

## **Minutes University Library Committee**

**Date:** April 12, 2005

**Time:** 3:00-4:00 p.m.

**Location:** Library Board Room

**Members Present:** Ralph Amateis, Douglas Berry, Eileen Hitchingham, Warner Kohler, David Radcliffe, Wyatt Sasser

**Guests:** Heather Ball, Caryl Gray

### **Agenda Items:**

#### **1. Library Borrowing and renewal policy.**

E. Hitchingham reported that she consulted with the ILS team and clarified with the vendor that varying rules for loan periods based on how many items the user has out is not possible. Although the recommendation from the University Library Committee was thoroughly considered, the new system will not be able to make and unmake renewal and due date decisions based on a specified number of books out to a borrower. The new system will allow a separate category of special users with additional renewal privileges.

Hitchingham said that she based on the overall input, the library will maintain the current practice for faculty and graduate students (90 day period, 1 renewal possibility, then item is physically returned). She will also initiate a special borrower class for those needing extended circulation for research purposes. This class of special borrowers will have a 90 day loan period with the possibility of doing online renewals for a period that would extend the use of the item to two years before it would need to be brought back physically to be discharged or to be borrowed again.

#### **2. Resolution regarding change of membership and change of reporting structure of University Library Committee.**

E. Hitchingham reported that the Commission on Undergraduate Studies and Policies, the Commission on Graduate Studies and Policies, and the Commission on Research have approved the resolution and that it was introduced for first reading at the University Council. [The resolution passed in University Council on April 18,2005]

#### **3. Recall Requests.**

E. Hitchingham provided information that demonstrated how easily the new system will allow a user to request a recall for items that are checked out. There had been considerable discussion earlier that many users did not know that they could recall items, or how to do it.