Collection Development Committee
Meeting Summary
August 28, 2007


CDC (Tom & All)

Charge
Today’s CDC meeting was the first since the committee member change and because of this Tom reviewed the CDC’s charge so that all of the members are on the same page. A couple of key points are that the committee’s charge is quite broad and that the committee is an advisory body and not a decisionary body.

Principles
- Seek transparency when possible
- Success depends on the group
- Service to the greater good
- Respect the past and look to the future
- Support values of our profession and University
- Recognize scrupulousness about spending will be key to our success
- Decisions must be made
- No one will die from any decisions made by this group

Goals for FY08
- Collection management mindset
  - “collections” is a cradle to the grave issue
- Mentoring needs
  - Collections handbook—documentation
- Priorities
  - Examples: Big Ticket Priorities & Allocation Priorities
- Acquisitions
  - Approval Plan
  - Review
    - cost controls
    - anticipation of new RFP
- Fund Review
  - Examples: IND8 and IND9

Ground Rules for Meetings
- Arrive on time
- No “tastes great, less filling” discussions/arguments
- Remember Library with a capital ‘L’
• Remember the Strategic Plan and campus…
• Be nice
• Stay on topic
• Leave on time

Budget Update-FY08 Review (Tom & all)
The allocation amount given to the library for FY08 is $595,000 in new permanent money, which was an increase from FY07’s budget.

Oak Street Selection Principles (Tom & all)
At a previous CDC meeting we discussed Oak Street selection principles. At the conclusion of that discussion, Tom agreed to pull together all of the information into one cohesive document, which the draft of this document was sent out electronically as an attachment along with today’s agenda. At today’s meeting, the CDC made further suggestions for content that should be included in the document.

Some of the suggestions included:

• Reiterating that there are now 2 places to send materials—OSF and Stacks. Also, it is important to clarify the distinctions as to what materials should be sent where.
• Changing the language of the term subject specialist to collection manager.
• Adding a manifesto. Emphasize that this is a living document and that it is an ongoing, evolving process.
• Emphasize the cycle of:
  • 1 item into Stacks
  • 1 item out to OSF
• Make a statement about the importance of continuing Oak Street’s fast response time in tact.

Tom will revise this document based upon suggestions of the committee and bring it back to the CDC for discussion at our next meeting.

Collection Managers’ Handbook (Tom & all)
https://wiki.cites.uiuc.edu/wiki/dashboard.action
The concept of the Collection Managers’ Handbook has been discussed for a while now, with its purpose being to document some of the basic procedures and practices for collection managers. In addition, CITES has been looking to create a campus wiki service and the library’s collection managers’ handbook concept is an appropriate pilot program for the service. Currently, all library faculty have accounts in this wiki—all you need is your net ID and password. If you are interested in contributing and adding to this from your respective divisions, areas then please contact Tom. At the suggestion of Sarah Shreeves a ‘best practices for wikis’ will be added to give contributors some guidance.
Requesting Assistance on… (Tom & all)

**IND8 and IND9 Fund Review**

These two funds are in need to be reviewed for both potential cancellations and in order to identify if any of the titles have been misplaced on either of these funds. At today’s meeting an IND8 and IND9 Fund Review Group was assembled and members include: John Wagstaff, Ann Robbins, Claudia Alcalá-Iñiguez, and Diane Schmidt. The current deadline for this review to be completed is slated as before the next fiscal year.

**Big Ticket Priorities List**

This item was skipped.

**Blackwell Approval Plan—FY08 (Lynn Wiley et al)**

Handouts given at meeting.

Lynn Wiley discussed changes that have been implemented to the way in which the approval plan is going to be run for FY08 in order to reduce costs. Currently our AP profile is set at US and UK titles preferred; however, there are some blocks included in there. University Press titles have been taken off of our profile as well. None are coming in except for Oxford and Cambridge titles because according to previous years we tend to keep a high rate of these. Previously, the approval plan had $500 caps and now the cap has been limited to $150 on trade books. The UK cap is now set at 50 pounds. Anything costing over these new cap prices will come in on forms. The forms can be used by any selector and still get the 20% discount. The reason for the switch to a greater amount of approval plan books coming in on forms is that there were very few returns last year and the approval plan in its current state simply cannot support itself.

Lynn proposed a filing system for the approval plan forms, which the CDC agreed to implement for the next four weeks. After that time, the process will be reviewed and suggestions taken into consideration.