

## Library Management Team

Notes from the October 3, 2000 Meeting

Attending: Ross Atkinson, Lee Cartmill, David Corson, Claire Germain, Janet McCue, Jean Poland, Sarah Thomas, Edward Weissman

### 1. Follow-up to the LMT Retreat to Lay the Groundwork for Creating a Library Master Plan

LMT held a retreat on September 25 facilitated by Francis Pandolfi [recently appointed president of e-Cornell] to lay the groundwork for creating a master plan for the Cornell University Library, 2005-2008. Sarah reviewed the rationale for developing this plan and the process by which the plan will be developed. The University is undertaking major new initiatives which are transforming the institution. These include enhancing the undergraduate experience, developing new research capacities, and expanding access to Cornell expertise through distributed learning technology. The Library must insure that its goals and priorities are consistent with and contribute to the achievement of the University's goals. We must understand clearly the scholarly information needs of our users and consider how these may change over the next 5-8 years. We must also understand and adapt to changes in the information landscape. The planning process should consist, therefore of three components: 1) gather information on University, College and Unit goals and priorities through a series of interviews with administrators; 2) gather and analyze key indicators of Library use and relevant information about our patrons, the latter through a user survey; and 3) review the literature to identify the trends that are likely to have the greatest impact on the development of libraries. From this information, we will design (a) a configuration of services, staffing and space that will anticipate the requirements of our patrons in the next 5-8 years and (b) a vision statement that will highlight the special qualities of the Library. Developing this plan and vision statement will help us justify funding requests to the University administration and help Library staff focus on priorities. Sarah stated her concern that we need to move quickly both because the pace of change is so rapid and to allow the Library's needs be taken into account within the University's fund-raising initiatives. LMT discussed the importance of getting the endorsement of the President and the Provost for this undertaking and itself endorsed the creation of the master plan. Sarah will refine and reformulate the plans for the master plan development.

### 2. Digital Library Federation

Sarah reported on the DLF Steering Committee meeting she recently attended. One of the action items from the meeting is "leveraging the collective influence" of DLF members while continuing to discuss what it means to adopt such practices. DLF steering committee members agreed to review three best practice recommendations. Sarah asked Ross to review the CLIR/DLF Draft Model License (to license digital information between university libraries and academic publishers) [<http://www.library.yale.edu/~llicense/modlic.shtml>], and she asked Tom to review Guides to Quality in Visual Resource Imaging [<http://www.rlg.org/visguides/>] and TEI Text Encoding in Libraries. Guidelines for Best Encoding Practices [<http://www.clir.org/diglib/standards/tei.htm>].

Minutes recorded by Edward Weissman.