ARL libraries in a number of categories. However, they show that although we have dropped very significantly in all categories having to do with staffing, the drop has been much less precipitous in categories having to do with materials expenditures. That seems to show that the staff we have are operating very efficiently.

RESTRUCTURING AND THE COLLEGIATE LIBRARIAN/INFORMATION OFFICER PROGRAM (J. Eustis):

Insufficient time remained for discussion of the libraries' restructuring plan. J. Eustis focused on the Collegiate Librarian/Information Officer Program initiated this academic year. A brief summary statement of the program was distributed. There will be an article appearing in Spectrum soon. Four colleges are serving this year in a pilot program: Agriculture and Life Sciences, Arts and Sciences, Education, and Human Resources. A librarian is assigned for 30 hours a week in each of these colleges. The University Librarian negotiated with the Deans for office space and the library purchased the equipment and pays for the telecommunications and telephone lines. Support from the deans has been enthusiastic and colleges not presently involved have asked when they might expect to be included. The program promises to be a success; the challenge will be to deal with this success. It will be necessary to determine how we move more people out to the colleges and still maintain sufficient quality of services within the library.

The meeting was adjourned at 5:00 p.m.

REMINDER: THE NEXT MEETING WILL BE THURSDAY, OCTOBER 13, 1994.

These minutes were approved as submitted at the ULC Committee meeting on November 10, 1994

UNIVERSITY LIBRARY COMMITTEE MINUTES
October 13, 1994

PRESENT:

Jim Bishop, Business (for J.Yardley)	Mark Smith, Veterinary Medicine
Joanne Eustis, Library	Peter Wallenstein, Faculty Senate
Gerald Luttrell, Chair, Engineering	Daniela Verthelyi, GSA
Cal Ribbens, Arts and Sciences	

GUESTS:

Paul Metz, Library	Dana Sally, Library
Marilyn Norstedt, Library	

ABSENT:

Darrell Clowes, Education	James Yardley, Business
Lori Marsh, Agriculture	Steve Zappone, SGA
Anna Baker-Marshall, Human Resources	Forestry Representative
Marie Wall, Architecture	Provost's Representative

The meeting was called to order at 4:00 p.m. The September 21, 1994 minutes were approved with one correction requested. The Library Report section of the minutes stated that the only part of the Government Documents collection displaced by the first floor construction was the Y4s (Government Documents Congressional Hearings). In fact, the move displaced all documents in classes CS, ER, FE, FP, FS, FW, M, N, TC, and W, plus selected groups from other classifications.

G. Luttrell distributed the draft of a letter to K. McCleary, chair of ULC for 1993-94, and asked for comments or suggestions before it is sent.

NEW BUSINESS

LIBRARY REPORT (J. Eustis):

Negotiations continue with one of the candidates for the University Librarian position, and there is nothing new to report.

J. Eustis received a proposal from Ernest Sullivan, Diggs Professor of English, to locate a center for textual studies in the library. The proposal reads, in part, ". . . Faculty would use the Center location as a meeting place for exchanging information and learning about new hardware and software as well as new methodologies for handling and analyzing paper and electronic text in various academic disciplines. . . . The Center will make the expertise of participating faculty members in the handling and analysis of electronic and other texts available to librarians and library patrons. The center will also publicize (through scholarship) and make available to scholars and other users around the world library holding via the Internet. Further the scholarly activity and expertise of faculty using the center will certainly assist the library in development of its special collections and research materials, including the raising of money to purchase not only primary material necessary for the research at the Center, but also the Library collection generally." It is an interesting proposal, and J. Eustis intends to invite Dr. Sullivan to meet with other library personnel for a specific discussion about what the center would require in library resources and what would be transferred here.

Circulating the video collection is being considered. Presently circulation is limited to faculty and staff, and there is

sometimes a problem with late returns. The collection is used extensively for instructional purposes. J. Eustis said that if the collection were to be circulated, the library would probably institute a substantial fine (\$5-20) for materials not returned on time. This will be discussed with ULC if the library decides to proceed.

At the last meeting G. Luttrell asked for statistics about the number of retrievals from storage. In 1993-94, 14,012 moved from storage to the library. This represents a 12% increase over the year before.

