Biology and Life Sciences Library Implementation Team Minutes
June 10, 2010

Attending: Pat Allen, Susan Avery, Fred Delcomyn, JoAnn Jacoby (minute-taker), Melissa Michael, Diane Schmidt, Jeff Schrader

1. Minutes of the May 11 meeting were approved

2. Review and discussion of working group preliminary recommendations

Collections: The Team reviewed and approved the criteria for determining the location of materials. Laskowski is running reports of current holdings and circulation history. Michael Norman is working on a report on overlap between ACES, Biology and Stacks (and OS?), as well as a list of serials with good back files.

The timeline and estimates of the number of materials to be transferred will be firmed up once these reports are reviewed, but the team decided that a good target date for the transfer and integration of materials into ACES is the summer of 2011, so this can be completed before the fall semester. Achieving this will depend on staffing (i.e., additional loss of staff beyond the anticipated VSP retirements will mean that the timeline and approach will need to be revised). The Team will recommend that a 25% grad hourly, who will begin work in ACES and assist in Biology as the collections transfer progresses, be funded July 2010-June 30, 2011.

Options for moving materials from Biology to ACES were discussed and Schrader suggested that we seek estimates from outside movers (Facilities staff will not have the capacity given other projects happening at that time, such as Google). The company that moved Chemistry and CPLA worked well.

Biology and ACES currently don’t have any requests for journal backfiles, but will continue to watch for new offerings that would allow for additional transfers to Oak Street. These should be prioritized for purchase.

Space: Schrader presented the space group report. This group has been discussing a proposal for a joint proposal from the Schools of Integrative Biology and Molecular and Cellular Biology to use the space for student services, should the recommendation to the Provost that it be re-assigned to them be accepted. The Team’s discussion focused on the implications for the Library’s planning process. Language will be added to the group’s draft report clarifying that the Library intends to vacate Burrill Hall by December 2011; however, the decision on the future reassignment of space can be made immediately which would allow the Schools to start the formal planning process. The space group’s recommendations include assigning a dedicated office/consulting space for use by the Library. Avery asked for clarification of when this would be available. Language will be
added to clarify that an office can be made available immediately after the Library vacates Burrill, which may be relocated once remodeling is completed. In either case, the office will be adjacent to student services and accessible from first floor corridor.

**Services:** Avery handed out a copy of the services group’s draft recommendations. This draft waits input from John MacMullen who has had a busy travel schedule. The recommendations address which services will be available in Burrill (librarian office hours, consultations, instruction), ACES (walk up reference, with the librarian participating), virtually (web portal and chat reference) and elsewhere (print reserves).

3. **Discussion of Timeline** – JoAnn will draft a timeline with some milestones and target dates discussed at the meeting that can be refined in subsequent discussions.

4. **Discussion of “plan for communicating the transition to the new service profile to campus and library constituents.”** The draft report will be shared with the School leadership and department heads. Milestones in the timeline should also be communicated to the departments on an ongoing basis by the librarians in ACES and Biology. The Biology Library will host a closing party, May 2011 was suggested as a good time to hold this event. The Team will continue discussing the communication plan as the timeline is finalized.

5. **Updates:** Avery spoke to Roxanne Frey in the Library Development office about the Biology Library endowments. These will follow the fund manager for Biology. Frey’s initial recommendation is that the reading room plaque be hung in the biology librarian’s office in Burrill, but she will investigate further.

6. **Action items:**

   Send revisions of the group reports to Avery by June 15 so she can compile and distribute the draft report for review.

7. **Next meetings:**

   June 23, 2010, 9-10, Library 428

   Additional meeting to review the final report will be scheduled the week of July 12.