

University Committee on Libraries  
September 29, 2004

The meeting was called to order at 7:30 a.m. in Café DeGrasta by Chairman David Smith. Also in attendance were John Adams, Craig Barbolla, Susan Blum, Wesley Calvert, Roger Jacobs, Agnes Ostafin, Walter "Jack" Pratt, Charles Rosenberg, Andrew Sommese, Marsha Stevenson, John VanEngen, John Weber, Jennifer Younger, observer Gay Dannelly and secretary Melodie Eiteljorge.

The minutes of the meeting of May 6, 2004 were approved as written.

The first item of business was to select a chair for the academic year. By acclamation, David Smith will continue for a second year.

The committee discussed possible meeting times for the semester. It was decided that Friday morning meetings would work best for the most people and that it would be better to meet in the same week of each month. Younger will put together a proposed schedule and send it to the committee.

Smith distributed a draft of the committee's annual report 2003-04 to the Academic Council. He will incorporate suggested revisions and send the report to the chair of the Academic Council.

Announcements:

Younger reported that Eric Morgan and a redesign team recently completed a redesign of the Libraries' website. It is now a database driven website. Feedback so far has been positive. The redesign was the result of a LibQUAL+ survey indicating some changes needed to be made.

Younger reported that as a result of extensive UCL discussion and close consultation with undergraduate and graduate student groups, student printing in the Hesburgh Library is now part of the campus-wide quota system. An email was sent to the factotal listserv announcing this change. In order to accommodate courses with unusually large printing demands, we discussed the desirability of increasing student print quotas on a course-by-course basis when this is requested by the course instructor. Gordon Wishon is presently arranging the implementation of this provision.

Academic Libraries of Indiana (ALI) is developing a state-wide reciprocal borrowing program in which Notre Dame will participate. Associate Director for User Services Nigel Butterwick will report on this in November or December.

Younger reported that the Collection Development Committee did a thorough analysis and determined Notre Dame should cancel the

Springer and Kluwer journal packages. However, summer was not a good time to proceed with this. Meanwhile, the provost agreed to cover the cost of the packages through 2005. In November or December Gay Dannelly will address this issue with the committee.

The provost's Libraries Task Force held its first meeting on September 21. Associate Provost Chris Maziar is chairing the group of faculty and administrators. Representing the Libraries and the UCL are Jennifer Younger, Roger Jacobs, David Smith, Steve Hayes and Gay Dannelly. Since the task force was late in scheduling meetings, they will not have a report ready by October as planned. In addition to Dannelly, Younger and Hayes, library faculty and staff are gathering information from selected peer institutions on how they are handling library collection budget issues.

Marsha Stevenson next reported on a communication survey that was conducted in the Libraries with the assistance of a consultant, Lou Wetherbee. She highlighted the following areas for follow-up:

1. Need to increase the frequency and modes of vertical communication.
2. Need to experiment with new types of cross-functional communication.
3. Value of taking better advantage of new communication technologies.
4. Importance of clarifying individual communication responsibilities.

Since the survey, Lou Wetherbee visited campus and held both open focus groups and targeted meetings with the Library Executive Committee (LEC) and the Library Administrators and Managers Group (LAM) to discuss the survey and to better understand internal communication issues. She also met with a newly formed body -- the Communications Working Group. That group is charged with identifying structures and events that represent "best practices" for internal organizational communication, establishing communication policies and expectations for library committees and decision-makers, and setting a course of actions that the Libraries can take to support these expectations.

Younger noted that committee members are welcome to submit agenda items to David Smith or to her. There being no further business, the meeting adjourned at 8:55 a.m.

Respectfully submitted,

Melodie Eiteljorge  
Secretary