

**International and Area Studies Implementation Team
Meeting Minutes: December 8, 2009**

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

Absent: Escobar, Oyler, Orta, Randolph, Song

1. **Minute taker:** Tom Teper
2. **Spring 2010 Meeting Dates and Times:** Based on availability, the Implementation Team will continue to meet on Tuesdays from 3:30-5pm. The first meeting will be set for January 12. Subsequent meetings will be based on availability of the most people. (Dates were later set as: January 12, January 19, February 2, February 16, March 2, March 9).

3. Working Group Reports:

Services Working Group Report

Survey Responses

- Reference is predominantly provided by phone, in person, or email. It appears that about 70% of the faculty respondents do consult the libraries once per month.
- Substantive textual responses to open ended questions about reference services, highlighting need of subject specialists and core reference collections.
- Expand Hours: No opinion (57%); No (13%)
- Instruction: Variety desired, but little new of revolutionary
- Collections: Request purchases, current awareness services, doc express, mail option
- Other Use: ILL/DD, exhibits, etc...
- Other Services Desired: More seminars, more resources in particular areas cited,
- Collection/Library Uses: High use of print reference resources and higher use of e-reference, use of work spaces/study spaces, etc.
- Use of data services (67%), digitizing services (20%), use of IR....
- Desired Support for Visiting Scholars: Access, Reference, Assistance with Library

The survey confirms the following: desire for area expertise and collections, desire for good physical and online services, desire for good work spaces.

Collections and Space Working Group Report

Impressions of the site visits to Asian and English Libraries

Impressed by how much space there actually is for collections and users. There seems to be more concern about space for offices, etc. The surprise for the teaching faculty that visited was that there is more space than they thought.

There are concerns that because one of the libraries is already in the designated location there may be a tendency for the unit in place to think that it will remain in place.

So, how would we address this if the group decides to go in that direction? This is a significant challenge. There is concern in the Asian Library that the consolidation and proposed closure of the back-door access to the Stacks would not allow adequate support for the reference/user needs of the Asian collection's users.

Is this a change that needs to be made? If so, Asian will need to rethink its reference collection needs, etc., in the same way that other units/operations in this program are as well.

Some concern about the issue of Global/International Studies – will the collection be predominantly English language, will it concentrate on supporting specialized language needs, or both?

The issue of collection development in the vernacular vs. English language was briefly discussed. There is a feeling among some of the teaching faculty that the collections that are included should not be limited to vernacular resources. This is about creating a threshold to the rest of the world. So, do we create both a general reference collection and specialized reference collections in the space?

Questions for Services Group:

- how much seating is needed?
- how much space is needed for Slavic Reference Services? Other reference activities? Do they need to be separate?
- microfilm/fiche readers?
- seminar room (seating for 15...?)
- group study space?

Collections Questions (Africana, Asian – inc. S. Asian and Middle East, Slavic, Latin American, Global Studies):

1. Periodicals – how many current titles (the current year) must be kept on display within your subject area?
2. Reference – can you estimate how many linear feet of shelving are necessary for you to create a reference collection adequate to serve the needs of your discipline?
3. Fiche – can you estimate how many linear feet of microfiche are in your collection?
4. Microfilm – can you estimate how many linear feet of microfilm are in your collection (i.e., not already in HPNL)?
5. Exhibits - Should we do more to improve the exhibit space in the hallway? What ideas to you have about improving that space?

Working Group on Staffing

Met with Michael Norman and Lynn Wiley about the transfer of technical services operations from units into technical services units. Desire for more lead time in terms of making the transfers in order to bring new tech services personnel into the culture of the existing units rather than making rapid transfers of personnel into new units.

There is some concern within the Asian Library about the ability to find someone to meet the needs of the Asian Acquisitions, and there is an acknowledgement that this is a concern on the part of the Acquisitions Unit.

Other Topics

Services for government information – should the unit develop services in conjunction with RRGIS that help provide services for international government resources.

4. Process for Developing Final Report

There are a few items that we have not yet discussed.

Q: How do we consult with other communities on campus that fall under the umbrella of International Programs and Services? A: This is the responsibility of the Services WG.

Q: How do we improve communication outside the Library? A: We need to develop a progress report that updates the community about progress. Nancy will start pulling together some of this for a draft progress report.