UPDATE ON THE STORAGE FACILITY (P. Metz):

P. Metz distributed a handout on the 1994/95 budget estimates for the new storage facility, including both start-up and operating estimates. A 10-minute video about the Harvard University storage facility was shown. The video described the Harvard operating system, which is very similar to the planned operation of the Virginia Tech facility. It is apparent that compact storage of this type will not allow browsing and that only known items must be stored.

About 15% of the collection is currently stored at Cheds; these materials account for the 14,000 retrievals from storage mentioned above, which represent about 1% of the libraries' circulation. The library is near zero growth in terms of adding additional material to existing shelf space. Moreover, the library's study space is approximately 600 seats short according to formulae based on size of the student body. Therefore, preliminary planning suggests that what is moved to storage must not just offset growth, but actually create space. P. Metz is in charge of planning what is to be moved to storage. After the move from Cheds is completed, he would like to store something between 150,000-200,000 volumes from Newman as a project, and after the project is ended, begin storing to offset growth at a rate of about 50,000 volumes a year. The first few years will draw heavily from monographs, since storing periodicals accounts for only about 50% of growth, and periodicals already stored are uncomfortably recent. The University Libraries have not finalized guidelines for selection of material to be stored, but the planning process is underway. Darrell Clowes will represent the ULC on the committee which will plan and set policy for the facility.

UNSCHEDULED ITEM (D. Verthelyi):

The chair recognized D. Verthelyi, GSA, in order for her to distribute a memoranda listing three minor problems brought to her attention by fellow students. The library will prepare a response for inclusion on the November agenda.

REPORT ON THE ALBANIA PROJECT (M. Norstedt):

Three librarians have just returned from a trip to Albania; Buddy Litchfield, representing library automation, Linda Richardson representing collection development and user services, and M. Norstedt representing technical services. The Albania Project is under the jurisdiction of USAID, and the Virginia Tech component of the grant chiefly involves the College of Agriculture, the College of Business and the University Libraries. The Tech effort is aimed at the Agricultural University of Tirana, which is the only agricultural university in the country. The object of the project is to improve agricultural education with a specific emphasis on agricultural economics, economics, agri-business, and

various aspects of business. For the Virginia Tech librarians this was an assessment visit to the AUT library to meet the staff, learn the processes and procedures, evaluate the collection and its use, and examine automation possibilities. Their report will contain both short-and long-term recommendations for library development. The director of the AUT library and one of her staff members will come to this library, probably in February, for two to three months. They will work in every department of the library and study all of this library's processes. Visits to the National Agricultural Library, and perhaps some others as well, are also planned.

The meeting was adjourned at 5:00 p.m. The next meeting will be on November 10, 1994.

These minutes were approved as submitted at the ULC meeting on January 19, 1995.

UNIVERSITY LIBRARY COMMITTEE MINUTES
November 10, 1994

PRESENT:

Larry Alexander, Business (for Yardley)
Anna Marshall-Baker, Human Resources
Dave Beagle, (for A.Haney, Grad.Studies)
Cal Ribbens, Arts and Sciences
Joanne Eustis, Library
Mark Smith, Veterinary Medicine
Richard Helm, Forestry
Daniela Verthelyi, GSA
Gerald Luttrell, Chair, Engineering
Steve Zappone, SGA
Lori Marsh, Agriculture & Life Sci.

ABSENT:

Darrell Clowes, Education
Marie Wall, Architecture
Anita Haney, Comm. on Graduate Studies
Peter Wallenstein, Faculty Senate
Provost's Representative
James Yardley, Business

The meeting was called to order at 4:00 p.m. The October 13, 1994 minutes were approved as submitted.

NEW BUSINESS

LIBRARY REPORT (J. Eustis):

There is no word on the University Librarian search.

