

Library Management Team

Notes from the January 16, 2002 Meeting

Attending: Ross Atkinson, Karen Calhoun, Lee Cartmill, Claire Germain, Tom Hickerson, Anne Kenney, Janet McCue, Jean Poland, Sarah Thomas, Edward Weissman, Susan Currie, Peter Hirtle

1. **e-Reserve Policy**

Susan Currie and Peter Hirtle reported on the communications between the Library and the University Counsel's Office regarding the Library's e-reserve policy. Associate University Counsel Pat McClary has reviewed the Library's draft policy and raised two concerns:

- a) subsequent use--if a faculty member asks to have an item that has been on e-reserve one semester put on reserve a second or subsequent semesters, the Library must seek the permission of the copyright holder;
- b) if an item is contained within a course pack being sold by the Campus Store, the item can not be included in the e-reserve system. LMT favors as flexible an e-reserve policy as possible. In response to Tom's suggestion, LMT asked Peter to serve as the Library's official liaison to the Counsel's Office regarding copyright and e-reserve issues and asked Peter to negotiate further with Counsel regarding these two issues.

2. **Guidelines for Responding to Requests**

LMT discussed a request from the Public Services Executive Committee that a cross-functional task force be named to establish guidelines for responding to requests from police authorities for access to library records. The Patriot Act has made it even more important to have clear policies and procedures in place so that staff will know what to do if they are approached by legal authorities for information about patrons. The Library should also clarify its policies with regard to the records it maintains over time. LMT agreed to set up a task force to address these issues and to look at policies in place at other institutions.

On a related topic, Ross reported that CDEXec is working on a policy for responding to requests to remove library material for national security or other reasons.

3. **Reorganization**

LMT discussed some of the implications of the reorganization now underway in CTS, D-LIT and O/K/U. Sarah hopes that this reorganization will lead to greater organizational agility, entrepreneurship and innovation. Anne said that LMT would serve as a sounding board for the transition team which will be working through June to develop a shared vision for the new Instruction, Research and Information Services (IRIS) division.

Notes by Edward Weissman,
Assistant to the University Librarian