COMMITTEE: Libraries Committee

MEETING DATE: November 16, 2016

PERSON PRESIDING: Al Jones (chair)

REGULAR MEMBERS IN ATTENDANCE: Patricia Dragon, Eric Horsman, Al Jones, Heather Muise, Christopher Rivera, Lisa Beth Robinson

EX-OFFICIO MEMBERS IN ATTENDANCE: Jan Lewis

OTHERS IN ATTENDANCE: William Gee, Roger Russell, Mark Sanders

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ACTIONS OF MEETING

Agenda Item: Report from visitors William Gee, Head of Circulation & Interlibrary Loan, and Mark Sanders, Asst. Director of Publication Services

Discussion: Items placed on reserve usually have very limited circulation. The current inventory of reserve items includes more than 2000 pieces. Many of these items have been on reserve for several years. Approximately 700 of these items have never circulated. To date, the reserve policy has been to keep items on reserve unless the responsible instructor asks for removal of the items from the list. Responsible library staff would like to update reserve policies to better serve both individual patrons and the library mission. Consequently, staff plan to implement a policy in which reserve items not circulated in a given time period (two years?) are returned to the stacks and instructors are notified of this.

Discussion of this policy with the Committee included several related matters:

- Classes taught consistent but not necessarily each semester may require a special policy. The current plan is to remove reserve items after each semester and re-add as necessary. This plan may be revisited if it becomes too onerous for instructors.
- The time period after which uncirculated items are automatically removed (two years?) may need to be adjusted based on experience. Perhaps the period should be one year or even just one semester.
- From an instructor's perspective, it would be great to have an online reserve request form. Perhaps a few weeks before the beginning of each semester the form could be made available.
- Currently, faculty know only anecdotally if reserve items are actually being used. It would be nice for instructors to receive after each semester a list of reserve items and the number of checkouts.

Action Taken: The Committee is supportive of this plan, but acted only in an advisory role. No official actions were taken.

Assigned additional duties to: n/a

Agenda Item: Approval of minutes from 16 November 2016 meeting

Discussion: n/a

Action Taken: Motion to approve the minutes the minutes as distributed. Seconded. Approved unanimously.

Assigned additional duties to: n/a
Agenda Item: Library status reports

Discussion:
- Lewis (Director of Academic Library Services) reported on the status of Joyner Library.
  - Joyner has been hosting periodic game nights and similar activities. These events have been well received, with good attendance.
  - The Provost recently approved the extension of the provisional unit code now in place for Joyner.
  - The print version of the annual report is now in production and will soon be ready for distribution.
  - New study stations on the 3rd floor are popular.
  - The discovery service used by ECU libraries will be changing to EBSCO EDS. This change will produce equivalent search results while providing better administrative features and a lower cost. More details on this change will be forthcoming.
- Russell (Asst. Director of User Services) reported on the status of Laupus Library.
  - The change in discovery service will also affect Laupus, of course.
  - Laupus has recently been serving approximately 14,000 visitors per month.
  - A new systematic review service is being offered for researchers, including students. This service is in essence a very intensive, publishable literature search suitable for review articles, etc.
  - The outdoor patio is finally open and, thanks to the Friends of Laupus group, now features attractive, functional furniture.
  - An online campus room reservation service called 25 Alive will soon be available for some selected spaces.
- Dragon reports that the Applications & Digital Services department is undertaking a redesign of the online equipment reserve page to improve clarity of offerings, locations of materials, etc.

Agenda Item: New business

Discussion: Please contact Jones with any agenda items for the next meeting.

Action Taken: n/a

Assigned additional duties to: n/a

NEXT MEETING: January 18, 2017 3:00 p.m. Joyner 2306

ITEMS TO BE DISCUSSED: New discovery system discussion with Joseph Thomas. Consideration of course catalog designation indicated zero textbook costs, with Joseph Thomas.