An article in the November 6, "Current" section of the Roanoke Times discussed the master plan for the campus, and prominently mentioned the bridge over the mall as a reading room for the library. The University Architect's Office and a consulting firm developed the campus master plan as a concept for the future. At this time there is no funding for library construction and the library did not participate in the current planning. Two years ago Peter Karp, the University Architect, talked with J. Eustis about the library's space needs and a preliminary plan was developed which did not receive funding. That planning seems to have evolved into the library part of the master plan. Also in the interim, Congressman Rich Boucher has proposed a \$23 million telecommunications building for the campus, partly using federal funding, and that is apparently the building across the mall from the library at the other end of the bridge. If this part of the master plan is seriously considered for funding, there will be ample opportunity for the library to be part of the actual planning process. P. Karp has asked the library to arrange a general meeting when he will speak to the library staff about the master plan.

For the first time the library is a serious partner in the Capital Campaign process. The library will be one of the 15 case statements. J. Eustis was asked to make a list of library needs and the figure of \$3.5 million has been established as the library goal for the campaign.

The library is ready to begin testing transforming the reserve function to make it electronic. A Chemistry professor's notes (given by him for this purpose), will be used as a pilot project for electronic dissemination. There is no copyright problem with a professor's donated class notes. It was asked how this was not a violation of the honor code. The library believes that if notes are placed on reserve by a professor, rather than handing them out in class in paper form, then making them available electronically is a natural extension.

Vice President Ridenour sent a memo to departments asking about anticipated major budget items. J. Eustis met with Spencer Hall, head of facilities, who agreed that the library elevators are experiencing excessive breakdowns. The library will request funds for replacement.

GSA CONCERNS (J. Eustis):

At the last meeting, Daniela Verthelyi, GSA representative, presented a list of three concerns brought to her by students. The first was for tables to be located near the photocopy machines for sorting copies. The library has moved tables to the area and students keep moving them away to use as study tables. We will continue to check and return them to the photocopy area. The second item asked for a drop-off box at Interlibrary Loan, and that has been done. The third item was about the breakdown of photocopy machines. This is more complex. The person in charge has responded that for the most part it has to do with worn out and failing card reading and dispensing equipment. Card readers sent out for repair take a minimum of a week before return. The goal is to upgrade all card readers to the same model, and replace about half of the equipment as early as January 1995. However, this is a costly project and the funding for the remainder will not be approved until July 1995. Photocopy is an auxiliary, which means that it operates on a cost recovery basis.

D. Verthelyi responded that students seem pleased with library changes, especially the new location for ILL and Photocopy. She brought up the additional concern of the cost of overdue fines; the most general complaint being that overdue notices are received almost a month after the due date, by which time the fine has grown very large. Students asked that the system produce notices 15 days in advance of the due date.

This idea was discussed last year in ULC. To do this a notice would have to be mailed for every book, generating such an extra burden in work load and cost that it is not possible. Ms. Verthelyi, having anticipated that response, had asked the students if they would be willing to pay a fee for this service. J. Eustis asked if the students were aware of their ability to obtain a PIN number from the library so that they could check their own records by computer. At next month's meeting, an explanation of PIN numbers and instructions for obtaining one will be distributed. Ms. Verthelyi volunteered to place these in the graduate student newsletter. If this does not provide a sufficient solution to the problem, Ms. Eustis asked that the Graduate Student Assembly write a proposal to which the library could respond. J. Eustis explained that a complicating factor is the university's system for

maintaining address files. Students need to register address changes with the registrar's office, the library, and the graduate office. If, for instance, a change is made only at the library, then each semester when the university sends an address tape for loading on our system, the old address on the tape would erase our newer address; conversely, if the change is made only in the registrar's office, notices from the library would continue to go to the old address until the beginning of the next semester when the tape is received. This problem will be eliminated when the new administrative systems are online, however, that will not be for several years. At the next meeting the entire fine structure will be reviewed.

LIBRARY ORGANIZATION AND SERVICES (J. Eustis):

G. Luttrell asked for an overview of the library organizational structure and services for the benefit of new committee members. J. Eustis distributed a Functional Organization Chart and explained for the committee the work done by each of the libraries units or departments. The library has 143 FTE staff, and several hundred student workers and has a \$10 million budget.

The meeting was adjourned at 5:00 p.m. The next meeting will be on December 8, 1994.

