

**From:** [Habing, Tom](#)  
**To:** [Kaczmarek, Joanne S](#)  
**Cc:** [Teper, Thomas H](#); [Laskowski, John D](#)  
**Subject:** FW: Web working group request to EC  
**Date:** Wednesday, December 05, 2018 10:07:38 AM

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Hi Joanne,

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**From:** Laskowski, John D <jdlasko@illinois.edu>  
**Sent:** Wednesday, December 05, 2018 10:00 AM  
**To:** Teper, Thomas H <tteper@illinois.edu>; Habing, Tom <thabing@illinois.edu>  
**Subject:** FW: Web working group request to EC

Hi guys,

EC discussed this issue Monday. The Dean stopped by yesterday and told me they feel it needs to be reviewed and decided on by AC. I wasn't sure who I was supposed to submit this to for AC, but since it came from the web working group initially I thought it made the most sense to send it to you two. Let me know if I need to send it to someone else.

Thanks,  
John

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**From:** Laskowski, John D  
**Sent:** Tuesday, November 27, 2018 8:36 AM  
**To:** Matherly, Kimberley S <[matherly@illinois.edu](mailto:matherly@illinois.edu)>  
**Subject:** Web working group request to EC

Good morning, Kim,

I'm attaching an overview of a recent decision by the web working group and a response from the staff at the Illinois Fire Institute Library based on that decision. The web working group has discussed the response and would like to ask EC to consider the issue as one of policy. Essentially we need to know what the criteria should be for inclusion of a Library outside the normal scope of the University Library to be included in our directory/site.

Thanks,  
John

To: EC  
Cc: Tom Teper, Tom Habing  
From: John Laskowski, Web Working Group  
Date: November 6, 2018

RE: Library policy and non-Library “libraries”

Recently I was contacted by Sarah Isaacs from the Illinois Early Intervention Clearinghouse requesting that the Asian Education Media Service, Giertz Education Center at Krannert Art Museum, and the Illinois Early Intervention Clearinghouse be added as links from the University Library web site.

The Web Working Group is currently redesigning the Libraries and Hours display and took up this request at our October meeting. The status of the Center for Children’s Books, Illinois Fire Service Institute Library, and the Law Library were also discussed.

We decided a library must meet one of two criteria to be included:

1. The library must be within the University Library reporting structure.
2. The collection of that library must be discoverable in the University Library catalog.

Based on this criteria the working group rejected Ms. Isaacs’ request. Additionally, the Illinois Fire Service Institute Library was earmarked for removal in the new design.

I wrote to Ms. Isaacs to explain the group’s decision, the criteria we established, and the other units considered. Ms. Isaacs appears to have shared my e-mail with staff at the Illinois Fire Service Institute Library. I received the attached e-mail protesting the removal of the Illinois Fire Service Institute.

The web working group is asking EC to decide this as a policy matter: What are the criteria under which a non-Library “library” can request inclusion in Library directories? Should units that meet the criteria be integrated into a list of Library units, or identified separately as “affiliate collections” or a similar designation?

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