Library Committee Meeting Minutes—2/2/94

Present: Robert Anderson, James Carter, David Cohen(Ex Officio), Michael Finefrock, Jorge Marban, Susan Morrison(Chair), Joko Sengova
Absent: Denis Keyes

The meeting was convened in the Library Conference Room at 3:04 p.m. Morrison called for a motion to approve the minutes of the previous meeting of 11/10/93. The motion was seconded and approved.

Preliminary Business

1. Cohen and Morrison commented that they were impressed by the Clemson architecture student’s four proposals regarding the location of a site for the new library facility. They reported that President Sanders and Conrad Festa also attended the presentation. Cohen said that the president is playing a very active role in securing a suitable site for the new building. The president invited the students to present their proposals to the Board of Trustees. He also authorized Cohen and Monica Scott to contact the architects involved with the project for the purpose of obtaining information concerning the Capital Campaign and bond issues. The president will use this information in his presentation to the State. Morrison suggested that if the meeting with the Board of Trustees is open to the public, then members of the Library Committee may want to attend.

2. Anderson asked about the faculty composition of the Building Planning Committee.

3. Cohen said that he met with the president to discuss the Building Planning Committee. He then reviewed the structure of the committee regarding faculty composition.

4. Cohen informed the committee that the six month trial conducted jointly by our library and Information Access Corporation is now under way. During the trial period the actual text of four-hundred journals ranging across numerous disciplines is available via the internet system on our library electronic information system.

5. Cohen reported that “Info Fair” was a great success. Morrison added however that the publicity for the fair could be improved. She also said that we might consider scheduling it to occur at a more convenient time since the beginning of the semester is always a very busy period for most students and faculty.

6. Cohen said that we are developing our own “gopher” for moving on the internet and local sources. The idea is to blend these sources in order to provide each department with its own “library”.

Review of Five Year Plan

1. Cohen initiated the discussion of the library’s Five Year Plan (1993-'94 to 1998-'99), a copy of which had been mailed to each member of the committee on January 28 (all references henceforth in these minutes refer to this document).
2. Marban asked about the logistics problems involved in the construction of the new library facility as outlined in 5.2.

3. Cohen said that the logistical problems involved in moving an entire library are many and great, and that we are not quite sure at this point when we will actually begin this project.

4. Cohen pointed out that our major concern at this time is the declining rate of acquisition of new books and supplies for students and faculty as outlined in 1.1. He said that these rates have been declining for the past three or four years, and added that the same trend is reflected in our acquisition of journals as outlined in 1.2. He indicated the need for additional funds during the next five years in order to maintain growth rates at a level which is compatible with the needs of students and faculty.

5. Marban asked about the evaluation process used to determine which journals, among those requested by the various academic departments, are to be acquired by our library.

6. Cohen said that the ultimate decision concerning the acquisition of a journal rests with the library. The review process involves trade-offs between cancelling old subscriptions and establishing new ones. There is also, generally speaking, an inverse relationship between the number of books ordered for a department, and the number of journals requested by the department which are approved by the library for acquisition.

7. Sengova asked if the journal holdings are linked to individual departments so we can keep track of who has ordered the journal. He also inquired about the space now available for special collections.

8. Cohen said that the library keeps records of departmental expenditures on journals so that we do know which department ordered a journal included in our holdings of periodicals. He added that the space available at this time for special collections is very limited. More space is needed.

9. Anderson wanted to know how magazines such as Sailing and Time are acquired.

10. Cohen reported that subscriptions to general periodicals such as these are ordered directly by the library from funds categorized as General Humanities, General Social Science, or General Science.

11. Marban wanted to know how the library determines what materials are lost or missing. He also asked about the procedure used to replace such materials (1.4.1).

12. Cohen described the various methods employed by the library to determine what materials are lost or missing. He also reviewed the process by which the library replaces lost or missing materials.

13. Morrison asked about the procedure for replacing disintegrating material.

14. Cohen said that faculty members usually initiate a new purchase in order to replace a worn-out book. The funds for this come from the faculty budget. He added that we try to do as much in-house mending as possible in order to avoid having to systematically replace material.

15. Anderson pointed out that we should be more specific with respect to time frames in the Five Year Plan.
16. Cohen said that it is extremely difficult in many cases to be more specific in setting time frames within which goals are to be attained.

17. Anderson wanted to know how our use of the internet system will be funded after the NASA grant expires.

18. Cohen informed the committee that we need to formulate a plan to deal with this problem. It is not currently included in the Five Year Plan.

19. Cohen discussed the acquisition of commercial and government data bases as outlined in 1.6.2. He also said that the Post and Courier will furnish a local data base (1.6.2).

20. Cohen reviewed planned improvements to library infrastructure. This includes replacing terminals with personal computers which are more flexible. He also discussed plans to “develop and implement library applications for facsimile and scanning technologies” and methods to “provide access to library materials in a [more] timely and logical manner” as outlined in 2.3 and 3 respectively.

21. Cohen emphasized the need to provide students and faculty with more courses in the use of the new technologies being made available to them as outlined in 4.3.

22. Morrison asked about the possibility of working with the computer science department in offering the library 101 course. She also pointed out that the course does not receive enough publicity.

23. Cohen said that the 101 course is difficult to offer. He explained that the resources necessary to make the course available are limited, and that when the course was required it received no support from the administration. He added that many students receive the instruction this course offers in courses taught in the English and History departments.

24. Marban inquired into the availability of the library CD ROM network which is currently being developed as outlined in 2.2.2.

25. Cohen discussed the items in 2.2 pertaining to CD ROM indexes and abstracts.

26. Finefrock mentioned the library CD ROM network which is now available.

27. Morrison wanted to know how our librarian's salaries compare to the salaries of librarians at other institutions in South Carolina.

28. Cohen informed the committee that the salaries of our librarians are not the worst in the state. Our beginning salary for someone just out of school with a masters degree in library science is about $25,500.

29. Marban asked about the project to create a self-guided tour of the library.

30. Cohen said that this will be a student project.

31. Morrison added that we should not begin the project until after we have moved into the new facility
since any work completed now will be obsolete once we relocate.

32. Sengova asked about the establishment of a music library as outlined in 5.5.

33. Cohen replied that the Music Department needs to take responsibility for this since the project will require special expertise which only they can provide.

**Other Business**

1. Cohen briefly reviewed the process for determining the departmental budgets. The process is scheduled to begin near the end of February as usual.

2. After a brief discussion Morrison tentatively slated the next meeting of the library committee for April 6, 1994 at 3:00 p.m.

3. A motion was made to adjourn the meeting. The motion was seconded. The time was 4:18 p.m.

Submitted by Carter