
1. FY04 & FY05 budgets - The FY04 budget is finished and will be loaded into Voyager soon. The budget will also be linked on the Collections web page. Lisa noted that budgets for exchanges and postage are insufficient for FY04 and she, Rod and Karen will be working to figure out how to address these unavoidable budget needs. Exchanges are down to about 600 titles handled through the Acquisitions unit. Karen observed that some significant shifts in serials to monograph dollars seem to be occurring and she will be reporting to CDC on this in the near future. CDC discussions on planning for the FY05 budget and reallocation will start with our September meeting, scheduled for two hours instead of 1.5. Karen will provide background information on the budget process and issues related to reallocation.

2. Approval plans – Lisa listed 6 initiatives that Acquisitions is heavily involved in for the coming year: cancellations (some $800,000 this year); revending of periodicals to Ebsco; revending of firm orders and standing orders to Blackwell’s; Voyager implementation; moving III check-in to Voyager; and implementation of PromptCat. In the midst of this, she is working with a group of subject librarians to refine the approval profiles. We do not have enough money to cover approval plans with our present profile, and the group will be looking at issues of content and parameters. The current limit on sending a book is $500, after which a form is sent. At present the approval plan pays for selected forms in this higher price range. This may not be possible in the future.

Lisa also reported that one change is taking place with the university press plan, the Paperback Preferred agreement. When paperback and hardback copies are issued simultaneously (defined as within a 6 week period) the paperback will be selected for us and will be bound first before it comes to us. Potential savings is estimated at an average of $40 per volume. This plan will likely include the publisher-based plan in the future.

We discussed the Elsevier cancellations. It was suggested that a full list of Elsevier cancelled titles, as well as all titles we now have in our contract, be placed on the Library Gateway, along with the informational letter regarding our new arrangement. Karen will work on getting this done in the next few days.
3. E-Resource update – Wendy Shelburne reported that the TDNet Implementation Group met for the first time, and that the ERWG will have its second meeting this week. She described our work in trouble-shooting the ingenta links. The Springer web site was revamped and for awhile we had access to everything. Now Springer is turning items off, including some for which we have a license. Wendy is inviting Ovid representatives to visit in the fall semester for an open forum. We access Ovid products in several different ways and there are many difficulties in working with access issues. We hope that having a sales representative and a technical person together here will help us manage these products more effectively. The er14 review will occur in the next few weeks; schedules during August precluded this review beginning before now.

We discussed handling of offers that we receive that are clearly of interest to a wide group of librarians. Dekker, Academic Search Premier and others have come to our attention very recently. Karen asked what role CDC would like to play in these reviews. We agreed that these will be sent out to the subject librarians as usual, with discussion occurring as needed in CDC.

Wendy also noted that she is beginning to receive notifications of subscriptions where electronic access will no longer be free in 2004. She will be sending these out to librarians as they arrive.

Preservation update –

Administrative Issues

- ARL Statistics – Now that everyone’s Annual Report statistics have been gathered for ARL reporting, it’s time to start thinking about ARL Preservation Statistics. A questionnaire will be coming out in the next couple months asking for data about your unit’s preservation activities.

Binding

- Decision-making – The Binding staff are taking some more direct decisions about the type of binding structure that our monographs receive. In this case, this means decisions about the actual method of leaf attachment, not the appearance of the case. The result should be a more durable binding.

- Security Stripping and Marking – Due to what was promised to be fairly significant student wage cut, Preservation contracted with our Bindery to begin inserting tattle-tape anti-theft strips into our volumes for us. This is costing the Library about $1,800 annually ($0.05/strip * 36,000 items). The Bindery strips every item. If UIUC only stripped ½ of the pieces sent out in the past, the student wages alone cost the Library about $1,754.99 annually in operating monies. This arrangement began in July.
Bar-Coding – Although Preservation suffered a student wage cut, it was less severe than anticipated. Consequently, we will utilize some of the time saved by outsourcing our security-stripping and allocate that to bar-coding commercially bound monographs – an activity abandoned during the GAP phase of the Voyager transition. Although Preservation cannot promise to get through every bound monograph until we are in full production, we will make an effort. Look for this to start in late September or early October. An announcement will be made.

Enclosures – The Bindery began producing a number of new enclosures. While most of the enclosures generally seen throughout the Library are produced in-house, we do secure a significant number from the Bindery. The biggest change will be seen in the Rare Book Room, where a process is being implemented to procure stabilizing enclosures for items as they are used. However, you may end up seeing some of these new products throughout the Library.

Brittle Books & Reformatting

Brittle Books – Brittle Books is moving toward the end of its first two-month period for materials waiting a collection manager’s review. This means is that Karen Schmidt and Tom Teper scheduled a day to start going through the un-reviewed materials and will begin making decisions. As described in the Brittle Books Replacement and Reformatting Policy, the most cost-effective option will be the most likely decision. This generally translates into stabilization and transfer to Oak St. Central Circulation and Bookstacks have already approved this transfer.

Microfilm Center – The Microfilm Center is slated to close in March 2004 as the Chemistry department is renovating that space within Noyes for their own use. Presently, we anticipate contracting for the storage and duplication of negatives at Preservation Resources. Filming activities will be similarly contracted on a project basis. More news will be forthcoming as the situation develops.

Conservation and Book Repair

The Conservation Department lost almost every student with the latest round of graduation. Consequently, expect to see slightly longer turn-around times for the next month or so. However, some internal reorganizations of student labor and workflows will be implemented at this time that should work to off-set this present delay and improve turn-around further in the future.

Disaster and Emergency Response

Look for the Employee Emergency Procedures (EEP) in the mail. It should arrive in the next two weeks.
Oak Street Preparation

- The Oak Street Preparation students have relocated from the Conservation Lab (44 Main Library) to the same room that Binding occupies (Main Library 7A). This new space will permit them to better integrate their workflow with Central Circulation and Bookstacks and will give them dedicated operating space.

4. Mentoring program – Karen asked Tom to describe the program that the Preservation Committee has been discussing as a regular way to reach new librarians. The Preservation Committee is working on a short program that will introduce the major programs in preservation at the Library. A collections component could easily be added. We agreed that this is a desirable project and Karen volunteered to work with Tom, Cindy Ingold and Lisa Romero on this. Cindy also noted that there is quite a bit of information about acquisitions and collections available, but that it would be useful to pull it together in one place. She volunteered to work on this as part of this mentoring project.

5. Package deals – Karen asked for input on internal and external management of the package deals that we may discuss with UIS and UIC. Tim Cole noted that the reaction by our users to the Elsevier deal may be slow in coming, and that we should allow time to understand how these decisions are being received by our faculty and students. Karen reported that we will be putting notes on our check-in records for Elsevier to remind us that cancellation of these titles is tied to an agreement with the rest of the UI libraries. We will begin meeting on a quarterly basis with the UIC and UIS librarians, and Karen would like to have Urbana librarians who have collaborative initiatives to discuss to attend these meetings.

6. Other issues – Karen shared new brochures from CRL. She will send some of these out to all departmental libraries. She also reported on the Banner announcements of new courses. The announcements do not carry any information on required readings for new courses, and adding these is not in the immediate plan. The office handling these agreed to try to put the instructor of record as the first e-mail address. Karen will talk to Bob Burger and Lisa Hinchliffe about how we might make the best use of these announcements in terms of contacting instructors.

The next meeting is scheduled for September 23, 2:00-4:00, 428 Library.