THESE MINUTES WERE APPROVED AS SUBMITTED AT THE ULC COMMITTEE MEETING
ON MARCH 2, 1995.

UNIVERSITY LIBRARY COMMITTEE MINUTES
January 19, 1995

PRESENT:

Debbie Averhart, Library
Darrell Clowes, Education
Anita Haney, Comm. on Graduate Studies
Richard Helm, Forestry
Eileen Hitchingham, Library
Donald Kenney, Library
Gerald Luttrell, Chair, Engineering
Julie Petruska, Staff Senate
Cal Ribbens, Arts and Sciences
Peter Wallenstein, Faculty Senate
Daniela Verthelyi, GSA

ABSENT:

Provost's Representative
Lori Marsh, Agriculture & Life Sci.
Mark Smith, Veterinary Medicine
Marie Wall, Architecture
James Yardley, Business
Steve Zappone, SGA

The meeting was called to order at 4:00 p.m. The November 10,
1994 minutes were approved as submitted.

G. Luttrell introduced Eileen Hitchingham to the members as the
new Dean of University Libraries. A new distribution list
providing members' e-mail addresses and phone numbers was handed
OUT. G. LUTTRELL REPORTED THAT RITA SCHWARTZ OF THE FACULTY
Senate had asked that the ULC appoint a member to be a
reporter/contact for her. In his capacity as representative for
Faculty Senate, Peter Wallenstein agreed to fulfill this role.
Following discussion, a decision was made to maintain the regular
meeting scheduled for ULC as the second Thursday of the month,
4:00 - 5:00 p.m.

NEW BUSINESS

LIBRARY REPORT (E. Hitchingham):

E. Hitchingham expressed that she was pleased to be here at
Virginia Tech, and pleased to find a lively and working
library committee which could serve as a communication
avenue and connection point for the reviewing of services.

LIBRARY FINES POLICY AND PROCEDURES (D. Kenney, D.
AVERHART):

D. Kenney addressed the concerns previously expressed about
overdue notice letters getting out much later than the due
dates, with the resulting fines accumulating to high levels.
Regarding a suggestion that the library do follow-up
mailings, he noted that that would be labor intensive and
very expensive. The library is suggesting that greater
efforts could be made to promote the use of the PIN number,
a mechanism which has been in place for two years which
allows patrons, via VTLS, to check the status of their own
check-out records and activity, thus allowing for greater
accountability. D. Kenney invited D. Averhart, interim head

of access services to further explain how to get a PIN number. D. Averhart distributed copies of a flyer explaining the use of the PIN number. These flyers could potentially be distributed at the beginning of each term in whatever packets are prepared for graduate students.

D. Verthelyi, GSA representative, noted that the other related concern on the part of graduate students was about faculty not having to pay any fines, thereby having huge stacks of books in their offices which become inaccessible even to recalls. She added that another problem was that students are not aware of the fines structure. D. Averhart explained that the VTLS system will automatically block check-out for faculty who reach 100 books and have not returned them.

G. Luttrell indicated that there was some question as to whether additional aspects of the fines policy had been added since the committee reviewed it some years back. He asked that existing policies be made available for complete review at a future meeting for further discussion and possible changes. A motion was made and seconded to table these issues until the next meeting.

GENERAL DISCUSSION

There was discussion about the status of the construction of the new storage facility. D. Kenney noted that the facility is scheduled for completion in March. Records Management, which is going to be sharing the building with the library, will be moving in shortly after completion. The library has been given a date of August 1 to be out of the current storage building (CHEDS). A great deal of coordinating needs to be done to get that collection moved. G. Luttrell asked if the budget problems have been resolved to get the necessary personnel to accomplish that. E. Hitchingham indicated that additional money is available to accomplish the move, but the library's concern is the long-term effect of the facility's operating costs on the budget.

P. Wallenstein raised an issue concerning the inability of faculty to add material to existing reserve lists in less than a two-day turnaround. D. Averhart explained that this is an area where the library is hard hit by staff shortages at the moment, but that whenever there is an indicated rush, efforts are made to do things immediately. She will look into how staff is communicating and responding to such requests.

