

## **Minutes University Library Committee**

**Date:** October 21, 2008

**Time:** 4:00-5:00 p.m.

**Location:** Library Board Room

**Chair:** Robert Brown

**Members Present:** Eileen Hitchingham, Robert Brown, Ruth Grene, Carolyn Meier, Philip Young, Louellen Sharp, Marlow Lemons,

**Guests:** Paul Metz, Director of Collection Management

### **Welcome to new members**

Robert Brown opened the meeting with introductions and welcomed new committee members.

### **The University Library Committee in the university governance structure**

E. Hitchingham discussed the mission and reporting structure of the University Library Committee. The charge of the University Library Committee is to disseminate knowledge and make recommendations concerning policies, services, and development of the University's libraries.

The University Library Committee reports to the Commission on Graduate Studies and Policies, the Commission on Research, and the Commission on Undergraduate Studies and Policies.

The University Library Committee membership consists of the following representatives:

- The Dean of University Libraries (also representing the Commission on Graduate Studies and Policies)
- One faculty representative from each of the academic colleges (8) nominated by the faculty in each of the colleges (three-year term)
- One faculty senator nominated by the faculty senate (three-year term)
- Library faculty representative on CUSP (concurrent with CUSP term)
- Library faculty representative on COR (concurrent with COR term)
- One classified staff representative nominated by the Staff Senate (three-year term)
- One representative from the Graduate Student Assembly nominated by the Graduate Student Assembly (one-year term)
- One representative from the Student Government Association nominated by the Student Government Association (one-year term)

### **Update on CLAHS taskforce on the library (Paul Metz)**

Paul Metz and Lesley Moyo are serving on a Dean's Taskforce on the Library established by Dean Sue Ott Rowlands of the College of Liberal Arts and Human Sciences. The committee is chaired by Dan Thorp, chair of the History Department, and has a representative from most departments. Dean Rowlands established the task force last spring because of concerns about the library and its ability to support programs and research in CLAHS areas.

While library collections are an important point of emphasis, the means by which we organize the collection and make it accessible through our systems and services was also studied. The report should be completed by the end of the semester and will involve significant benchmarking of other institutions as well as efforts to learn more about the needs of CLAHS faculty.

### **April 16<sup>th</sup> Archive update (Eileen Hitchingham)**

Rutgers University Libraries, through their RUCore project has been providing the Libraries with a temporary platform for archiving digital representations of the condolence materials in the Virginia Tech April 16<sup>th</sup> Archive. When the Library of Congress team, whose members were also involved with archiving efforts for 9-11 materials, came to visit after the April 16<sup>th</sup> tragedy they advised that the Library should be selective and choose representative materials for those things we save physically (the actual artifacts) and for those things represented digitally. Since our use of the Rutgers system is temporary a library team is examining other options for more a more permanent database. We hope to have all physical items processed and cataloged in Special Collections by January 2009. Photographs and other digital items will be added as the work associated with them can be fit into normal processing operations.