

Library Management Team  
Notes from the November 19, 2003 Meeting

Attending: Lee Cartmill, Karen Calhoun, Claire Germain, Tom Hickerson, Anne Kenney, Janet McCue, Jean Poland, Sarah Thomas, Ed Weissman, Peter Hirtle

1) Policies and procedures regarding DMCA notices and activities taking place on library public work stations

In response to a few requests for information received by Cornell citing alleged infringements of the Digital Millennium Copyright Act taking place on library public computers, Peter Hirtle, the Library's Copyright Officer, drafted a CUL policy and procedure for responding to these DMCA notices. He presented this draft to LMT. It was noted that the procedures represent an appropriate response to the situation at this time but that they might have to be revisited if the number of incidents grew. LMT asked Peter to make several revisions to the document in preparation for making this an official Library policy and also to share the revised document with Tracy Mitrano, the Director of Information Technology Policy in the Office of Information Technology. Sarah asked to be copied on all DMCA notices alleging infringements using library IP addresses. Peter will work with Tracy Mitrano to make this happen.

Lee will look into creating a template for official CUL policies, using the Cornell University policies template as a model.

2) Review of Library Technical Services at Cornell University: Phase 3: Special Collections Processing and Metadata Services

Karen presented the report and recommendations for phase 3 of the CUL technical services review on behalf of the CUL Technical Services Review Group which she chaired. Other members of the group are Bill Kara, Margaret Nichols, Jean Pajerek and Scott Wicks. Phase 3 focused on ways to make metadata and special collections processing more effective and efficient across CUL. LMT discussed the recommendations and asked Karen to follow-up on a few questions that were raised.

Edward Weissman