

**Library Subcommittee Meeting
Minutes
November 20, 2003**

In attendance: Bill Bearden, Dick Colby, Christie Farina, Linda Feeney, Rick Miller, Tom Nolan, Kate Ogden, Klee O'Shea, Tom Papademetriou, David Pinto.

David Pinto called the meeting to order at 4:35 PM.

There were no amendments to the minutes from the last meeting.

Faculty Assembly Constitutional Amendment

The Faculty Assembly Constitutional Amendment was approved unanimously by the Assembly. There was discussion about how to restructure the Media and Academic Computing Committee. All three standing committees have elections in April, but Divisional members are elected in staggered years. Lyn Mathis' two suggestions for restructuring the committees were read by David Pinto. Dick Colby pointed out that the subcommittee needed to think about new ways to function between now and the April elections. He believes that the obvious place for the chair for each committee is from among the current membership. Collectively, the subcommittee agreed that it was fine to continue with the current structure until elections in April.

Media Allocation, Guidelines, and Ordering Process

David Pinto has received a promise of \$10,000 for the library budget. All five divisions will receive allocations from this money. That breaks down to \$1,700 for each division with \$1,500 being used as a reserve fund for replacements and staff recommendations. The reserve fund will be focused on developing instructional media collection.

Bill Bearden is ready to process divisional requests but there must be priorities set. ARHU has requested more media than their funding can support. Therefore their request will be given back to the divisional liaison to be prioritized and approved. The library will then order down the list until the money is gone. GENS, NAMS, and SOBL are still under the budgetary limit set for their divisions. PROS's order is still pending. Whenever possible DVDs will be the purchased format. The library will concentrate on acquiring movies from the award winning and recommended lists.

Library Information Desk Coverage

The library will be experiencing difficulty with evening coverage at the Information desk until the end of this semester. This problem could potentially continue into next semester. Currently the evening staff is answering questions that are within their level of competency.

The Public Service librarians are investigating Q & A New Jersey, a 24/7 call-in reference line, which is run by the State Library. If Stockton were to participate it would require our Public Service librarians to commit six-hours per week to answering questions for the Q & A system. These six hours would be distributed as two hours during the day, two hours at night, and two hours on the weekends.

Library Operations Budget

The library budget has been cut more than was expected. This creates two noteworthy problems. It may affect Information desk coverage at night and printing from the public computers. Linda Feeney suggested that the students could come to computer labs for free printing or could be encouraged to save their work to disk or CD. Dick Colby proposed that the library establish a policy of not offering printing, but instead offering students free disks or CDs.

Coffee Bar Update

Marv Witmer has been away since the last meeting so this will be addressed later.

Government Documents—Update and Plans

A profile of the library's government documents shows that we get about 46% of what the GPO publishes each year. Approximately 80% of what we receive is in print. The rest is CDs, DVDs, and microforms. In reviewing this profile, Bill Bearden has found areas that we can cut in order to limit the volume and save space. Bill is trying to establish what the library receives and of that, how much we can do without. This is an enormously time consuming task and Bill would like advice from the subcommittee on how to go about this project. He thinks that we should selectively add some government documents to DRA. Since documents are published according to government agency, Dick Colby suggested that Bill list each agency and let Dick find faculty members within that specialty to help make these determinations.

One additional complication with this project is that you cannot throw government documents away. Any back issues that are eliminated must be offered to other depositories. This is a subject that will need to be addressed again at future meetings.

Journal Lists by Program -- Plan for December 11 Meeting

The committee needs to concentrate on the Journal List and the process of pairing it down at the December 11th meeting. A list of journals, organized by program, will be handed out at the next meeting. Reminder: This review process is for subscriptions in 2005.

The meeting was adjourned at 5:43 PM
Minutes submitted by Lydia Javins