

UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

University Library
Office of Collections and Technical Services
246 Main Library; MC-522
1408 West Gregory Drive
Urbana, Illinois 61801



To: John Wilkin

From: Tom Teper, on behalf of the Reproduction and Use Review Group

Subject: Revised Guidelines and Fees for Reproduction Services

Date: Feb. 12, 2016

As you know, you tasked a Reproduction and Use Review Group, under my charge, to review the University Library's reproduction and use process with the aim of accomplishing the following goals:

- Establishing a single set of policies/guidelines for all units engaged in fulfilling reproduction requests,
- Establishing a single schedule of prices for services,
- Make recommendations on managing funds in a manner that will benefit the Library as a whole, and
- Provide recommendations to Administrative Council for the May 2015 meeting.

Although we have missed the final goal, we believe that you will find attached responses to the first two elements of our charge and, in after the conclusion of this memo, recommendations for how to move forward on managing the funds. We have also taken the liberty in our discussions to make two additional recommendations for the University Library to pursue/implement in the next year.

Our process involved significant face time among our group and culminated in a meeting with key personnel in both the Rare Book & Manuscript Library and the University Archives. During that time, we listened to concerns that they had about the recommended course of action and made adjustments to our recommendations as we deemed appropriate to meet both the charge we were given and the best long-term interests of the University Library.

Respectfully submitted,

Thomas Teper, William Maher, Dennis Sears, Jennifer Teper, and Angela Waarala

Recommendations:

Management of Income Funds from Reproduction Services

The working group's members recommend that the University Library implement a model used elsewhere in the Library with one parent account for overall management and individual program codes that earmark/route funds to appropriate for units. In this case, we recommend that the account number reside under the management of Preservation Services with individual program codes being created for Preservation Services, the Rare Book & Manuscript Library, the Sousa Archives and Center for American Music, and the University Archives. These funds will be used by the individual units to recoup costs for services rendered, and if balances accumulate annually, they may be used collectively to fund equipment replacements, upgrades, or other collection and service needs after consultation/agreement between the three administrative unit heads. The goal should be to implement a new mechanism for fund management in advance of FY17.

Technology Improvements

The working group's members recommend that Preservation Services, The Rare Book & Manuscript Library, and the University Archives (including all subsidiary units) examine and assess the Aeon software over the next year with the intent of making a decision about expanding the current implementation during the summer of 2016. We

have verified with Library IT that the current contract allows for no-cost expansion of the installation to up to three sites, meaning that the all three administrative units (Preservation Services, The Rare Book & Manuscript Library, and the University Archives) could be included within such an installation. In addition to streamlining ordering, this implementation may enable the Library to support one method of consistently billing users and processing said income via secure credit card transactions.

Expansion of Services to IHLC

Based on feedback from the Illinois History and Lincoln Collections, the Working Group recommend that IHLC not change operations but be included for consideration to develop services parallel to those offered by the University Archives in the coming years.

Streamline Patron Requesting

Although we have not made significant progress in reviewing these documents, it has come to our attention that the multiple request forms utilized throughout the University Library have elicited concerns from our users. We strongly recommend that Preservation Services, The Rare Book & Manuscript Library, and the University Archives (including all subsidiary units) review and consider whether a single form can be implemented while also meeting divergent needs, collections, and services. The goal should be to implement a single form before the summer of 2016.

Assessment of Commercial and Advertising Use Fees

The working group recommends that the University Library no longer assess use (i.e., permission) fees except in the instance of works for which the University of Illinois or a contract partner is the copyright owner and the intended use is of a clear commercial or advertising nature.

Display of Digitized Images

Because the University Library will assess use fees only for commercial use applications of images or in keeping with established contractual agreements for specific collections, the working group recommends that the University Library advance efforts to ensure that quality digital images of all materials reformatted/scanned as part of this program be made available to the general public. Typically, these images will be a minimum of 300 dpi JPEG images, but may also include suitable PDFs, audio-visual files, etc.....