Present: Mary Beth Allen, Lynne Rudasill, Nancy O’Brien, Tom Teper

The focus of the group’s discussion was on continued development of criteria for inclusion of books in SSHEL. For example, there is agreement that books will be retained in the general SSHEL collection if they were published or circulated in the past ten years. Tom raised the issue of whether a “new books” shelf was needed, and it was confirmed that both AHS and ESSL have regular browsers of this area. Neither library maintains a separate Voyager location code or loan period for new books so no additional features in Voyager will be required.

Mary Beth mentioned that art in SSHEL needs to be considered. For example, AHS has two sculptures (one modern; one classic) and a painting of a former AHS College Dean. She suggested that these items could be returned to the College for placement in its space. The importance of exhibit space and cases was discussed, and everyone agreed that there was a need for it, and that the collections could provide ample material for rotating exhibits.

In discussing the criteria for transfer of books from Main Stacks to Oak Street, it was confirmed that books that have not circulated since 1990 should be transferred. Mary Beth will contact Cherie Weible about transferring AHS books that have not circulated between 1990 and 2005 to the Main Stack rather than Oak Street, in order to improve accessibility. This will make the collections being transferred from AHS and ESSL to SSHEL consistent in holdings.

Nancy indicated that she was in discussions with the children’s literature faculty about criteria for keeping S-Collection books in SSHEL. So far, responses favor keeping the last 15 years, and this is consistent with what staff observe in terms of circulation of books in this collection.

Nancy will recommend keeping the last ten years of the Curriculum Collection books in SSHEL. She also mentioned that transfers from both the Curriculum and School collections to the Oak Street facility are ongoing partly in order to evacuate current storage space needed for the Archives renovations. Because the S-Collection has four different call number schemes (fiction, non-fiction, biographies, and picture books) and the Curriculum Collection has three different schemes (textbooks, curriculum guides, and kit/non-print items) shelving space in the SSHEL facility will need to accommodate those arrangements.

The group needs to discuss developing documents for maintaining content for special collections such as the Mandeville and Brundage collections that are consistent with the donor agreements.
Tom suggested moving the cataloging backlogs from both libraries to a central location for processing by Technical Services staff as soon as possible. Combined there is a total of 72 lineal feet of backlog material, most of which will require original cataloging. Both libraries also receive gift collections and often find processing them in-house beneficial, depending on content. Staff space for processing material needs to be considered in the SSHEL facilities. Lynne confirmed that this is especially useful for departmental or faculty donations of material.

Tom suggested that he and Nancy begin compiling recommendations from the meeting summaries that can be used in developing the final report. They will start working on this before the holidays.

Tom also suggested that the space currently occupied by the S-Collection (Room 106) would be optimal for developing an instructional space for general library use. That room is accessible from the Main Library’s first floor corridor; it is ADA compliant; and it can hold an estimated 30 workstations plus instructor workstation. He also said that the adjacent space in the Curriculum Collection could be used to expand the instructional space since the wall between the two rooms is not load-bearing. Nancy expressed concern about using both rooms for instructional space, since SSHEL would require space for public equipment such as copiers, scanners, and microform collections, and the Curriculum Collection space would be ideal for that. She agreed that Room 106 is in the best location for another instructional space for the library.

Based on the progress made to date, and the need to hold discussions with the entire group, it was agreed to cancel the remaining meetings for the semester. Tom and Nancy will work on compiling recommendations made by the group and present those to the entire Implementation Team.

(Summary compiled by Nancy O’Brien)