Veterinary Medicine Library Service and Space Planning Team
Meeting Minutes
October 12, 2011


The team approved the minutes from our first meeting of September 28, 2011. The second meeting focused on services to Vet Med Library users. We began the meeting by reviewing the seven points that were listed in the first meeting minutes which came out of our September 28 discussion. After review, the team agreed that these seven points are agreed upon and will serve as a part of the basis for our final report.

Next the team focused on expanding the understanding of services at the Vet Med Library and specifically the role of the Vet Med Librarian in a changing physical environment. The following points were made:

1. Greg outlined the current role of the Vet Med Librarian, which includes three main service responsibilities:
   - **Reference**
     - Most reference work can take place virtually through email and/or chat, but some questions are better handled in person, especially when you need to show the patron how to work with materials on hand. Reference can also be vetted by a library staff member in the absence of the librarian and referred as needed. It has been a long time since Greg has had a request to help with literature review.
   - **Instruction**
     - Includes an orientation session at the beginning of the year
     - 2 regularly scheduled classes
     - Summer Research Group
     - Other ad hoc classes that have low attendance
     - Instruction can be scheduled as needed with the Librarian and is not subject to an ever-present librarian being on site.
   - **Collection Development**
     - This work is highly specialized
     - Includes human medicine and animal medicine
     - Working to gain access to the UIC medical collection would be very beneficial to the College; this may be a matter of licensing arrangements, but some effort needs to go into pursuing this possibility (again).
     - Not all major veterinary medicine journals are online yet, but should be coming soon, NSM or other funds will be needed to purchase needed backfiles when they are available.
2. Discussion concerning the staffing of the future Veterinary Medicine Library

- The Vet Med Librarian position is still very much needed due to services necessitated at the Vet Med Library and as required by AVMA accreditation.
  - Covering Veterinary Medicine subject specialist responsibilities is no longer a full-time responsibility, though there is some concern among the Vet Med faculty about diminishment of services if they are not served by a full-time librarian
  - The Vet Med Librarian position could be also cover another related subject specialty, such as Biomedicine. However, the primary focus of the Vet Med Librarian should continue to be veterinary sciences.
  - The Vet Med Librarian could share some reference duties at another life-science library location; the primary location however should be the Vet Med Library.
  - The closest affinity for veterinary medicine is human medicine; is there a way to strengthen the connection with the UIC Health Sciences Library? What is the connection intended between the new position of Biomedicine Librarian and Vet Med?

- Library staff will also continue to be needed, but a different configuration is recommended.
  - One full time staff member at the LOA level (the highest level of responsibility in the library staffing pool) is recommended.
  - Student wages needed to support evening and weekend openings are recommended until a time that the library can be closed off from study space and/or the majority of the collection is available online. (Note: Vet Med students are only available on evenings and weekends due to their class schedules and it is difficult to recruit students from elsewhere on campus due to distance from campus)
  - Access to staff from another, affiliated library (i.e. life sciences or physical sciences) is needed on a rotating basis for backing up the single staff member in this unit and providing coverage for absences and vacation. Other units with a similar model (such as the Chemistry Library) may be likely partners to share staff.

- Student wages will continue to be needed for a time, but perhaps not forever.
  - Student wages are currently used for staffing the unit during evenings and weekends.
  - The open hours of the unit could be changed by either moving to a physical layout that allows study space to be separated from library space
or making library materials available through self-check out technology after hours.

3. Three models for the future Vet Med Library have emerged so far in these discussions:

A. Maintain the current model but reduce the size of the Vet Med Library by 50% as requested by the College of Veterinary Medicine; a feasibility study for the space reduction is currently underway. Also currently underway is a reduction in collection size to approximately 10,000 – 15,000 volumes. One issue with this model is the lack of staff activities once current weeding and shifting projects are completed.

B. Model B again assumes a reduction of 50% of current space (agreed to by both the Library and the College of Veterinary Medicine); due to the changes in library use and library collections found throughout every library, Model B would reduce the staffing of the Vet Med Library to one LOA, reduce the size of the collection to a core of approximately 10,000-15,000 volumes, blend the duties of the Vet Med Librarian with those of an affiliated science discipline and/or utilize the expertise of the Vet Med Librarian to support reference and collection development in a related unit. This model supposes that the primary duties of the Vet Med Librarian continue to be Vet Med and that secondary responsibilities are supplemental to another unit, not primary to the Vet Med Librarian.

C. Model C goes a few steps farther than Model B. It assumes all the characteristics of Model B, but further reduces the Vet Med Librarian to 50%, effectively assigning 50% of the duties and responsibilities of the Vet Med Librarian to another related discipline. Staffing in Model C is, as in Model B, reduced to one LOA with a backup staff member from another unit rotating into the Vet Med Library as needed. Model C could anticipate closing of the unit during evenings and weekends due to study space becoming available through the remodeling and repurposing of library space, eliminating the need for student wages.

Action Items From Second Meeting (10/12/11):

- JoAnn Jacoby will work with Greg to determine what collection review documents he might need in order to effectively manage weeding and disposition of materials to begin to develop a core collection.

Action Items From First Meeting (9/28/11):
- Jon Foreman will review the COE guidelines with Dean Whiteley to determine if the team’s proposed plan meets accreditation regulations.
- Jon Foreman will ask Dean Whiteley about using the Dean’s Student Advisory Group as a sounding board for the team’s final proposal.
- JoAnn Jacoby will work with Michael Norman (Library CAM) to produce a more detailed spreadsheet showing Vet Med Library collection size and use.