

Library Management Team

Summary Meeting July 17, 2002

Attending: Ross Atkinson, Lee Cartmill, Tom Hickerson, Anne Kenney, Janet McCue, Jean Poland, Sarah Thomas. *Guest:* Pat Schafer.

1. **Annex.** Pat Schafer reported on the current state of the Annex. Circulation has increased 138% since 1998/99, but seems now to have leveled off. Ca. 20,000 items last year were circulated from the Annex, plus an additional ca. 4,600 items were used on-site. On-site use includes items sent to users by means of electronic document delivery. Some 223,000 volumes from Mann are temporarily housed in the Annex; these will be returned when the Mann renovation is completed. We are still assuming that a new module will be needed in 2005/06, however we need to do a review of space and growth in all units to re-test that assumption. The possibility also remains that other institutions may be interested in renting space in a new module, so that it might become more of a regional facility. Sarah and Ross will be participating on a JSTOR committee that will be looking into the potential for developing coordinated regional repositories for paper copies of JSTOR journals. If this effort is successful, it might be used as a basis for further discussions about regional or national coordination of offsite holdings.

LMT made the following decisions:

1. A space and growth review of all units should be undertaken, in order to determine as precisely as possible when the new module will be needed. Administrative Operations and Access Services will work together on this.
 2. Ross will talk with Marcy about the creation of a Voyager report that will provide information on duplicate copies throughout the CUL system. Given increasing pressures on space, a special effort should be made to withdraw low-use duplicates. (The Cornell Primary Collecting Responsibilities can be used as a basis for making these decisions.)
 3. The creation of a planning committee for the new module will be deferred briefly until after it becomes clear how the work of the JSTOR committee will evolve.
2. **Outreach.** The EMPSL Reference Group has produced a detailed plan for outreach in EMPSL. This will be discussed at the next LMT meeting--however, it was agreed that LMT members could share the EMPSL document with interested staff at this time.
 3. **University Budget Planning.** Sarah reported on a recent meeting of University administrators on budget planning. In order to ensure that the University will continue to meet its strategic priorities, internal reallocations throughout the University will continue. The Workforce Planning recommendations will point the direction for reallocation and improved efficiencies. Although the Library was not specifically mentioned in the discussions, such reallocation will necessarily affect Library resources and services. Exact details of this plan were not provided at the meeting, but Day Hall will be sending out more information in the near future.

Notes by Ross Atkinson,
Associate University Librarian for Collections