

International and Area Studies Implementation Team

Meeting Minutes: October 27, 2009

Present: O'Brien (Chair), Barnes, Cuno, Escobar, Koenker, Orta, Rudasill, Song, Sroka, Sullivan, Teper, Wei

Absent: Jiang, Oyler, Randolph

1. **Minute taker:** Yoo-Seong Song

2. **Review of minutes and procedures for distribution**

- It was reminded that the minutes are not to be distributed to non-members before they are posted to the web site.
- Minutes from the three working groups will be distributed to all IAS members and then posted to the web site for the public.

3. **Reports from working groups**

a. **Collections and Space (reported by Marek Sroka)**

- i. The group discussed the need for the display of current periodicals in the new library. It is necessary to check how many current periodicals are online and determine optimal number of current periodicals to be displayed in the new space. The group will send out a message to centers and departments to gather their opinions on having current periodicals in the new space.
- ii. The collections/space working group discussed the need for adequate and separate reference collections for each area which may be located in one or different physical locations within IAS but should consist of distinct reference collections. The group discussed the possibility of its future evolution into one reference collection, but for now our understanding is that the collections will remain separate and distinct. The group also shared a common understanding that the new library space will not have too much circulating collections and will not house any backlogs of uncatalogued materials.
- iii. The group addressed the need for space for instruction, group work, and visiting scholars.
- iv. A concern was raised with regards to microfiche collections at the Slavic and East European Library. The library currently has an extensive collection of microfiche materials. But the library wants to move them to a place with adequate space to accommodate necessary equipment such as scanners, printers, and readers. It was discussed and agreed that all actively used area studies microforms should be housed in the new IAS space. The number of file cabinets that hold the collections needs to be reported to the Chair of the IAS Implementation Team before the next meeting. Also, Marek Sroka was asked to find out the state of microfilm/fiche collections at the Africana Library.

b. Services (reported by Lynne Rudasill)

- i. The team created a survey to investigate the current services offered by different libraries and evaluate opinions from faculty members on current and potential services.
- ii. The survey will be distributed to all IAS members for comments and then will be sent out to centers and departments.
- iii. The team toured the English and Asian Libraries.

c. Staffing (minutes submitted by Nancy O'Brien)

- i. Discussion of key topics included the current staffing in the units as identified in Appendix 4 of the March 2009 Planning Team Report <<http://www.library.illinois.edu/nsm/intstudies/planningteam/03132009report.html#appendix4>> Based on the final recommendations of the Budget Group, staffing in the Modern Languages & Linguistics Library was not considered as part of this staffing model. Clarification was provided about individual positions and their responsibilities in the Asian and Slavic libraries.

In discussions of staffing needs for public and users services it quickly became apparent that information from the Services Working Group and the Collections/Space Working Group is needed to proceed. Different staffing models will be affected by the location of service points in the physical location for IAS. H. Sullivan pointed out that Title VIII funded staff in Slavic had specific contractual assignments related to providing Slavic reference service. Any changes in those assignments would have to be negotiated with the agency.

In addition, H. Sullivan and J. Adamczyk's positions are identified as in-kind matching for the Title VIII funded positions, so changes in their assignment would also have to be taken into consideration. There was some discussion about whether all user services staff would be able to handle questions in a variety of languages and subject areas. It was suggested that the model commonly used elsewhere of referring more complex questions to the experts would generally address this issue.

The vacancy of the Latin American and Caribbean Librarian position was noted. Also noted was a recent call for position requests. It was recommended that a position request be submitted by the upcoming November 15 deadline in order to insure that this area was represented in the new IAS configuration.

Information about specific duties as currently undertaken by staff in each of the units is needed. A request for this information will be sent out for those units not currently represented on the Working Group. Also, this information should include sources of funding (e.g., Library funds, Title VI, Title VIII, support from another department, etc.)

Discussion of the role of technical services in IAS also occurred. The Budget Group's final directive is to have all IAS technical services operations (and staff) relocated to the relevant centralized unit (Acquisitions or CAM, Content Access Management). While there are some concerns about this model, the relocation of these services from the Slavic Library has worked reasonably well, with personnel moving between

the public service locations to technical service locations as needed to provide services.

An additional concern was expressed as to whether the space identified for IAS in 325 and 321 Main Library would be adequate for all staff positions.

ii. Group members requested the following information for future discussions:

- Results from the Library Staff Morale survey (linked under “Morale” on the Web page at <
<http://www.library.illinois.edu/committee/staffcom/accomplish.html>>)
- Time lines for requesting positions
- Source of contracts and funding for positions (to include all permanent and temporary positions)
- Current position descriptions

Nancy will request this information from the appropriate offices.

4. Communication between working groups

- a. The use of a blog and a wiki was suggested for sharing information among working groups, and for the purpose of archiving information, the option of using a blog will be explored.
- b. All members agreed that the best communication method was the face-to-face meeting like the bi-weekly IAS meeting, and the three conveners were encouraged to meet with one another often for sharing information.

5. Attendance at Nov. 24 meeting

This will be revisited at the Nov. 10 meeting.

6. Discussion of next steps

- a. The Chair asked members to inform their availability for the next semester, since this implementation team will continue to work to meet the deadline of March 2010.
- b. The Chair reminded the team that there is no specific allocated budget for the team; the team will have to make requests for funding with specific items.
- c. A question was raised concerning the pace of the progress for the team. The Chair stated that the team was on track in terms of time and progress to meet the deadline.
- d. The group agreed that it understands that the results of the IAS implementation team's work and that of the other library teams will be diverse and different.

7. Adjournment (4:40 pm)