Sroka called the meeting to order and announced that the meeting originally scheduled for 22 March would be rescheduled for 25 March. This meeting’s focus would be gathering and addressing questions from affiliated faculty members regarding services and materials offered by the new LLL.

Minutes of previous meeting were reviewed and approved, with Jacoby agreeing to post content on the NSM site.

Green presented an overview of comments regarding staffing in the new library unit (see appended) and opened comments for discussion. Jacoby suggested that the adjective "part-time" (used to describe those individuals with responsibilities in more than one unit) be replaced with "split-time" to indicate that these individuals are, in fact, full-time employees who simply have expertise and duties in more than one area. All agreed.

Discussion turned to issues of space for research and consulting—the need for a dedicated workspace in which specialists would be able to offer support and consultation was articulated. Sroka stressed that such sites could not be shared desks, but that each specialist would require his/her own office space. When the question of how this would be handled for those with more than one appointment, suggestions were made that specialists with a home base in other libraries might be able to share a space and to use laptops rather than a shared desktop computer. This same desk/space could be used by graduate assistants during evening hours.

Sroka raised the issue (just announced at the time) of the call for a proposal for how to reduce personnel staffing by twenty percent. He stressed that the library would be expected to offer the same basic services, but perhaps with only one staff person. Various means for reducing the workload of the staff were discussed, including doing away with the new book service and ending mail option requests. The issue of the staff member’s role in collection development next arose, and all present discussed whether or not staff members played any significant role in selecting and ordering titles for the specific funds they oversaw.

All agreed that any proposal must clarify the responsibilities of the staff member(s) and to clearly lay out the levels of responsibility and support associated with this/these position(s).

Regarding the question of extended hours (a goal in the NSM/reorganization plan) Swann asked if the new unit would keep the same hours as the Reference Room. Would the new unit have long hours? All agreed that, given the present budget situation, this was
impossible to answer—that it was too early in the process to say. Sroka suggested that one way to facilitate staying open later hours and to save money would be to pool G.A.s from the various constituent units (i.e., EGX, MDX) to allow for greater coverage. The issue of reducing hours was discussed, as was the proposal to stay open later hours on Sunday night, given the general increase in traffic in the library as a whole.

Sroka then raised several pertinent questions:

What type of reference services will be offered in this new unit?

What are the base level services that need to be accounted for?

What type of instruction will take place here? How will library instruction be integrated into course work and vice-versa?

What collection-related issues will arise?

Jacoby demonstrated a new "Virtual New Books" service for Library and Information Science that allows for searching using fund codes and call number ranges to identify what books in specific subject areas across locations (e.g., Stacks, Grainger, etc.). The service is automated and also includes Table of Contents and covers, where available. Hynes noted that Modern Languages has set up these virtual new book shelves by language and subject.

The committee also discussed offering a "new books service" (placing new books on special shelves and marking these new titles for local circulation only). Jacoby noted that the Service Evaluation Team was doing a cost/benefit analysis of physical new books shelves. Physical new book shelves were a valued service in the user survey—they can allow libraries to spotlight new titles, as bookstores do with new releases, and as such, represents a good example of marketing intellectual content. Toney noted that since material for some areas go straight to the Stacks, a physical new book shelf would not represent the full range of subject areas, as could a virtual new book shelf that included all materials purchased by a fund or in a given call number range regardless of location.

Sroka asked by what means the new unit might provide outreach (e.g., by way of workshops? Exhibits?) and to what communities (e.g., undergrads? C-U community at large?) these services might be directed.

The logistics of packing and relocating the two constituent libraries into a new, single space was discussed. Jacoby suggested that the best time to undertake such a project would be during a break period, perhaps at the end of the summer. Sroka announced that Assistant Dean of Library for Facilities Jeffery Schrader would be invited to speak with the committee at a later date to discuss practical solutions for undertaking such an arduous task, since some basic structural remodeling would be required before any move could take place.
Solutions for weeding collections were discussed, including removing monographs that had not circulated in more than ten years and any serials that were permanently available via digital services. Various members raised questions regarding the financial and labor requirements for realizing this move, and all were addressed by Jacoby. The group agreed to work with other selectors in their areas and draft collections criteria for the Literatures and Languages Library before the next meeting.

The meeting closed with the understanding that many members would be absent for the 25 March meeting, but that teaching faculty committee members would, in fact, be in attendance, and that these members would then discuss their (and their colleagues’) needs and expectations for the new unit.