Management team opened the meeting with a discussion of the details for their upcoming retreat.

The group discussed the steps for implementing department-level organizational changes. The following procedure was agreed upon. The department director presents the plan (including, for example, plans for staff reallocations) to Management Team. If the team supports the plan in concept, the department director presents the request(s) to ExCom via the appropriate Associate Dean. If ExCom approves the plan, the Senior Associate Dean will work with department directors and administrative staff on implementing approved changes.

Rice announced the establishment of a fund for audio/video digitization. This fund provides an opportunity to develop an in-house capability to digitize and preserve such collections. The approved proposal is attached for review. Please contact Rice if there are questions about the specifics of this fund.

Brice presented a proposal to integrate the Juvenile Collection into Norlin Stacks. The revised Norlin Renaissance Plan calls for moving to a single call number arrangement (East Asian and government information excluded) run in Norlin. Around mid-May, Materials Management will begin a significant shift of Norlin Stacks and would like to incorporate juvenile books into Norlin Stacks at that time. After the shift, the space where the collection is currently housed will likely become student study space. The PZ’s would mostly remain together, but juvenile items with classifications other than PZ would be integrated at the appropriate locations. Management Team raised some issues to consider. Rice, Brice, and Metadata Services agreed to investigate ways to show this collection as a discrete unit in Chinook (perhaps via scoping) and discuss this with Alison Graber, the juvenile subject specialist. It was also recommended that Brice work with Alison to consult with School of Education on this proposed change. Assuming no significant issues arise and the collection can be adequately represented in Chinook, MT supports this change. Brice will keep the group up-to-date via email.

The group discussed the VHS to DVD Conversion policy Brice proposed, and University Counsel’s response. Counsel came back with some changes to the proposal. MT agreed that Brice can send a reply to Counsel and get back to the group.

Rice advised the Management Team that misuse of our public computer stations has gone to a new level. We need to do something about use of unauthenticated workstations for ethical, legal, and public relations reasons. LIT will investigate possibilities for further securing our unlocked workstations and will send a message to the list with more information as soon as it’s available.

Gene presented the proposed changes in Social Sciences. The group discussed and approved his proposal. Gene will present the proposals to ExCom.

The Service Points Working Group will move forward. Members will be named in the next few weeks.

The Scholarly Communication Working Group (Yem, Jina, Jack, Bruce) will present at next meeting.

Approved proposal for an in-house audio-video digitization program
6 March 2012 Rice Majors
**Problem statement:**

We currently make “no” progress on audio-video digitization efforts, even while our archival collections are becoming increasingly diverse in these areas. The nature of the media services unit (i.e. as an auxiliary) has heretofore posed accounting challenges for making progress.

**Proposal elements:**

Transfer enough student labor money (from the general fund) to fund another student working in media services. This student would work exclusively on Libraries digitization efforts. (We estimate that the media services area can accommodate an additional 0.50 FTE of student labor without placing undue strain on the available space/equipment.) This student would report to Michael Riberdy as the existing students do.

Allocate a proportional amount of r&r money (from the general fund) to pay for an appropriate amount of the r&r of equipment in the media lab.

The throughput of the digitization efforts would become a known amount, and the DLMG (or its successor) could prioritize digitization proposals just as it does for print digitization proposals now. If the throughput was not sufficient for the Libraries’ growing needs, then eventually we could explore other options including expanding the personnel & equipment of the media lab and/or fundraising efforts to allow some projects to be sent to third-party vendors.

**Approved with start-up funding of $5,000.**