

University of Maryland Libraries
Minutes of Planning Task Force
Friday December 3, 2004

Present: Sue Baughman (facilitator), Betty Day, Patti Cossard , Irma Dillon (note taker), Gerry Park, Tony Prosseda, Allan Rough, Maggie Saponaro (assistant facilitator), Jane Williams

The website for the PTF will be used to post meeting minutes. Minutes for the November 9 and November 19 meetings are ready to be posted.

Topic: Information from LibQUAL+™ and other assessments
Outcome: Irma provided an overview of results from library surveys conducted since 1999. Results of the surveys over the years have shown that our strengths lie in our staff and provision of services. The survey results have also been fairly consistent over the timeframe in the areas of Equipment – Insufficient computers, internet access, email access; Facilities – noisy, lack of group and/or individual study space, more late night at libraries, lighting, shelving, and temperature; Collections- unable to find research needs, print collections need to be updated, full run of journals needed; Circulation – unable to find items on shelf, overnight reserve preferred.

Topic: Planning Documents
Outcome: PTF members agreed that the discussion of the planning documents should place them into categories – completed, on-going and tabled.
Completed Items
E-reserves will be available 100% campus wide by summer 2005
Set-up of Research Port
Implementation of ALEPH
Elimination of dependence on contract positions
Use of space/PR efforts for exhibits
Workplan/performance review established
Campus electronic workplace initiative successful.
On-going
Initiatives I & II from 2001 plan
Facilities to meet changing user needs
Services-new innovative changing and ongoing
Collections- issues
Partnerships and consortia relationships
Technical Services – changing ways of doing work, the ways acquire materials
Aleph upgrades and maintenance
Research Port development
Digital collections development and growth of UM collections
Development of communications plan

From 2001 plan: 'Build the Libraries' human resources infrastructure to enable recruiting, retention and first-class support of the University's academic mission.'

From 2001 plan: 'Keep current data on the Libraries' status and needs, for fact-based decision-making and planning, for informing campus officials and others, and for supporting funding requests.'

Information Commons

Tabled Items

Investigation of fee-based services

Topic: Questions for staff

Outcome: The group agreed that questions to be asked of staff should be user oriented.

1. developed agenda and format for all staff meeting
2. determined question to ask staff at all staff meeting and through both WebIQ and an online survey

Jane will provide draft agenda and question for review

Topic: Agenda for next meeting

Outcome: Revisit timeline

Look at how to frame plan