Library International and Area Studies Implementation Team  
Meeting Minutes  
March 9, 2010  
3:30-5:00 p.m.  
428 Main Library

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

1. Assignment of minute taker: Yoo-Seong Song

2. Reports from Working Groups
   a) Collections Working Group: Will meet on March 10 and distribute a summary to the entire team.

   b) Services Working Group
      a. A total of 25 graduate students responded to the survey.
      b. The group will summarize and distribute the results.
      c. Rudasill commented that the group’s focus on new service categories does not mean that the current services will cease. The group will build new services on the existing services, and thus no current services will be lost.

   c) Staffing Working Group
      a. The group reviewed a job description for the new unit head and will send out a draft. The job description will eventually be added to the final report as an appendix.
      b. It was suggested that the need for the three librarian positions that are now, or soon will be, vacant (Japanese, Middle Eastern, and Latin American Studies) should be strengthened in the final report.
      c. The group noted that repairs and renovations to some existing spaces now used by the Asian Library staff need to be undertaken as part of the establishment of the IAS Library.

3. Discussion of the Draft Final Report
   a) Comments were made that the final draft did not adequately address rationale behind reallocation of some staff members to other units. The report needed clear explanations on the assignment of new titles and units (e.g., cataloging staff moving to Content Access Management).
   b) The report contained some library-specific jargon which needed be explained for non-library readers.
   c) There were concerns that new titles did not show any creativity or innovative approach as a result of the establishment of IAS. In response, it was suggested that the official titles would have to be discussed and decided by the Library Executive Committee, and the new Head of IAS would also have to draft detailed job descriptions.
   d) An appendix showing the changes of staffing assignment (i.e., “before and after”) would be helpful.
e) It was widely acknowledged that the report should bring a clear picture of what the new model would be like to the front of the report, so that the reader would easily see the goals of the IAS and how the new model would differ from the current model. Details then could follow this clear summary. Also, the report should address issues that might have resulted from misunderstandings or miscommunications on the creation of IAS.

f) The report should also demonstrate how the new IAS would bring benefits to its immediate, core customer group – faculty and students on campus – before addressing its potential to grow as a “regional hub” for international and area studies.

g) In response to a question on the need for collecting data on the new IAS, it was answered that the Library’s standard service evaluation method could be used to compare the new services with the previous ones.

h) The order of the report should be: Build Collections □ Build Services □ Build Community

i) A question was raised whether the IAS would cover the European Union Center (the EU Center had previously not mentioned in the process). It was agreed by everyone at the meeting that the IAS would include the EU Center, and the users of the EU Center should be informed.

j) With regards to Appendix 3 (linear footage), the need for further discussion was reiterated by several participants (e.g., balance of space among area studies, reference title selection, layout of titles).

k) It was noted that Appendix 3 offered a rough picture for the Library’s Facilities Office to estimate plausibility of different space layout scenarios and shelving arrangement. Thus, a specific and final decision on space utilization still needs more discussion.

l) It was suggested that the Working Group for space would discuss the need for study carrels in the IAS and make recommendations.

m) The current proposal recommends that the Library create office space on the fourth floor of the Main Library for 2-4 visiting scholars at any one time.

4. Comments to the Progress Report

a) The comments to the Progress Report would help determine what library services the current users value the most.

b) The Final Report should articulate clearly the fact that there would be no changes in terms of current area specialists and collections, especially for the Asian Library’s clientele.

c) Workspace (i.e., tables and chairs) and improved wireless access should be provided in the Stacks area where Asian collections are located.

Next Meeting: March 16, 4-5 pm at Library 225B.

The meeting adjourned at 4:55 pm.