

Library Management Team

Notes from the September 7, 1999 Meeting

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

1. **Announcements** Tom announced that Voyager technical training will be held this week for Library Systems staff. In addition, Endeavor will hold orientation sessions for the Implementation Steering Committee and the Implementation Management Team.
2. **Preservation Microfilming and Digital Imaging** Should it be the Library's policy to create digital images as part of preservation microfilming projects in order to enhance access to the materials? Anne Kenney stated that we are still several years away from using digital files for preservation purposes. Microfilm is still the preferred medium. Nor does NEH provide funding for the creation of digital images in the preservation microfilming production projects it sponsors. Anne presented cost estimates for this hybrid (microfilm plus digital image) approach. Based on her estimates, LMT concluded that it is still too expensive to adopt the hybrid approach as policy. It might be appropriate, however, to use the hybrid approach selectively.
3. **Public Printing** Ross raised the issue of public printing, in particular, the replacement of the dot-matrix printers. Currently, there are 101 dot matrix, 83 inkjet and 89 laser public printers in the library. The dot matrix need to be replaced. In general, units are not charging patrons for printing on the dot matrixes but are charging for printing on inkjet and laser printers. This raises the question of what the Library's policy should be with regard to subsidized printing. What printing, if any, should the Library subsidize? Since some dot matrix printers will be replaced for the spring semester, we need to make a decision on this issue by November 1.

Ross reported that the consensus of the Public Services Executive Steering Committee was that we should not charge patrons to print bibliographic citations but that we should charge for printing full-text. Janet reported that effective this semester Mann Library is providing specific work stations for Notis searching with free printing. At all other public work stations there are charges for printing. Claire reported that the Law Library does not charge for any printing, following the lead of the Law School computer lab.

Sarah asked Ross to work with Lee and others to gather information about this issue before LMT establishes a policy. Specifically,

- a. Determine how much free and paid printing is being done in the Library, what it costs us now and how much it would cost with upgraded printers and an increase in pages printed as we make more full-text resources available
- b. Look at Mann Library's experience during the early fall
- c. Find out the number of computers and printers owned by students
- d. Find out what peer institutions are doing
- e. Determine whether it is possible to configure our work stations and printers so that charges are not levied for printing citations but are levied for printing

everything else. In addition to finding out about NetPrint capabilities, find out whether our current vendacard vendor, IKON Office Solutions, can address this issue.

LMT will return to this issue in October.

4. **Extended Library Hours** Uris Library is now open extended hours--until 2:00 a.m. Sunday through Thursday nights. Sarah received a request from the Engineering Library for funding to extend hours in that unit as well. The Engineering Library is open until 2:00 a.m. to allow patrons to get to the computer lab on the second floor but here is only a student security guard during the extended hours and no library services are provided. Since students had access to collections, computers, and study space, the additional funding requested would be primarily to support circulation, some reference assistance, and to increase security. LMT advised Sarah to put this request on the budget reallocation list where it can be evaluated and prioritized along with other items.
5. **Web Access to the Library Catalog** Thanks to the efforts of Library Systems, we are now providing Web access to the Library catalog through Ameritech's WebPac client. The Gateway Committee was prepared to promote this access more heavily but determined that there is still a significant problem. Keyword searches resulting in large result sets crash the system. We now believe that the problem lies with Ameritech's WebPac client rather than its PacLink server. George Kozak learned that the University of Connecticut successfully pointed Endeavor's Web Voyage client to its Notis catalog. Using Web Voyage in this way might allow us to improve our current service while we also learn about the client we'll be using next year. The alternative is to leave things the way they are, i.e., low-key promotion of the web front-end, until next June.

LMT agreed that trying to get Web Voyage to serve as a Web front end to the catalog was a worthwhile undertaking and asked Tom to get this effort underway.

6. **Framework for Digital Initiatives** Over the past decade, the Library has engaged in a number of digital projects and initiatives. CUL is recognized internationally as a leader in the "digital library" area for our projects encompassing digital imaging, digital conversion, education, and digital preservation and archiving. Nevertheless, these projects and initiatives have been undertaken without the benefit of a systematic plan for developing our digital capabilities and resources and incorporating them effectively within the CUL system. It is time now to develop a plan that links our digital efforts to our overarching service goals for the Library, thus ensuring a successful integration of the digital with traditional formats and services.

LMT will discuss how best to get this effort underway at its September 21 meeting. The process will include an all-day professional staff meeting in January to provide a forum for cross-functional discussion, analysis and definition. On November 3, LMT will explore options to present at this January meeting.

Minutes recorded by Edward Weissman.