Veterinary Medicine Library Service and Space Planning Team
Meeting Minutes
November 9, 2011


1. The team approved the minutes from the October 27, 2011 meeting.

2. The requirements for the proposed remodeled library space were discussed; the team agreed to move forward with a plan that reduces the library footprint to approximately 75% of current space (rather than the previously agreed-upon 50% reduction) based on a future that will be focused on e-collections and e-access. Later discussion led to letting the requirements determine the percentage of space needed, rather than setting a fixed percentage. Requirements include:
   - Seating in different formats (tables, carrels, comfortable) for 100-150 persons. (Note: this requirement is subject to space considerations and most seating will be located in adjacent space designed for study at tables, carrels and study rooms; therefore the entire 150 seats will not be located in the Library’s floor space percentage).
   - An office (hard sided) for the Librarian; with glass for easy viewing; this space could also serve as a conference room in the absence of the librarian.
   - Circulation desk/one circulation workstation
   - Desk for one Full Time Library Office Assistant with computer
   - Reserves shelving behind the desk for approximately 300 volumes
   - Shelving units for not more than 10,000 volumes
     - 25-100 serial titles (there are 25 print only titles, 75 print+online)
   - Wireless capability (already a part of this building)
   - Sufficient plugs for powering laptops, etc. (Half the number of seats? 75?)
   - Excellent lighting throughout
   - Isolate the collection space so it can be sectioned off from study space with possibly glass doors to maintain and open layout ambiance
   - Six public computer workstations
   - High through-put scanner

3. The service requirements for the library were also discussed. The proposed (some new, many current) services are:
   - Circulation, including picking up books sent from other locations
- Reserves
- Scanning capabilities
- Six computer workstations
- Web site presence and maintenance
- Reference (mostly virtual, i.e. email, chat) but also in person during office hours
- Librarian Office Hours
- Instruction including formal classroom and "teaching moments"
- Mediated searching and training in online tools including citation/bibliographic management
- Access to and help with data analysis tools; statistical software tools
- Collection Development (access to print and electronic collections)
- Librarian embedded in Rounds and or the Clinic (?)

4. The team discussed the Veterinary Librarian position in light of the Life Sciences Division’s (LSD) recent recommendation. The team agreed with LSD’s decision to request a full-time Vet Med Librarian with expanded subject collection and functional responsibilities at the Funk ACES Library. Additional collection subject responsibilities could include Animal Sciences and Food Sciences and Nutrition. This position’s functional role in Funk ACES has not been determined.

5. Time Line

Due to Fall Break Week and the Thanksgiving holiday, our November 23 meeting has been cancelled. Tina will have a draft report ready for review by the week of November 21. Email edits and comments on this draft will be solicited from the committee. By our December 7th meeting, we should have a fairly well-formed draft report ready to distribute to the Vet Med Library Committee, the Dean, and other interested parties. We are planning to meet our December 15 deadline for a final report submitted to the Library Executive Committee.

6. The meeting was adjourned at 4:10 p.m.

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Action Items from Fourth Meeting (11/9/11):

- Greg will work with the Life Sciences Division to draft a position description for the Veterinary Medicine Librarian before December 15, 2011.
- Greg will inform the Vet Med Library Committee about this team’s discussions and will provide them with the draft report when it becomes available in mid-November.

Action Items from Third Meeting (10/27/11):

- Greg will distribute facility numbers for the current Vet Med Library including numbers of seats/study space.
- Diane Schmidt (Biology Librarian) will be joining the Team at our November meeting and will be Acting Vet Med Librarian until June 30, 2011.

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.