Minutes – Collections and Space Working Group (IAS)
January 25, 2010

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Present: Diane Koenker, Marek Sroka, Tom Teper, Karen Wei
Absent: Anna Marie Escobar

1. Discussion of collections survey.

The group discussed collections of the new unit and decided that a survey is needed in order to develop a better idea of how the physical collections (and virtual needs) will impact the developing unit.

Tom Teper volunteered to develop the survey. Subsequently, the survey was sent out on February 8 to all area studies libraries and units as well as the Global Studies librarian asking the recipients to respond to the survey no later than March 1, 2010.

The final version of the survey is provided below.

Collections survey.

1. Periodicals -
   A. How many current titles (the current year) must be kept on display within your subject area?
   B. Does this figure include titles that have been long shelved in the Stacks that you would like to have displayed in the new IAS Library?
   C. If not, please provide the number of titles that fit that category as well.

2. Reference -
   A. Please estimate how many linear feet of shelving are necessary for you to create a reference collection adequate to serve the needs of your discipline.
   B. Are there reference titles (pre-1923) that can be/should be digitized locally to facilitate access to the content, enhance use, and reduce overall linear feet?
   C. Please provide a list of these titles and the number of volumes of each.

3. Fiche -
   A. Please provide an estimate of how many linear feet of microfiche are in the collections held by your library?

4. Microfilm -
   A. Please provide an estimate of how many linear feet of
microfilm are in the collections held by your library?
B. Are there any reasons that the microfilm collections that you hold can not be managed in HPNL with most of the Library's other microfilm?
C. Please elaborate.

5 Exhibits -
A. Should we do more to improve the exhibit space in the hallway?
B. Please provide any ideas that you have about what we need to do to improve that space?

6. Additional/New Collections Needs - The Library has earmarked some funding for one-time collections purchases to help with NSM projects.

A. Are there particular one-time purchases or expenditures for collections that the Library should make to help with the IAS creation. Purchases might include one-time expenditures from the Library for online reference tools, etc.... , or bridging monies for recurring resources (paid centrally in year one and picked up by subject funds in year two...).
B. Please provide titles and contact information for publishers of these resources.

Next meeting: February 25, 2010 (11:00-12:00) in 230B.