G. Luttrell asked E. Hitchingham to offer, at a future time, some information as to any initiatives she may be planning as the new Dean of Libraries.

D. Verthelyi asked that a future agenda item address the timetable for the library during semester breaks. Her concern was that the current hours allow very little time for students/staff who have jobs from 9-5 to have access. D. Kenney explained that the design of this library facility does not allow for a skeleton staff as suggested for more extended hours. A lot of very valuable equipment has been moved out to the public and security issues are a real concern. Neither do we have lockable areas in order to allow restricted access. D. Kenney also noted that in comparison with studies of other institutions, Virginia Tech's hours are generous. It was agreed that this issue

could be examined at a future meeting, to look at the clientele who typically use the library during breaks, and to see if an offering of a different pattern of hours is possible.

The meeting was adjourned at 5:00 p.m. The next meeting will be on February 9, 1995.

THESE MINUTES WERE APPROVED AS SUBMITTED AT THE ULC MEETING ON 4/13/95.

UNIVERSITY LIBRARY COMMITTEE MINUTES
March 2, 1995

PRESENT:

Debbie Averhart, Library
Darrell Clowes, Education
Anita Haney, Comm. on Graduate Studies
Richard Helm, Forestry
Eileen Hitchingham, Library
Donald Kenney, Library
Gerald Luttrell, Chair, Engineering
Anna Marshall-Baker, Human Resources
Julie Petruska, Staff Senate
Peter Wallenstein, Faculty Senate
James Yardley, Business

ABSENT:

Provost's Representative
Lori Marsh, Agriculture & Life Sci.
Cal Ribbens, Arts and Sciences
Mark Smith, Veterinary Medicine
Marie Wall, Architecture
Daniela Verthelyi, GSA
SGA Representative

The meeting was called to order at 4:00 p.m. The January 19, 1995 minutes were approved as submitted.

NEW BUSINESS

LIBRARY REPORT (E. Hitchingham):

E. Hitchingham announced that a vacancy has been created with the departure of Stephen Zietz, head of Special Collections. This is being pursued through the hiring exemption process.

E. Hitchingham reported that the move to the new remote storage facility is going to be an enormous undertaking for the library over the next several months. It will involve a great number of staff, with possible changes in the services that will be provided in Newman while this is going on. There are a number of questions to be addressed involving what to store now and in the future. She invited the committee to visit the facility; there was interest in planning this for the second half of next month's meeting.

LIBRARY OPERATING HOURS (D. Kenney):

As requested by the committee, Donald Kenney brought the results of a survey of library hours over major break periods represented by Association of Research Libraries, the benchmark libraries for Virginia Tech, and the academic libraries in Virginia. He prefaced his presentation of the statistics with an explanation of a number of factors which had bearing on the comparisons. These included: a) the difficulty in selecting a standard timeframe from which to compare, given the variety of academic calendars and variability in holiday handling; 2) the ratios of how institutions allocate their resources (budgets) in relation to

materials versus salaries/wages for staffing hours; and the question as to whether the services offered during the open hours were partial or full (including such things as reference service, photocopy, computer labs, etc.)

Of note in these examinations was the fact that in ARL statistics, Virginia Tech is ranked 47th of the 108 libraries in materials expenditures, but 99th of the 108 libraries in terms of salaries expenditures. D. Kenney pointed out that this information helped to explain the tradeoffs that libraries are making in terms of their resources. The library hours data showed that Virginia Tech compared strongly regarding total operating hours during the regular semester, but on the low side for break hours. Given reluctance to reallocate materials budget resources to services, other possible approaches to increasing hours during breaks through more flexible scheduling may be considered.

Since D. Verthelyi, who had raised this issue on behalf of the GSA, was not present, D. Kenney indicated he would be willing to meet with GSA and present this background information. G. Luttrell asked that the committee be apprised of any resolutions.

LIBRARY BOOK RETURNS AND FINES POLICIES (D. Averhart):

In response to the graduate students' concerns about overdue notices, the library has made efforts to get the mailers out faster - three times a week as opposed to twice a week. Additionally, the library is exploring possibilities of sending out all circulation mail electronically, for immediate notification of overdue status. Students without e-mail addresses would still receive paper notices. In the interim, there are plans to send out letters instead of the mailers. The mailers are being replaced with letters as a cost-saving measure.

