Duplicate Gifts in Oak Street - Betsy Kruger came to discuss the possible need for a collection policy regarding the addition of duplicate gifts to Oak Street, noting that some locations are having gift duplicates cataloged specifically for Oak Street. We discussed our current policy on adding duplicates to our collection. In general, the policy does not encourage adding duplicates but does take into consideration the nature of the material and the importance of any particular artifact. After some discussion of the need for a gifts duplicate policy and other related policies, Karen asked that divisional representatives ask divisions for guidance on the following questions, for reporting back at our October meeting:

- what should the criteria be for sending items to Oak Street?
- should we add duplicate gifts to Oak Street?
- how does a librarian choose between sending items to the Book stacks or to Oak Street from a departmental library?

Tina, JoAnn and Karen will look at existing policies in other high-density facilities and come up with a sample policy for our October meeting.

We also discussed what the Book stacks collection policy is, and acknowledged that this location has different meaning to different disciplines and libraries. This raised the question of approval plan books that duplicate book orders. Lynn noted that she is working with Blackwell on this and other issues. She reported that one of her goals while she is working in Acquisitions is to host some discussion sessions on issues related to Acquisitions.

Welcome and Introductions – The Committee members introduced themselves. Karen shared a copy of the charge to the committee and we discussed the kinds of issues that come before us, including the budget.

FY06 budget – Karen reviewed the programmatic elements that went into the distribution of the FY06 budget. She asked for advice on a process to distribute the new funds that are available to e-resources and interdisciplinary materials. We agreed that Karen will put out a call for 5 people to serve on a selection team, and we reiterated the importance of spending the money on interdisciplinary collaborations and partnerships. This small group will come up with a time line and guidelines for spending the money. Karen will also ask librarians to identify e-resource items that are on subject funds that might be candidates for moving to er14. There is not likely to be funding this fiscal year for this, but an inventory will help us understand the need for this kind of fund transfer to occur.

Preservation update – Tom Teper was not available to meet, but sent the following report in absentia:
**Binding**  The first phase of Voyager Bindery Preparations training is scheduled. At this session, we will be training nineteen individuals from fifteen libraries (bringing the total trained to 18). This Voyager module permits prep staff to create an item record at the time an item is prepared for binding. This record will indicate the item's status is "At Bindery" and permit the printing of a binding ticket (no more yellow streamers). It will only work for serials that are going through the check-in process, but it is a start at streamlining some processing and providing our patrons with more up-to-date information. **Conservation Unit** Generally, the conservation unit is keeping pace with the repair work that is coming down. They are in the process of training two new GAs and five new student employees, which is slowing production a bit. The more severe area in which they are experiencing some back-up in the pamphlet binding area due to a prolonged staff illness. **Conservation Lab** Work on finalizing the drawings and plans continues apace. We are still hoping for an opening in the spring semester. Most of the equipment has been ordered, and much of it has already been received. **Disaster Planning** Copies of the disaster plan are done and will be distributed to unit heads in the not-to-distant future. Members of the library's disaster response group were trained a couple months ago, and ongoing training sessions for more members of the library community will be forthcoming. More copies of the *Employee Emergency Procedures* flip-book were ordered. Copies will be sent by Library Human Resources to all hires added within the last six months and included in the start-up packages of new hires from this point on. **Reformatting and Brittle Books** The first several sets of film produced through the CIC-8 grant have been returned to the Library. Brittle books processing continues apace. The unit has been talking with several new vendors that can provide both print and digital reformatting options, but these discussions are still in the early stages.

**E-resources update** – Wendy reported on our University of Illinois preliminary discussions with Elsevier. We are looking at a possible multi-year contract with a deeper discount in content fees. The University Librarians will be pursuing the next stage of the negotiation, and will be including print archives. Wendy is also working with our Wiley e-only subscriptions to be sure we get this all vended through Ebsco. She noted that Wiley had purchased about 6 titles from other publishers recently, and she will be in touch with the subject librarians regarding these.

**Acquisitions update** – Lynn reported that the first Voyager reports are out. She will be planning visits to divisions as part of her learning about Acquisitions. Ebsco had reported on a number of titles that had delayed prior year publishing. These were now coming out and this meant that some funds would have to absorb a double cost this year. She and Karen decided that we will pay the prior year on collections reserve, and not either disadvantage the fund or skew the inflation costs. Funds with these titles will be alerted.

Next meeting: October 25, 2:00-3:00; Jo Kibbee will be joining us for a discussion on reference materials in the book stacks