The Libraries Committee met in the Joyner Library Conference Room at 2:30 p.m. on Wednesday, 18 October 1995.

Review of what is being proposed for off-campus storage
Phase 1 of library construction, the construction of the new building, will be completed in February, 1996. Phase 2, renovation of the east wing and the demolition of the east stacks, will be completed in the Spring of 1997. Phase 3, renovation of the west wing, will be completed in the Spring of 1998. Part of the collection of books, serials, and documents must be moved to off-campus storage during phases 2 and 3. The move to off-campus storage will begin in November 1995 in anticipation of the completion of phase 1 construction, and they will be in off-campus storage until the completion of phase 3 in the Spring of 1998. The courier service which currently retrieves material from off-campus storage at River-Bluff will need to be expanded. It may be more feasible to fax materials from off-campus storage directly to the patrons. Part of the collection is not in good physical shape and there is concern about wear and tear when items are moved back and forth. The part of the collection to be moved includes documents and serials older than 1980. There are 7,055 titles constituting 128,232 volumes to be moved. A list of items to be moved was distributed to committee members. It was suggested that the moving of this part of the collection be reported at the next Faculty Senate meeting.

Discussion of change in circulation policy
Anna Dougherty presented proposed changes in the circulation policy. The Joyner Library is proposing the following actions be taken by the library against delinquent borrowers.

1) Suspend borrowing privileges for all delinquent borrowers.

2) Tag the university records of any delinquent student borrower (this can already be done).

3) Implement a policy that allows the library to recover from an employee the replacement cost of items that are more than 2 years overdue.

4) Implement a policy that requires all faculty, staff, and student employees to return or pay to replace borrowed items prior to receiving a final paycheck.

5) Use a collection agency to obtain possession of the items or to recover replacement cost of the lost or unreturned items. (recommended by the Office of the Internal Auditor)

6) In the event that the above actions are unsuccessful, after 5 years, withdraw the item from the collection.

The following changes to Joyner Library circulation policies are proposed:

1) Make loan periods for all university borrowers (students, faculty, and staff) to the length of one academic period (an academic period being Fall, semester, Spring semester, or Summer).

2) Implement phone renewal procedures by the end of Fall 1995.

3) Change the due date for recalled items, notifying the current borrower of the new due date by mail. Recalled items would be
due 14 days from the date of the recall request.

These proposed changes will be reviewed by the Joyner Library staff and faculty.

Discussion of the process for analysis and review of serials acquisitions
The Joyner Library staff are conducting an analysis and review of serials. They are reviewing the following unit documents
1) unit strategic plan,
2) unit operational objectives,
3) unit materials in the ECU catalog,
4) distribution of classes taught,
5) unit academic information report,
6) unit interlibrary loan transactions,
7) unit creative activity and publication data,
8) listing of journals currently received,
9) tabulation of number of books, journal articles, chapters in books, book reviews, etc. by unit faculty members.

The library staff obtain additional information through interviews with unit faculty members. Questions asked by the library staff are:
1) What are the core journals used by your undergraduate students?
2) What are the core journals used by your graduate students?
3) What are the core journals used by you for research?
4) Are there other academic disciplines where there are journals that are important for your own research?
5) What are the indexing and abstracting services that your students should be familiar with?

The information collected will be used to make budget recommendations for journal acquisitions, and in the event of budget shortfalls, journal cancellations.

The committee adjourned at 3:36 p.m.

Submitted by R. Morrison, Secretary