D. Averhart also presented a proposal by Virginia Chapman, Head of Media Services, on the circulation of the video collection. This would involve fines set at \$5/day regardless of patron class, with materials due back the following business day. Questions raised related to whether to fine faculty, whether checkout could extend for longer periods of time for certain classes of patron and whether the policy should be promulgated from the committee members. G. Luttrell asked that this issue be tabled for a future meeting, when V. Chapman could be present. The second agenda item would be visit to the storage facility, if time permits.

The meeting adjourned at 5:00 p.m. The next meeting will be on April 13, 1995.

These minutes were approved as corrected at the September 26, 1995, meeting of the University Library Committee.

UNIVERSITY LIBRARY COMMITTEE
MINUTES
April 13, 1995

PRESENT:

Virginia Chapman, Library
Darrell Clowes, Education
Richard Helm, Forestry
Eileen Hitchingham, Library
Don Kenney, Library
Lori Marsh, Agriculture & Life Science
Anna Marshall-Baker, Human Resources
Julie Petruska, Staff Senate
Cal Ribbens, Arts and Sciences
Peter Wallenstein, Faculty Senate
James Yardley, Business

ABSENT:

Anita Haney, Comm. on Grad. Studies
Gerald Luttrell, Chair, Engineering
Mark Smith, Veterinary Medicine
Marie Wall, Architecture
Daniela Verthelyi GSA

The meeting was called to order at 4:00 p.m. The March 2, 1995 minutes were approved as submitted.

NEW BUSINESS

Library Report (E. Hitchingham)

Like the rest of the university, the library is working within the constraints posed earlier this month by the Provost, reflecting a possible budget of 95%, 93% or 91% of current dollars. To do that next year, the library would be proposing primarily a materials cut up to \$1 million dollars to come out of the six million dollar materials budget.

The University Libraries currently spends far more proportionately on materials than on salaries and operations; the materials cut will bring the proportion back somewhat more into line with what other research libraries ultimately spend in salaries, wages, operations and materials. Furthermore, because the materials part of the budget keeps growing at 10%, even cuts from other parts of the budget would eventually not meet the need.

Also, it is not clear this year whether the almost one million dollar infusion from the state for materials expenditures is to be included in the base 94/95 budget. If this additional \$1 million is not going to be part of the base budget, instead of an 11.4 million dollar overall budget, at 10.5 million we're already a million down. If a million is then taken from that, and \$5 million is spent for materials, we're still spending around 52% of our budget for materials. The library can not go much higher and still be able to open the building, provide services such as reference, circulate materials, etc.

In order to get the widest input from every constituency across campus, there will be an article in the Spectrum and letters to faculty encouraging them to work with departmental representatives in suggesting titles for possible serials cancellation. The total suggested mix will be put up on a Gopher or Web page so that people

from all over campus can participate in the review. The time frame is tighter than a similar process in 1991, but there is a deadline of September for final decisions.

Circulation of Videos (V. Chapman)

Virginia Chapman, Head of the Media Center, distributed copies of a proposal to circulate videos. She explained that the Media Center is trying to maximize its support of academic endeavors by changing the circulation policies. The room currently equipped with 13 VCR's for students to come and watch videos will be relinquished to accommodate the new Center for Textual and Editorial Studies. Only eight of the VCR's can be shifted to the media center to allow viewing of reserve materials and for students without home equipment. Since this will not be enough equipment to allow adequate viewing for students, the current policy of allowing circulation of videos to faculty would be expanded to include students. The other academic endeavor that the center is trying to support is to allow faculty to schedule videos up to a year in advance for classroom use for a maximum of two weeks loan period. In order to get the videos back from the patrons on time to ensure that these videos can be used in classes, there will be a large fine for lateness. The new policy will go into effect early this summer following some time needed to advertise and put stickers on the boxes indicating fines.

Visit to New Remote Storage Facility

The first half of this meeting adjourned at 4:35 pm; the second half of the meeting involved a trip to the remote storage facility for a tour.