Collection Development Committee
Meeting Summary
July 22, 2003

Present: A. Bregman, T. Cole, K. Fischer, C. Ingold, L. German, W. Shelburne, J. Zumalt, T. Teper, M. Mallory, D. Ward, L. Miller, L. Romero, J. Block, K. Clark, K. Schmidt; Rod Allen, Bruce Wicks, guests

Karen welcomed Jane Block as a new member of CDC. She comes on officially in August, and was attending a month early for Mary Stuart. Rod Allen (Library Business Office) and Bruce Wicks (Senate Committee on the Library) were welcomed.

1. Update on Elsevier discussions: Karen provided an update on the selection of print titles among the campuses and described the contract specifics. We will cancel all but one print copy to share among the 3 campuses, with electronic access to all titles that we collectively subscribe to. This change allows us some budgetary flexibility and provides access to many more journals than we have previously been able to access on a regular basis. August 1 is the target date to send a single list of titles to Elsevier, although negotiation over which campus holds the print will continue past that date.

2. Budget discussion: the main focus of the meeting was a discussion of the FY03 and FY04 budgets. We discussed regular end-of-year procedures, the constraints on the FY04 budget, and ways in which we can manage our resources carefully in the coming year. With no price increase money and $300,000 being taken for one-time operational expenses, the collections money has basically no flexibility. Several factors play into how the collections money spends out. Credit card purchases mean almost immediate expenditure. More real-time information about subject funds allow subject librarians to track budgets more closely and later into the fiscal year.

We talked about setting a limit on expenditures that is less than 100% until we are 2/3 or more into the fiscal year. After thorough discussion, this idea was rejected. Lisa described how she is calculating serial allocations for FY04, and suggested that ordering can be shut down earlier in the fiscal year.

We agreed that it is important to continue to remind our colleagues to be cautious about spending in FY04. Lisa will suggest an earlier order-stop date and Karen will then update the collections calendar. At the September meeting, we will begin our discussions of reallocation for the FY05 budget year, in accord with our agreement with the University Librarian and the Senate Committee on the Library. We will plan a two hour session for that meeting, spend some time reviewing what we have done in the past and begin to think about FY05 procedures.
3. Preservation update: Tom Teper reviewed the work of the Preservation Subcommittee, noting that the group is beginning to work on identifying granting opportunities and ways in which we can take advantage of available outside funding for collection preservation. The subcommittee will work with Beth Sandore in September and October to build a process.

Tom also handed out the document *Preservation Processing Policy for Gifts and Newly Acquired Older Materials*. We agreed that CDC representatives will take this to divisions, with comments back to Tom. We assume the document is approved, unless Tom indicates to us that substantive issues have been raised.

4. Electronic Resources update: Wendy Shelburne gave a briefing on the first Electronic Resources Work Group meeting. She also summarized work to date on TD Net and we discussed briefly the TD Net implementation group that is forming.

5. Karen thanked Cindy Ingold and Joe Zumalt for their service as interns on CDC for the last year. The CDC thanked Larry Miller for his many years of service on CDC; Cindy Ingold will be returning to the CDC as the representative from Area Studies Division. Karen will be inviting two new interns to CDC shortly and will get the new roster out to everyone of the AY04 membership.

Next meeting: August 26, 2:00-3:30, 428 Library