

## **Library Management Team**

### **Notes from the July 31, 2001 Meeting**

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

#### **1. Announcements:**

1. Sarah announced that she, Jean Poland, Mary Ochs and John Dean would be meeting in Boston during the IFLA conference with the other institutions participating in the eMAN: Initiative for an Electronic Mathematics Archiving Network project. These include: Tsinghua University in Beijing, Lower Saxonian State and University Library, and Springer-Verlag.
2. Sarah announced that Tom and Jean will serve as the Library's coordinators for arXiv.org, the Los Alamos E-Print Archive.
3. Tom reported on the extended LMS downtime over the past weekend caused, in part, by an Endeavor oversight. Surinder worked tirelessly over the weekend to resolve the problem.
4. Ross announced that Jim Morris-Knowler will head a group consisting of Lee LaFleur, Suzanne Cohen, Pat Viele and Martha Walker that will be responsible for publicizing the upcoming change in the Networked Resources section of the Library Gateway.
5. Ross reported that he had been in touch with all selectors and appropriate units to insure compliance with procedures that allow CUL to track expenditures for electronic resources.

#### **2. Public Services update**

Ross reported on several public service initiatives:

1. Public printing: There will be NetPrint printers in all endowed units this fall. Procedures are being developed and will be in place. Some dot matrix printers will remain in the units to allow for "free" printing.
2. Wireless: In conjunction with the implementation of wireless connectivity in library units this fall, the Documentation Committee is taking responsibility for internal publicity, information dissemination and help. Library External Relations will handle external publicity.
3. Instruction: A working group of instruction coordinators, chaired by Tony Cosgrave and Kornelia Tancheva will be working to increase user instruction classes by 10% this year and to bring more library instruction to students rather than requiring students to come to the libraries.
4. Chat Reference: OKU Reference has been providing chat reference service and has formed a group to work with other library units interested in providing this service. LMT agreed that this service should be available in other units using common software. LMT asked that the working group, chaired by Paul Constantine, test and evaluate software and gather information from other libraries, and provide a report and recommendations to LMT by early November. The goal will be to roll out this service in other units by the start of the spring semester.

5. Document delivery: OKU, using the system developed at the Library Annex, and Mann, using the ILLiad system, are testing an electronic document delivery service with small groups of faculty. The test will be expanded in the fall semester in the hopes of implementing the service at the start of the spring semester.
6. e-Reserve: all units will be running e-Reserve in the fall. Susan Currie and Howard Raskin have developed training. Desktop Services has been working with endowed units to provide the necessary equipment.
3. **CUL's functional and cross-functional groups**  
LMT continued its discussion of the problems and benefits of the current framework of administrative committees and cross functional working groups. This discussion will continue over the next few months.
4. **CUL Master Plan**  
LMT discussed the process for developing the Master Plan and the plan structure. With regard to the structure, it was suggested that there be both a shorter Master Plan document presenting the "public vision" and an accompanying implementation plan with more detailed objectives. Sarah will consider how to move forward with the planning process.
5. **BorrowDirect**  
LMT agreed that in response to a letter from Scott Bennet at Yale, CUL should express interest in "learning more about Borrow Direct so as to inform future conversations .. about wider participation ..." Columbia, Penn and Yale are engaged in the Borrow Direct Project which enables readers at one institution to access the online catalogs at the other two institutions and to request materials directly from the other libraries without local staff intervention.