

IAS Implementation Team – Services Working Group

Notes – Thursday, October 22, 2009

Present: Shuyong Jiang, Elizabeth Oyler, Lynne Rudasill (Convener), Yoo-Seong Song

Absent: Kenneth Cuno, Andrew Orta, Helen Sullivan

1. Assignment of note taker – Rudasill indicated that she would take notes for this meeting.
2. Introductions
3. Meeting Schedule – The working group will try to meet at 11:00 on Fridays immediately after the meetings of the larger group. This should accommodate most of the members' schedules. The next meeting will be October 30 at 11:00 a.m. Rudasill will find a room and announce it as soon as possible.
4. What services are currently provided by the units in question?
5. What services need to be provided?

A survey of faculty in the related departments will be sent out to ascertain both the services they currently receive from the libraries and any ideas they have for future services. There will be more than ample space for comments by the respondents to include ideas for the future. A list of possible services was reviewed and added to for the purpose of this survey. Rudasill will prepare it using Survey Monkey and send a draft to the committee on Friday, October 23.

6. Conceptualizing service points.

Since the unit will occupy two separate areas, there was some discussion of what services might be provided in various areas. If, as is hoped, the hours of the unit can be expanded, that would provide at least two possibilities. Both sides of the unit (the current Asian Library – 325 and the current English Library - 321) would be open during the regular hours of 9-5. Access to the reference collection and periodicals would be in 321, along with a reference service point. The Asian Stacks would be available through 325. After five, reference services could still be provided in 321 with access to the collections and periodicals, but 325 would be closed to the public. Individuals could still access the Asian stacks through the main entrance on the second floor of the Library. In addition, if scholars/faculty had items they knew they might need during the weekend, they could have them held in a reserve area in 321.

7. The meeting adjourned after a brief tour of 321.