

Library Building Project: Managing the Library's Collections WG
April 4, 2019
Minutes

Present: Mary Laskowski, Jeff Schrader, Jennifer Teper, Tom Teper, Gennye Varvel, Cherie' Weible, Lisa Romero, Joe Lenkart, MJ Han

Absent: Michael Norman, Lisa Romero

Guests: Celestina Savonius-Wroth, Geoff Ross

Mary – Paula is unable to attend today due to a conflict. Jenny Johnson is not able to attend either. Jenny will be rescheduled for next month's meeting.

Mary – Are there any changes or additions to the agenda? Agenda passed unanimously.

Tom distributed print outs of analysis by criteria – evidence of circulation. (See attachments)

Tom – On the 3.1 handout, any evidence of circulation is not dependent on dates. There are currently about two million volumes. This gives us a lot of flexibility. I would like to have a discussion with this group before asking Vera for more data.

Mary – I don't see a need to ask Vera for more data.

Cherie' - I agree. This information should be very reassuring to subject specialists and faculty.

Mary – I feel like we need to swap some portion of the collections between Main Stacks and Oak St. There are collections at Oak St. that have higher circulation than what is in Main Stacks.

Tom – Something we may need to look at down the road.

Mary – Is there a way to see what serials are circulating out of a set? This could really change the criteria data. If we can access that information, that would be great. I would prefer to keep the serials together, but we may need to look at this.

Tom – I will ask Vera if she can obtain that data.

Joe – Currently, the turn-around time for a request is 24 hours. Should we be looking to improve on that?

Cherie'- There was a huge study performed three years ago. We looked at all of the data when we had twice daily pick-up and delivery. The numbers were very low, and facilities had limited staff. Turn around at that time was still close to 24 hours. We changed to once daily pick-up and still deliver in 24 hours. We have not had any complaints about this procedure.

Jeff - If we have an emergent situation and someone needs something ASAP, we will make a special trip to retrieve the item and deliver it.

Cherie' - If you wish to go back to twice daily pick-up and delivery, you will need to figure out how to fund more staff in facilities and ILL. Cuts have to come from somewhere. These procedures are as efficient as they can be today without spending money that we don't have. There were hours and hours spent on this study by many people across several departments.

Jeff - How often does it make sense to process a study like this?

Mary - The people who had concerns, now don't. Once everyone understood our process, we have not received any complaints.

Mary introduced Celestina and Geoff from HPNL.
Mary – Celestina, are you here to discuss formats?

Celestina - I didn't prepare anything. I thought you had questions for us.

Tom - Down the road, we will need to know information regarding your needs, such as, linear feet, storage, logical adjacencies. We will need to give accurate assessments to the consultants. Are there other things we may need to add?

Celestina - Visiting scholars and community patrons use most of the microforms. A lot of material such as serial type publications are not catalogued.

Mary - Are all parts of microforms something you would choose to keep, or is it more managing the collection and assisting with the machines?

Celestina - Everything we have in the collection is considered history, so it has fallen under us.

Joe -Transferring items from IAS to HPNL is a convenience factor for patrons.

Celestina - Having the entire collection in one place makes sense. HPNL has the machinery and staff expertise.

Tom - Do you feel all microforms should be in one place?

Celestina - Yes. I'm not sure how much we are talking about, but yes, it makes sense

Jennifer - Microfilms are Preservation's best back-up.

Celestina - We have items that don't require rare book type handling. However, we do have staff that is knowledgeable of how to handle the materials and assist patrons.

Mary - Is there anything that we aren't asking? Such as, should microforms be kept on shelves or in cabinets?

Jeff - The current floors could not hold the weight of cabinets, however, you could very well have a smaller footprint and more efficient storage.

Geoff - So are you thinking of keeping the microform collection with a departmental library or a separate service point?

Tom - We are just now beginning to discuss adjacencies with the Programming group. As special collections move out, spaces will open up. We are beginning to compile information now that will be helpful down the road.

Geoff - I would prefer an adjacency close to ILL since we work them quite often.

Meeting adjourned at 3:00 pm

