Following the agenda distributed by Lisa last week, we began by going over the recommendations we have established so far. These recommendations, and our discussion points, included

a. The IHLC collection/materials need to remain intact and non-circulating
   i. We discussed the need to explain “the whys” behind this recommendation
   ii. Some items, even post-1923, can be digitized
   iii. But while it may be harder to justify recent books (late 20th early 21st century) being classed as non-circulating, there are service reasons for keeping the collection intact and non-circulating
   iv. The biggest argument is the intrinsic value of the research collection; it is comprehensive, pristine, complete; this is the “philosophical,” high level justification
   v. Other copies are available in CARLI
   vi. Even as we explain the justification for non-circulating, we need to articulate the importance of increasing access
   vii. We need to justify the status and purpose of this research collection as against other collections—Illinois State Library, Lincoln Library, Newberry. This could help us articulate the philosophical justification for IHLC’s special mission, and status as non-circulating collection.

b. We need to add to our list of recommendations the importance of staff member who will grow and develop the collection
   i. The IHLC collection cannot be static
   ii. We need to find out whether there are web-based resources that the IHLC should be in the business of preserving now

c. We recommend that the IHLC’s backlog of cataloging be made a priority
   i. Monograph collection is cataloged, but non-book collection is not up-to-date

d. IHLC needs to establish a relationship with library development that will establish strong support for IHLC collections
   i. The marketing of the unit can be enhanced
   ii. Development can help IHLC and vice-versa
   iii. We discussed finances
      1. IHLC has gifts amounting to a considerable amount of money to spend
      2. We should find out whether this money is earmarked for acquisitions, or could be used for staffing
e. Need to develop a web presence for IHLC that highlights its rich collections and expertise in service
   i. The website redesign and enhancement should include the possibility of creating print pamphlet and brochure suitable for marketing the unit offline
f. IHLC needs to engage in outreach to users (UIUC, CU, Illinois, out of state) and other UIUC library units
   i. This is a big one, as strong outreach is linked to the case for staffing the unit
   ii. Outreach can include public schools in CU, Mahomet
   iii. 2018 state bicentennial should be opportunity for important outreach, highlighting the research collection, invited speakers, etc.
g. IHLC non-print materials (particularly media) need to be reformatted or replaced with more modern formatted copies so that the content remains accessible to users
h. Unit needs to do regular assessment, to keep track of users
   i. Assessment needs to be a regular part of the unit’s life, collecting data, using it to improve service
   i. Security guidelines and infrastructure need to be established
      i. IHLC space limits the kind of security apparatus that can be used (gates are too big)
      ii. Perhaps a door with a lock could be employed to prevent theft of manuscripts
j. Non-book paper based materials should be digitized to the extent possible
   i. This includes metadata creation, which requires more staffing
k. We need to have a section in our report that discusses ideal relationships with other units—archives, rare books, etc.

2. We discussed the upcoming meeting with special collections department on April 30
   a. We will give them a list of things we have discussed as part of our recommendations
   b. We will try to ask for their advice on some of our issues, security, etc.
   c. We brainstormed about possible questions we might ask

Meeting adjourned at 11am.

Respectfully Submitted,

Bob Morrissey