

Library Management Team

Notes from the March 8, 2008 meeting

Attending: Lee Cartmill, Elaine Engst, Anne Kenney, Oya Rieger, Jean Poland, John Saylor, Ed Weissman, Scott Wicks.

1) Consolidate billing

Jean Poland presented a proposal referred to the Library Management team (LMT) by the Public Services Executive Committee (PSEC) that originated from the Consolidated Billing Committee (Carmen Blankinship, Joanne Leary, Cammie Wyckoff, Tom Calusen, Lenora Schneller and Lydia Pettis). The proposal was developed to deal with overdue fines accrued before June 2007 and lost item cost charges that are over 2 years old. The committee is working to establish unified procedures to prevent fines from backing up in the future. LMT agreed to forgive fines accrued before January 1, 2006 for books that have been returned and to have an amnesty for fines on books that are returned during the amnesty period that were due prior to January 1, 2006. If these books are not returned, the cases should be turned over to the collections agency for further action.

In addition, LMT supported having a) a consistent library-wide billing policy, 2) cutting off of borrowing privileges across the system for individuals abusing the system, and c) centralized billing, which is in the process of being developed by the Committee.

2) CUL's input into the Cornell University information technologies strategic plan

LMT discussed the process for gathering input from across the Library and providing input for the Cornell University Information Technologies (IT) strategic plan that is being developed at the request of the President and the Provost. Cornell Information Technologies (CIT) is coordinating this process. LMT agreed to break out IT needs into three levels:

- University Level Enabling Technologies such as authentication, network bandwidth, email, calendaring system
- Library-Specific Technologies such as storage, digital asset management systems, inventory control system for the Library Annex
- Unit -Specific Technologies such as Fine Arts Library's need for visual image management/access applications and large-scale slide digitization

We will gather information about unit specific IT needs through the Council of Librarians. Library-wide IT needs and university level enabling technologies will be articulated by Digital Library and Information Technologies (DLIT), Mann Library's Information Technology Services, and LMT.

The university's process and timeline for the development of the plan is presented in the [attached document](#). Library input is due by March 31.

Edward Weissman