Library Management Team

Notes from the January 9, 2008 meeting

Attending: Lee Cartmill, Elaine Engst, Claire Germain, Anne Kenney, Susan Markowitz, Ellen Marsh, Janet McCue, Oya Rieger, Jean Poland, Jennifer Sawyer, Ed Weissman, Scott Wicks.

1) Announcements

    Anne Kenney announced that in response to a consultants report looking at the relationship between the Fine Arts Library and the Knight Visual Resources Facility, she and Stan Taft, the interim Dean of the College of Architecture Art and Planning, had formed a task force to consider the recommendations. The Task Force, chaired by Jean Poland, will report back by the end of March.

    Anne also reported that the search for the Library's Chief Technology Strategist is still in its "quiet stage" but she anticipates that the finalists will be on campus for public interviews in late February and early March.

    Oya Rieger asked LMT to let her know about issues with Cornell Information Technologies (CIT) so that she and Anne can bring up at their monthly meetings with Polley McClure, Vice President for Information Technologies. Janet said that she had found the quarterly meetings between LMT and the CIT senior managers useful and suggested that these start to be scheduled again.

    Elaine Engst reported that she and Eileen Keating are on a university-wide committee to create a policy for the security of electronic administrative information. Elaine also chairs a committee to revise the university's records retention policy (Policy 4.7) and to synchronize the various university policies relating to administrative records and information (also including Policy 4.12 "Data Stewardship and Custodianship). Since the Library has now been included in all of these policies, Elaine and Eileen, with the assistance of Evan Earle, are compiling a list of records that the Library generates that are not a part of any other university unit's responsibilities, such as the Library Catalog. Elaine asked members of LMT to send her other categories of administrative records/information that should be included. For more information about these policies, go to the Policy Web site at http://www.cornell.edu/about/policies/

2) Alumni access to the library's databases

    Following up on the September 19 LMT discussion about library services to alumni and alumni net IDs, Jennifer Sawyer recommended, and LMT agreed, that the Library Alumni & Friends Access web site < http://alumni.library.cornell.edu/af/> be integrated within the new Library Communications web site < http://communications.library.cornell.edu/com/>. Jennifer will work with Ellen Marsh to ensure that klinks and pages with information aimed at alumni be included on the Library Communications site. There will be a clear explanation of what resources and services alumni can and can not use. At the earlier meeting, LMT agreed to phase out the subscription database service for alumni since there was little interest in subscribing to general article databases like EbscoHost.

3) Conflicting Library events

    Ellen Marsh presented recommendations on how to minimize the scheduling of conflicting library events. She worked with Michelle Eastman, CJ Lance, Julie Jones, Eveline Ferretti and

Lynn Bertoia to define qualifying events, identify a network of contact people at each unit responsible for or knowledgeable about events, and define a process to follow when scheduling events in order to minimize conflicts. A new listserv will be set up for the contact people to announce the dates of events and a new wiki page *Event Scheduling* will be set up and used as a preliminary planning tool. Also, Anne said she would ask the heads of cross-functional and cross unit groups to let Michelle Eastman know about their regularly scheduled meetings so these meetings can be added to a new Oracle calendar that will be open for all to check. Ellen asked LMT members to review the suggested list of unit contact people.

Edward Weissman