

Librarians' Meeting
August 16, 1999

Present: C Beard, M McManus, M Ollendorff, D Novak, B Vinson, B. Kooy, B Griffies
N Farmer, S Lankford, C Huff, M House, J Ruskell, M Aldrich, C Goodson, C Anderson

Michael Aldrich opened the meeting with some recommendations from the Space Planning Committee for the librarians to consider:

1. Reference area layout needs to be discussed in a meeting of the Instructional Services committee.
2. Signage: temporary end of range sign will be created at the beginning of the semester, with more permanent ones appearing later (maybe one or two months into the semester).

The suggestion of color codes for each signage is as follows:

Reference: White
Periodical Indexes: Yellow
Periodicals: Pink
Gov Docs: Lt. Blue

A more complete discussion of first floor signage has been deferred to IS, including replacing the brown hanging signs and having a directory near the entrance.

3. Michael said that the Space Planning Committee recommended that a periodicals collection development committee should be formed. This committee would include but not be limited to the following items:
 - a plan for retrospective binding
 - a plan for evaluating short run titles
 - retention
 - determination of collection arrangement (in an alphabetical arrangement, do abbreviations come before words?: microfilm before or after hard copies; indexes; reference; documents serials, etc.
 - plan for replacing worn or damaged shelves: possibility of getting slotted shelves

Charles decided that we should set a committee at this time. He called the committee "Serials Collection Development Policy Committee" Chaired by Susan Smith, Debbie Novak, volunteered, others were added Debbie Harrell, Michael Aldrich, Melissa Gearhart, and Bill Vinson.

Michael then thanked everyone that had helped with the moved. He said it was not finished but hoped to be by the start of school next week.

Betsy decided that the PAR committee would wait until the September meeting for their proposal regarding Liaison.

Local newspaper subscriptions are received free as a part of the Times-Georgian subscription. Retention of local papers (not the Times-Georgian) will be limited to the current issue. This may impact the duration that titles remain on the new book shelves.

Mark talked about the rearrangement of the newspaper shelves. Adding bookshelves in the browsing area will help alleviate the clutter of book issues in the hallway. Retention was again discussed, and added to the agenda of the Periodical Collection Development criteria.

Adjourned meeting 5:20 pm