

**Library Council
Minutes
January 27, 2005
Smathers Library Conference Room**

Members in Attendance: Shelley Arlen, Dale Canelas, Gary Cornwell, Bill Covey, Michele Crump, Lori Driscoll, Carol Drum, Martha Hruska, Erich Kesse, Cathy Mook, Robert Shaddy, Steve Shorb, Betsy Simpson, Jan Swanbeck

Members Absent: John Ingram and Carol Turner

Guest: Stephanie Haas

1. Graduate Student Survey

- Steve Shorb reviewed the [results](#) of the graduate student survey conducted as a follow up to LibQUAL+ Survey results. Survey results will be provided to various library groups working to improve library services. Steve noted that it was an error to combine questions relating to online use of the library catalog and online use of databases. Some responses indicated that there is a problem with e-journal availability. Further analysis of these responses will be conducted to determine the disciplinary breakdown. Further analysis will also be conducted for responses indicating difficulty in using databases. Responses also indicated that subject guides should be improved. Shelley Arlen noted that Collection Managers are making efforts to integrate into departments to meet with graduate students. Questions about the survey and/or survey results can be directed to Steve Shorb.

2. Institutional Repository

- Stephanie Haas reviewed the [Executive Summary](#) for the Survey of Digital Assets at the University of Florida report. The full report is available at <http://www.uflib.ufl.edu/digital/Temporary/IR/UFDigitalAssets.pdf>. A suggestion was made to distribute the report summary and full report to deans and faculty members. Stephanie noted both documents would require revision prior to distribution.
- The immediate steps will be:
 - Discuss the UF inventory the Task Force started building with Collection Management
 - Build a pilot project in Greenstone beginning with the IFAS materials and dissertations as noted in the report.

3. Years to Tenure

- This year tenure is a 7-year process. President Machen has asked that every college decide for itself whether a 6 or 7-year tenure process will be used after this year. Once the decision is made it cannot be changed. Dale Canelas will distribute a ballot to faculty in early March. The ballot will include Health and Law.

4. Faculty Survey Response

- Dale will hold a Faculty Survey Response meeting in late February for Smathers Libraries Faculty. She met with the Library Faculty Senators and attended a Public Services meeting to gather ideas for how to make this

meeting as well as other meetings, such as all staff, more useful. Some suggestions were:

- Make the purpose of the meeting clear (info session vs. discussion/idea sharing session)
- Try to assess what environment will foster discussion/idea sharing. Perhaps smaller groups with facilitators.
- Develop primer topics to facilitate discussion/idea sharing.
- Reinstitute the Director's "State of the Libraries" address.

5. Master Calendar

- Bill Covey reviewed the first attempt at a Master Calendar. It can be viewed by going to Microsoft Outlook>Public Folders>All Public Folders>MasterCalendar. This method will be used for three months and then reviewed to see if a new method should be developed. Items for the calendar should be submitted to Misty Swain.
- The committee discussed the importance of using Microsoft Outlook Calendar when scheduling meetings/events to help avoid scheduling conflicts. Library staff members are and will be expected to utilize the Outlook Calendar when scheduling meetings/events.