

Library Management Team  
Notes from the July 10, 2002 Meeting

Attending: Ross Atkinson, Karen Calhoun, Lee Cartmill, Tom Hickerson, Janet McCue, Jean Poland, Sarah Thomas, Ed Weissman, Pat Court

1) Announcements

Ross reported that Don Schnedeker was the recipient of the 2002 Special Libraries association award for achievement in Business Librarianship. Also, the Management Library won an award from the Johnson School for being the best team in the School.

2) Report of the Task Force on Law Enforcement Access to Library Records

Pat Court presented a report from the Task Force on Law Enforcement Access to Library Records. LMT established the Task Force in March at the suggestion of the Public Services Executive Committee "to establish guidelines for responding to requests for library records under the new USA PATRIOT Act. The Task Force looked at how best to protect patron privacy within the confines of the law. It is concerned that requests by law enforcement for access to library records, including warrants and subpoenas, might be made before its final guidelines are completed. It therefore recommends that LMT approve an interim procedure that all requests made by law enforcement for access to library records, including warrants and subpoenas, be referred to the Office of the University Counsel. Staff would be instructed to refer requests to their unit supervisor who will contact any member of the Library Management Team who, in turn, will seek advice from Counsel. A second recommendation calls for the identification and review of all library records that identify patrons to determine of the Library needs to retain the records. LMT accepted these recommendations. The procedure will be distributed and an awareness and training program will be set-up. Sarah asked Ross to create a charge for another group to investigate library record retention policies both within the Library and, to the extent that these records reside on servers maintained by CIT and other agencies, within the university as a whole. The Task Force will remain in place until after staff training is completed in the fall. A copy of the Task Force report and the procedure for responding to law enforcement requests will be sent to Pat McClary.

3) Internal Grants

Sarah asked LMT to assess the internal grants program. This is the third year in which funding has been provided. The program was initiated to give people the practice and support and to prepare them to submit external grants. Is this goal being achieved? Is the effort of the grant seekers and the committee justified? The consensus on LMT is that the program is beneficial. It has generated new ideas, increased collaboration across the Library even if it has not led to requests for external funding from additional staff. Sarah asked that the final project reports be made widely available on the Staff Web and that the Internal Grants Committee consider writing an article for publication about the program. Janet, who serves as the LMT liaison, will inform the Committee.

Edward Weissman