INRS Library Advisory Task Force
March 31, 2010, 2:00pm
Room 1005 Forbes Natural History Building

Participants: Don McKay (Chair), Laura Barnes, Susan Braxton, Scott Elrick, Anne Huber, Laura Kozuch, Brenda Molano-Flores, Beth Wohlgemuth, Gary Miller, Jim Angel, Kishore Rajagopalan, Greg Youngen, Cathy Bialeschki (recording). Absent: Tom Teper

1) Minutes from the previous meeting were approved. Susan Braxton suggested minutes be posted for Institute staff information.

2) Susan shared her reason for touring the INHS library was an effort to show that the INHS library in many ways differs from the other 3 libraries, especially given it’s a public library. Also, in 2008 with talk of library consolidation, INHS was discussed as a logical physical space for a consolidated library. Susan’s belief is that a library is an excellent vehicle/resource for the public and that it could be a positive to have a public place that represents the Institute. She also believes a centralized library has the potential to be stronger than 4 separate and that there are many ways to accomplish this. She hopes the task force can guide us in these areas.

3) Discussion of proposed charge - The task force discussed the following:
   a. Membership list change: ISAS library manager to ISAS Curator
   b. Ownership of libraries was discussed. INHS has a budget from UI and is currently owned by UI. Options to be discussed include turning over library collections to UI, although it’s not clear UI would want to take on the other libraries. There will need to be some agreement with the University about ownership and responsibilities. Greg Youngen noted if UI does take it on, it would be a secure place with preservation in perpetuity. Benefits of UI ownership: acquisitions volume discounts.
   c. Practicality of consolidation: Is there enough space? ISAS is a dedicated use library with many restricted documents not available to public.
   d. Preservation issues and availability. Jim Angel mentioned weather records (original material) dating back to 1872. There are fiche records elsewhere, but originals are at SWS. How do we deal with unique collections specific to an organization? Greg Youngen noted University Archives do deal with these kinds of things. Similar records in SGS (coal records). Looking for advice and counsel on how to resolve for future.
   e. Task force agreed there is much interest in digitization and data curation, which should be included in the task force charge.
   f. Susan Braxton will redistribute the revised task force charge with today’s changes noted.

4) A Library User Survey Subcommittee was formed and will include, Laura Barnes, Laura Kozuch and Beth Wohlgemuth. This subcommittee will draft a survey document for task force review. Survey resources are available from Lincoln Trails (Survey monkey license) and UI (webtools). Task force discussed the following potential questions for a user survey:
   i. Determine what services scientists value
   ii. What is basic (core) service required?
   iii. What services would they like to have provided?
   iv. What services could librarians provide to help researchers do their job?
   v. Determine degree of overlap between survey libraries and university libraries. How much (what percent) of your requests are handled by University library versus the Survey library?

5) IDEALS was discussed. IDEALS is the digital repository for research - including published and unpublished papers, datasets, video and audio - produced at the University of Illinois. IDEALS includes things unique to Illinois. Advantage is that UI will continue documents (if/when pdf goes away they will
convert to new formats). All surveys except ISAS have IDEALS documents. It was suggested that the task force invite Sara (?) to talk about IDEALS at a future meeting.

6) Service points: Brenda Molano asked if it had been determined if there will be just one service point for the Institute. Gary Miller noted the assumption is ISTC and SWS libraries will be moved to Forbes Natural History Building. Gary said the administrative group was moving in that direction but this is not a foregone conclusion. ISAS would be a separate operation and ISGS will not fit into the Forbes Building space. Molano suggested SGS as a separate service point; having a campus location and a research park location, thus offering campus a University library in the research park. One issue is that the Research Park is commercial and many library licenses are not for commercial use. This does create issues and violations can result in loss of service. Brenda suggests considering two public service points, although some noted coverage of one public library is difficult now and that coverage for two would be even more difficult and costly.

7) Discussion of proposed timeline – There was discussion about a June 1 deadline. Don McKay suggests setup of working groups to tackle a task list. By July 1, Gary suggests we would want a budget that includes operating costs, staff needs and acquisition needs. A starting place would be to put together current funding this fiscal year then look at what we can/can’t afford next fiscal year.

8) Library Data Subcommittee formed – usage data will be gathered from each library, e.g. # of walk-ins, # of questions at desk, # of questions in offices. Subcommittee should assess how librarians are used and determine if there are things we don’t know (track) that we need to. Snapshot: what we are doing now? Each librarian should decide what to track (that we aren’t tracking) and agree how far back to go.

9) Additional questions to be answered:
   a. Level of cooperation – what is basic?
   b. How does the library facilitate institute networking?
   c. Are we going to combine/consolidate
   d. Is UI going to accept our library collections?
   e. Are we going to transfer ownership or maintain?
   f. Physical and service aspects of consolidation.
   g. Where library goes? Where librarians reside?

10) Future meeting schedule – The group agreed to use the Doodle scheduling tool for future meetings. Susan will correspond with task force members with Doodle scheduling instructions.