

## Library Management Team

Notes from the August 10, 1999 Meeting

Attending: Ross Atkinson, Lee Cartmill, David Corson, Claire Germain, Tom Hickerson, Sarah Thomas, Edward Weissman, Marty Schlabach, Holly Mistlebauer

1. **Personalized Electronic Services (PES)** Holly Mistlebauer presented the schedule and the resources required for the implementation this fall of the two personalized electronic services under development: "MyLibrary," the personalized library work space, and the current awareness service. The Library Systems Office is writing programs to extract and reformat selected records from Notis. This work should be completed in early September. Five additional weeks are needed to complete other programming, test, develop user help, train staff, and other tasks. The projected date for implementation is October 15. LMT discussed the timing and tentatively agreed to treat the period from October 15 through the end of the fall semester as a "beta test" period. We will invite library staff and selected patrons to test the new services and then schedule the public release of the service in January, prior to the start of the spring semester. The PES Implementation Group would like to conduct focus groups during the spring semester to gauge patron reaction and, based on that, to recommend improvements to the services. Holly reported that 600-700 hours of staff time have been used in the PES effort, that .5 FTE will be needed to support "MyLibrary" and the current awareness service (1 FTE is used to support the Library Gateway) and that annual hardware and software maintenance will cost \$8,000 per year. This does not include depreciation of the server. Sarah asked Lee to draft a recommendation regarding how best to cost share these costs across the campus.
2. **Disabilities Policy** LMT approved the disabilities policy as well as the disabilities policy public statement Ross drafted. Ross will now send these documents to the University Counsel for final approval. When approved by the Counsel's Office, these documents will become official Library policy.
3. **Public Printing** Ross raised the issue of public printing, in particular, the eventual replacement of the dot-matrix printers. Currently, one-third of the public printers in the library are dot matrix but they need to be replaced. We now charge users to print on laser but not on dot matrix printers. What printing, if any, should the Library subsidize? LMT will discuss this issue at an upcoming meeting.

Minutes recorded by Edward Weissman.