University Libraries Management Team
July 31, 2012

Present: Culshaw, Larsen, Williams, Wakimoto, Fong, Knievel, Hayworth, Austin, Montgomery

In these minutes:
Updates from MT: Archivist Toolkit
Email actions: new Libraries’ hours workflow, fall 2012 hours, exhibit catalogs
Libraries recruitment plan
Other Items: fall hours updates, future of FSDC, proposal for former “Bibliographers’ monthly meeting”
Libraries’ role in D2L
Gathering survey data: LibQual vs. MIT Instrument

1. Updates

   Rice recapped a recent proposal approved by ExCom to use Archivist Toolkit (AT) for managing Archival Collections at CU. The original proposal grew to include the Alliance. The Alliance would provide IT for AT and would purchase instances for all interested parties. The proposal has gone forward to the Alliance for approval at their next meeting.

2. E-Mail Actions

   **MT approved a new workflow for Libraries hours as follows:**
   - Cheryl prepares draft hours
   - Draft hours are sent in military time, Excel format to MT for approval. After MT approval, Security is notified of the hours and they are sent to SPWG for review.
   - If SPWG has concerns, those concerns are sent to the MT. When this has been rattled out with the MT, the MT will inform Cheryl of the changes.
   - Cheryl will then input the hours into the dynamic database.
   - At no time will anyone but Cheryl enter hours for Norlin or the Commons into the database.

   Management Team reviewed the fall 2012 hours and forwarded to the SPWG for their review.

   MT approved an “Exhibit and Collection Catalog Application and Guidelines” document. It will be available at [http://ucblibraries.colorado.edu/adminservices/index.htm](http://ucblibraries.colorado.edu/adminservices/index.htm) in the Forms A-Z tab.

3. Recruitment Plan

   MT reviewed the Libraries’ recruitment plan. Once the plan is approved, searches will begin.

   **The Libraries’ proposal to search for the following position has been sent forward:**
   - Japanese Studies Librarian
   - Scholarly Communications Librarian
   - Interdisciplinary Social Sciences Librarian
   - Digital Archivist
   - Interdisciplinary Humanities Librarian
4. Other Items
In response to recent discussions with student leaders, MT proposes opening at 10 am on Sunday instead of 11. Student leaders said that they often hear (during campaigns) requests from students to have longer library hours. MT agreed to increase our hours because there is evidence of demand for that service.

MT is in discussion with Administration regarding hours during the fall weeknight football game (October 11, 2012).

MT had a conversation about the future of FSDC. Look for more information in upcoming MT minutes.

MT approved the proposal for the meeting time formerly known as “Bibliographers’ monthly meeting.” Please see attached proposal for more information.

5. Libraries D2L Role
MT discussed the Libraries role in D2L and the implications on electronic reserves. MT will write a statement to present to the OIT faculty advisory board for discussion.

6. Gathering User Data
The group discussed the possibility of using a survey developed by MIT to gather data about our users. As part of the decision-making process, MT will review the LibQual tool and make decisions about whether MIT or LibQual survey would be the best way to get data from our users during the upcoming academic year.

Upcoming meetings
   August 7
   August 21

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