

University Library Committee
Minutes
January 27, 1999

PRESENT: Mary Jaeger, Lucy Lynch, Gary Meyer, Gordon Sayre, Brad Shelton, James Schombert, Ray Weldon.

GUESTS: Natasha Garber, Student Representative from the Graduate Council, Deborah Carver, Associate University Librarian for Public Services & Collections; Mark Watson, Associate University Librarian for Technical Services.

The meeting was called to order by Jim Schombert, chair, at 4:00 p.m.

GRADUATE/FACULTY CARRELS

The issue of opening up several faculty study rooms for graduate student use was discussed. Jim stated that from the discussions he has had with graduate students, it appears that the main reasons for them wanting this kind of space to have a quiet study place. Deb stated that the librarian's office gets requests from graduate students who need storage space, particularly when they are working on their thesis or dissertations. Schombert suggests that the graduate students register for a study room in the same manner as faculty members do. However, they would also need a form co-signed by their advisor. There would be a block of rooms which would be re-keyed, and the students would get a key on an as-needed basis. This would allow the student to store items in the library on a temporary basis and would serve the need for quiet space to work and study.

Lucy doesn't believe it would be necessary to rekey the rooms. She suggested having several keys per room. The student would present their UO ID card when checking out a key. The utilization rate might be higher with this method. The downside of implementing this is that it will add more responsibilities to the library's staff.

The use of lockers was mentioned for addressing the storage issue. Library Administration considered this in the past but decided to not install lockers in the building. The primary reasons being that it is very costly and people tend to leave food and drink in lockers, which attracts vermin and creates odors. It would be very time consuming for staff to check for food and drink on a regular basis.

Jim stated that he does not see a solution to the storage issue - there simply are not enough study rooms to assign to specific individuals.

Deb suggested that we implement a process of having 10 "open" carrels, which would satisfy a higher use rate, but not meet the demand of storage. This could be done on a trial basis and continue, or revise the process, depending on the feedback we receive. The form that the students complete would be valid for one term.

To summarize how the process might work - a graduate student would complete the form and turn it into the Circulation Desk. Circ staff would enter information into the student's circ record stating that he/she has been approved to check out a key during the current term. The key is to be returned at some

point during the day it was checked out. Failure to do so could result in the student being fined, or having this privilege taken away.

It was agreed that we start with the open carrel plan on a trial basis. Jim will put together a draft of this plan for the graduate council to discuss at its next meeting (February 24th).

LAW LIBRARY

Natasha inquired about the signs in the Law Library that say the Law Library is not to be used as a study hall. Deb responded that the Law Library does not satisfy the ABA's seating requirements. We have been directed by the ABA to provide more seating for the law students. The sign is not meant to imply only law students can use the library. Anyone can do research in the Law Library. The signage is there to discourage "study hall" use.

MATH LIBRARY

The committee discussed Jim's email of Jan. 26 which contained the ULC's response/recommendations regarding Math Library issues which were discussed in the Decennial Program Review last spring. Brad reported that these issues were discussed at a recent Math faculty meeting. He said there is not universal agreement among Math Department faculty to hand out keys to non-Math staff/students. Those within the Math Department who currently have keys for after hours access include tenure track faculty and dissertation graduate students. He added that the Math Department would, however, consider special requests for keys.

It was suggested that some kind of security system be in place before extending the key system. Science Library is getting a new security system; it may be possible to put the old system in the Math Library.

Ray asked if it has ever been determined if Math material has been stolen, or more often just mis-shelved. Brad replied that there are three reasons things may be missing from the collection - items may be mis-shelved, stolen, or stored in Math Department offices without being checked out. In the recent Math Department meeting, it was agreed that keeping uncharged material in offices is the same as stealing the item. Books will be properly checked out from now on.

Carver stated that the librarians who staff the collection are from the Science Library, not the Knight Library, as stated in the memo. She also added that she will investigate doing an inventory of the collection. Jim will revise the memo to reflect this discussion and will present it at the next Senate meeting.

The committee dismissed the library staff from the meeting in order for Gordon to provide a brief report on the decanal review for George Shipman, which is currently being conducted.

The meeting was adjourned at 5:05 p.m.

Submitted by
Sheila Gray
2/5/99

