

Cornell University Library

Library Management Team

Notes from the December 1, 1998 Meeting

Attending: *Ross Atkinson*, Lee Cartmill, David Corson, Pat Court, Tom Hickerson, Janet McCue, John Saylor, Sarah Thomas, Ed Weissman

1) OCLC Knowledge Access Management Seminar

Sarah reported that Peter Graham, the new University Librarian at Syracuse University, asked for her support to hold the three-day OCLC Knowledge Management Seminar at Syracuse in May. Sarah agreed to provide up to \$2500 to send at least five staff Cornell staff members to the seminar. Ross will work with Pamela Rothbard, Staff Development Specialist in Library Human Resources, to identify participants.

2) Gifts

Sarah announced that the family of Richard M. Ramin, '51, who was Cornell's Vice President for Public Affairs, was making a \$100,000 gift to the Library to set up an endowment for preservation activities. Sarah thanked Marisue Taube and the Preservation Department for their efforts.

Sarah also announced that Dorothy Grosser, M.A. '51, Ph.D. '53, who was a cataloger in CTS from 1971-1988, left 70% of her estate to the Library. This is expected to amount to between \$500,000 and \$600,000.

3) Performance Plans

Sarah said she would be requesting from all LMT members, by way of a memo, a two page summary of our accomplishments over the past year and our goals for the coming year, to be submitted no later than January 11. This is in preparation for our performance reviews. The summaries should reference, among other things, our roles in increasing communication and cooperation in the Library, our contributions to the reallocation effort, our roles in increasing external support for the Library as well as in increasing accountability and responsibility through performance planning, evaluations and delegation. The summaries should also reference the Library Goals and Objectives as stated in the Tactical Plan.

4) The Humanities Report

At Sarah's request, Ross, David and Tom had reviewed the controversial Humanities Report. Sarah has since sent a letter about the report to Phil Lewis, Dean of the College of Arts and Sciences. The letter asked Dean Lewis to include the Library in future discussions and planning. Ross will be the Library's contact. We want to insure Library input early enough in the process to make sure that Library concerns are taken into account.

5) West Campus Initiative

Ross and David led this discussion after reviewing , at Sarah's request, the report to Susan Murphy on transforming West campus. The report is available via the web at <http://www.campuslife.cornell.edu/main/> (Click on STUDENT AND ACADEMIC SERVICES RESIDENTIAL INITIATIVE then WEST CAMPUS INFORMATION.) This initiative follows the decision to house freshman on North campus. The primary goal for the upper classmen on West campus is the establishment of "living-learning" environments in the dormitories to create more of an academic atmosphere. This includes theme houses and common spaces (e.g., classrooms, study libraries.) David distributed information on initiatives taken at the University of Pennsylvania which include library-trained student advisors in the dorms to serve as Library liaisons. This led to discussions about the possibility of "librarians in residence" and the idea of the Library as a service rather than a place.

Sarah said she would contact John Ford to determine the status of the West campus initiative and will ask that the Library be included in the planning and implementation efforts. David will contact Paul Mosher at Penn to learn more about costs and funding and he will stay in touch with Jean Reese, Residential Initiative Project Leader, Student and Academic Services. Ross will ask the appropriate Library functional groups to consider the kinds of services the Library should be providing in the West campus residences.

6) Review of proposals in the \$100,000/CUL Goals and Objectives process

We discussed several of the proposals that were submitted to Sarah:

- a) We agreed to fully fund the acquisition of the ILLiad system, a complete interlibrary loan management system for implementation at all six of the Library's ILL processing centers (OKU, Mann, Law, Vet, Geneva, and the Weill Medical Library.) The proposal by Susan Currie and Howard Raskin on behalf of the centers requested \$35,000 to pay for the one-time licensing fee and the first year's annual maintenance. OKU and Mann will share the cost of the annual maintenance fee in subsequent years. Janet said that Mann would pay for the implementation cost which would include a new server, if needed.
- b) We agreed to fully fund a project to produce logos for the eight units that do not yet have a distinctive logo. The proposal from Beth Fontana and Martha Walker requested \$3500 to pay for a Media Services designer.
- c) We agreed to partially fund a proposal from Michele Hamill requesting \$15,000 to do a feasibility study on the need for a cold storage facility for the preservation of film-based materials. The approved funding of \$5,000 will allow Michele to study the scope and condition of the Library's film-based and color photography collections. We decided to defer committing the \$10,000 requested for a consultant to conduct an on-site visit, inspect potential locations and advise on the design, construction and operation of a cold storage facility on campus, until we received Michele's report on the need for the facility. We will ask Michele to review the material gathered previously for the cold storage facility intended for the new Library Annex (but eliminated because of cost), and also to

get some indication of the extent to which a cold storage facility would benefit University collections outside the Library. Additional funding is available if needed to gather this additional information.

d) We deferred action on funding a proposal from Pat Viele to determine the feasibility of expanding the Library Gateway to become a single point of entry for publications produced by Cornell departments and research institutes (i.e., grey literature.) Funding was requested in the amount of \$15,000 to pay for someone to, among other things, identify non-Library University information sources, inventory Web sites, and contact departments. We asked Ross to form a group to investigate this idea further before committing funds.

We'll look at the other two proposals at an upcoming meeting.

Edward Weissman
Assistant to the University Librarian