TO: INRS Library Task Force
FROM: William Shilts, Executive Director
DATE: February 14, 2011
SUBJECT: INRS Library Task Force Report

I have received and accept your final report and recommendations. I am in agreement with the proposed recommendations for the Institute Library, and I authorize the Associate Executive Director of the Institute to implement them. Top priorities for implementation are the establishment of an annual budget for the Institute Library (covering salaries, operating expenses, and acquisition of new materials), administrative transfer of librarians from their respective Divisions into the Institute Office of the Associate Executive Director under the supervision of the Head Librarian, and the formation of an Institute Library Advisory Committee, with representation from the five Divisions of the Institute. The charge to this new advisory committee should include advising on Institute library operations, including overall management of published material, space, and Institute budgetary allocations.

Librarians should share responsibility for staffing the public service point in Forbes Natural History Building, but should also maintain offices within and continue their active participation in the Divisions they serve. Although the task force recommendations were very specific regarding the actual amount of time each librarian is to devote to desk duty, as we move forward it seems clear the Head Librarian will need flexibility in the allocation of librarians' time.

Moving the physical collections of ISTC, ISWS, and ISGS (with exceptions for specific materials as deemed appropriate by Division Librarians) into the Forbes Natural History Building should be undertaken as quickly as possible, with a goal of completing all these moves by the end of FY13. Evaluation of the combined collection for coverage and balance over all the subject areas relevant to Institute research should be undertaken as indicated in Appendix F of the Final Report.

The service point now known as the Illinois Natural History Survey Library should be renamed the Prairie Research Institute Library as soon as the new Institute name is approved by the University, and at that point, the Institute should move forward with establishing a physical and virtual identity for the consolidated Library and discontinue use of Division library names.

I thank you for your service to the Institute, and look forward to seeing the implementation of your recommendations.