

## **Library Management Team**

Notes from the November 16, 1999 Meeting

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

### **1. Announcements**

Sarah reported on the budget preview presentation to the President's Council. She also reported on a meeting she had with Vice Provost Mary Sansalone on distance learning activities and plans. The Vice Provost is meeting with the deans and others in order to formulate a distance learning strategy for the University.

### **2. Y2K preparations**

Lee reported on the status of preparations for Y2K and declared the Library to be in "pretty good shape." Lee is the Library's representative on the University Y2K team and he is coordinating the CUL's Y2K team. He has met with representatives from each library unit. These representatives are responsible for checking out desktop hardware and software. Lee has contacted our vendors and suppliers (Notis, RLG, OCLC, etc.) to verify that their systems are Y2K compliant. University systems will be brought down on 12/30. Library systems will start to come back on line on January 2 although CIT has announced that they will not be available until 6 am on January 3.

Lee also reported that John Hoffmann is working on an emergency plan for library-owned buildings (Olin, Kroch, Uris, and the Library Annex) to make sure we can deal with power outages. Lee will ask John to coordinate his plan with Preservation Department plans. Lee also asked LMT members to make sure that each library unit has a disaster coordinator and that this person establish contact with the coordinators of the buildings they reside in. The disaster coordinators should check on the emergency facilities plan in their buildings.

LMT members were asked to make sure that the people responsible for their emergency phone trees on January 2 and January 3 are on the Emergency Contact List maintained in 201 Olin.

### **3. ERC policy recommendation on Helper Applications**

LMT approved the Electronic Resources Committee recommendation on helper applications (appended below.) Ross will arrange to have this issue discussed at an IRPC meeting to which Oliver Habicht, director of Desktop Services & Media Arts in the Division of Digital Library and Information Technologies, will be invited.

### **4. Digital Futures Strategic Planning**

LMT discussed and refined the draft document developed at its November 3 retreat on CUL's digital futures. This will be distributed to the Council of Librarians for discussion at the next COL meeting.

Minutes recorded by Edward Weissman.

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## **ERC policy recommendation on Helper Applications**

*To:* Library Management Team

*From:* Electronic Resources Committee (ERC)

*Recommendation:* The Committee recommends that the Library establish a policy that allows electronic resources to be recommended for addition to the Gateway independent of the supplemental software ("helper apps, plug-ins") required for their interpretation (viewing, hearing, what next?). ERC will separately evaluate supplemental software requirements at the time it receives the resource recommendation. As a result of its favorable evaluation, ERC will either arrange for the addition of software to kiosk browsers ("the standard library software set") or annotate bibliographic records in a way as to enable users to add plug-ins not appropriate for the standard library set to their own browsers.

*Background:* The evolution of browser technology has caused ERC to question its prohibition against mounting resources requiring software beyond the standard set, what Tim Lynch has called a "if no plug-in, then no selection" rule. This is not to advocate abandoning evaluation of software as an essential part of electronic selection but rather to separate evaluation of the resource content from that of its medium and to locate media evaluation in the ERC.

Among the factors leading to this recommendation are: increasing confidence and competence in managing browser software both inside and out of the Library; the fact that the "standard library set" is probably out-of-date and certainly out-of-mind; the need for interim solutions between the appearance of a new resource and the incorporation of required plug-ins to the "standard set."