

Library Management Team

Notes from the September 21, 1999 Meeting

Attending: Ross Atkinson, Lee Cartmill, David Corson, Tom Hickerson, Janet McCue, Jean Poland, Sarah Thomas, Edward Weissman

1. Announcements

Ross announced that Paul Constantine had attended a meeting on digital reference services at LC and that he and Paul would be attending a conference on this topic in Boston in October.

Ross reported that CTS regularly receives requests from the units to make exceptions to standard processing. This is on top of the special accommodations already made. He said that CTS would be meeting with the units involved to discuss the list of exceptions and requests for exceptions in an attempt to reach an accommodation that would allow for efficient processing by CTS while meeting the needs of users.

Sarah announced that she had sent her annual report to the Provost. She will make the report available on the Web.

2. Voyager Implementation

Tom reported on the status of the Voyager implementation:

- The Steering Committee is meeting every two weeks.
- The Sun hardware has been delivered and installed. CIT provided good support for the installation.
- The training database has been installed by Endeavor. For the most part, this was accomplished remotely from Endeavor's offices in Des Plaines, IL.
- Negotiations are underway with CIT on CIT support services. We will need less CIT support for Endeavor than for Notis because Endeavor provides remote support and maintenance.
- The Implementation Management Team has been appointed. Security administration has been added to the list of IMT's responsibilities.
- Marlene Harris, Cornell's Project manager from Endeavor met with the IMT and the Steering Committee for one day each to go over project planning.
- Orientation Sessions for the IMT will be held in early October. Functional training sessions will be held in November. Trainers will go through functional training in the spring.
- A Voyager Implementation Web site for library staff will be available soon.

Several issues are under investigation/review.
These include:

- Loading pattern data. At this time, Endeavor can not batch load pattern data from vendors.
- Do we want to replicate the many separate accounts we maintain in Notis or should we conflate them?
- WebVoyage as the web front-end to the Notis catalog.

3. Digital Futures Staff Forum

LMT discussed preparations for a January 2000 staff forum on the Library's digital futures. Tom agreed to draft a conceptual framework statement and to provide an inventory of digital projects and databases for the LMT retreat on November 3 at which the January staff forum will be planned. Sarah will draft a statement of objectives and hire a facilitator for the retreat. Ed will select a date in January and begin making arrangements for the staff forum. Sarah would like the outcome of this process to be a plan which provides the context for ongoing digital initiatives. She believes this will allow us to raise money more effectively. A key issue to be discussed is mainstreaming-- how do we organize ourselves to take into account both digital and print.

4. Food and Beverages Policy

Ed presented the recommendations of the Food and Beverages Working Group. LMT members will discuss the recommendations with their unit heads and LMT will revisit this again at its October 12 meeting.

Minutes recorded by Edward Weissman.