

Library Management Team  
Notes from the February 19, 2003 Meeting

Attending: Ross Atkinson, Karen Calhoun, Lee Cartmill, Janet McCue, Jean Poland, Carolyn Reid (by phone for item #2), Sarah Thomas, Ed Weissman

1) Announcements

Janet announced that the Rockefeller Foundation had provided a \$300,000 grant to make the contents of The Essential Electronic Agriculture Library (TEEAL), the CD-ROM collection of over 140 scientific journals distributed to low-income countries produced at Mann Library, available over the Internet.

Karen announced that the Metadata Working Group was sponsoring an event on February 28 to honor Tom Turner. February 28 is the anniversary of the first Dublin Core meeting.

2) Criteria for being part of the Cornell University Library

LMT has had preliminary discussions about whether the library in Qatar should be a unit of the Cornell University Library. Other libraries, such as the one in Laboratory of Ornithology and Arcibo raise similar questions. Janet reported on the memorandum of understanding she negotiated with the Lab of Ornithology, which will become a CUL unit. Carolyn reported on the status of the library in the Weill Medical Center in Qatar. LMT discussed criteria we should consider in deciding whether a library is part of CUL. These include: a) the availability of catalog records in the Library Catalog, either physical or logical, created using CUL standards. These imply that catalog users are able to use the materials and other services of the units; b) consistency in policies, practices and principles, for example, privacy/confidentiality of library records. Sarah asked Ed to use the Lab of Ornithology Memorandum of Understanding as a basis for drafting a policy laying out the criteria for being a part of CUL.

3) Patron Record Retention Group report

Ross presented the report of the Patron Record Retention Task Force. The Task Force was chaired by Martha Hsu. Other members included Jesse Koennecke, Deb Lamb-Deans, Kizer Walker, and Martha Walker. LMT reviewed the recommendations and thanked the Task Force for its excellent report. Ross will ask the Task Force to review the Library's confidentiality policy on the Library Gateway to make sure that what we state is consistent with what we can deliver. He will also ask the Task force to designate someone to attend the meetings of each of the functional library groups and D-LIT so that these groups can follow-up on the recommendations, and then discharge the Task Force.

4) Budget

Lee and Sarah provided information about the endowed general purpose budget for 2003-2004.

Edward Weissman