

**Public Service Steering Committee  
Minutes  
June 4, 2003**

**Members Present:** Rich Bennett, Lori Driscoll, Carol Drum, Jan Swanbeck and Carol Turner

**1. ALA**

- As of now ALA has not been canceled.

**2. Moves**

- The compact shelving in MSL is currently being disassembled.
- There still is not a firm date for when Documents will move to MSL. The goal is to have Documents moved before the fall semester begins. Documents staff have begun preparing for the move.
- The moving company has done an expedient job in moving materials. The complaints have not been about their moving abilities but about how they compacted the materials. It would have been useful to have library managers on-site with the movers to assure that conservation issues were addressed.
- MSL staff pulled over 300 linear feet of Deweys as well as some random materials. These materials will be housed between the dissertations and state documents. A patron record will be created which states the item is being re-classed. They will be checked out to the newly created patron record and then re-classed. As they are re-classed they will be discharged and moved up stairs in MSL.
- Dale is scheduled to meet with Chuck Frazier to discuss the possible closing of Library West. Carol Turner thinks it will be cost prohibitive to close Library West, move the books, and rent space to house the materials.
  - One option would be to leave the books in Library West and page from Library West. In this scenario there is a possibility that a reference service would move to MSL. Carol Turner thinks it would be a good idea to have circulation and reference services operate out of the lobby in Library East.
- Science HSSL books that have been returned to MSL were originally to be sent to Resource Services for Dewey re-class. Carol Turner will check with Martha Hruska to make sure that this plan is still in effect.
- Originally a partial wall was to be built in MSL between the elevators and the Documents service desk and now it appears it will be a full wall with a door. This will not be conducive to

patrons using the journals. Carol Turner will check with Steve Shorb.

- Carol Drum suggested installing rails on the back of the compact shelving in MSL to help stabilize Documents' materials.
- Hang SooHoo forwarded an email to Lori Driscoll about IFAS reports being sent to storage. These reports should first be going to the DLC for digitizing and then sent back to MSL, not sent to LAD. Carol Drum will check with Vernon Kisling to determine if there is a need to keep the report once they are digitized.
- The Library East Reading Room has been completely filled with boxes and LAD is also completely full.
- Rich Bennett suggested putting a link in the catalog header about the moves, location of moved materials, etc.

### **3. Digitizing**

- The general policy for digitizing needs to be reviewed to determine if hardcopy of materials should be kept once they are digitized.

### **4. E-Reserves**

- Lori Driscoll has not received any new news about Docutek E-Reserves. The customization information is complete. Hopefully we will be up by fall 2003.

### **5. Training**

- Trudi DiTrolino met with PSITC. There are some training activities being planned for this summer relating to change, the Information Commons, etc.

### **6. Faculty Renewal**

- Faculty renewal is slated for October. Carol Drum told MSL's Circulation Department to start going through the faculty sheets and converting them over. The branches have already begun to do this.

### **7. Criteria for non-tenure track faculty**

- The Faculty Evaluation Committee is going to be responsible for developing a draft for promotion criteria for non-tenure track faculty in the Assistant In, Associate In, and Senior Associate In track. Carol Drum suggested that this topic be discussed at a later meeting and asked that any suggestions be sent to her.

## **8. SFX**

- SFX preparation is moving along. There are some problems because we are implementing Version 2.0, which ExLibris released with some bad code. Upon testing we found that some things were not working properly from our test accounts. As a result, the July 1<sup>st</sup> implementation is questionable. All targets are set up for full text delivery.