University Libraries Management Team
August 6, 2013
Present: Reynolds, Fong, Knievel, Majors, Austin, Moeller, Hayworth, Montgomery

Draft Recruitment Plan
Leslie distributed the draft recruiting plan. Rollover positions, unfilled last year, are the digital archivist and scholarly communication. New requests are the Associate Dean, Head of Metadata Services, the Discovery Metadata & Data Mgmt. Librarian, and the Digital User Experience Librarian. This plan is due next Friday, usually takes several weeks to review and then we should hear back by the end of August.

Program Review – draft writing team
The writing team for the program review has been discussed, and Leslie will send out invitations soon.

Circulation Restructure
Brice Austin distributed both a current and proposed organization chart for the Circ Department. There is a need to increase delivery of digital formats past the business week, and there are some shifts according to change in need for various kinds of work.

Improving off-campus access to e-resources – the Proxy Server
We are going ahead with turning on the proxy server to provide access to our resources. Rice Majors will be bringing this discussion to Subject Specialists on Thursday. The VPN will remain, as it offers more security, but the proxy server will offer better access for many. The proxy server product has been improved since its first version. It won’t be rolled out prior to the semester, but sometime in September, and they are working on the campus notification process.

Moving Science Librarians
There will be a shift of the Science Librarians, both to and from Norlin and offices in branches. This will happen later in August and into September. Jack Maness will come to Norlin, Barb Losoff will go to Engin, and Rebecca Kuglitsch will move to Earth Sciences.

Advising Space in Commons Fall 2013
The Libraries have been asked to supply space for drop-in advising in the Commons, as a pilot program. Students can just come in from 10am to 9pm and meet with an advisor at one of the computer pods (just one dedicated to this purpose, with a stanchion and a sign posted during the open time). Currently, student advisors are scattered all over campus, and there is no consistency in their approach. There are issues with advising and access across campus, and this has come up as part of program review in other departments. There will further publicizing of this as the pilot progresses.

Department Updates
Rice Majors – LIT has hired a web developer, starting August 26th. Rice has requested the remainder of his research leave for September/October, he will still be in for MT Tuesdays. He reminded everyone of the August 12th lack of Encore service and the August 17th closure while the power is out. There are public computers in Circ, and there will be concerns from the public patrons during recarpeting. Campus Legal has been alerted, as well as Campus Communications.
Paul Moeller hopes that all the good-byes have been said for a while. The Periodicals task force has moved the Art journals out. The proxy server work is progressing. We are going to keep only the past five years in the Per Stax, and that move will commence soon, when Paul and others have reviewed the faculty exceptions and finalized the move list. Anna is working Cooperative Cataloging (NACO/ SACO/ BIBCO) from Windy, Paul is the Conser liaison, and Laura is reviewing Conser work as well.

Gene Hayworth – the Business School has supplied money for new furniture and some other changes. Jenny is working with them on this. There is a design, it will be cool. Rani and Mark think they could install a new reservation system for the team rooms by semester start.

Bruce Montgomery. The AMRC is receiving a nice sum from an estate gift for digitizing materials. SPC has an exhibit on the sciences on display, and Debbie had one of her students produce a film on the Florence Becker Lennon collection, which was premiered last Friday for the Libraries.

Brice Austin. Construction issues continue, and next week is the second floor south side recarpeting project.

Jennifer Knievel – Megan Welsh starts after Labor Day. Music has shifted their whole collection, the better for signage and more intuitive for the user. A&H is doing the Real Colors workshop next week, and JK will report back on that. The Digital Humanities Symposium is August 22 & 23, full with a waitlist. SPWG report that they are rewriting patron notices, clearer and less upsetting, as well as getting a replacement for Question Tracker and training on the new product.

Yem Fong. The entire SRD department is also doing the Colors workshop next week. In Acquisitions, the space is being rearranged. And the usual – serials review, budget in process, etc.

Leslie and Jim met with the Dean of the Grad School, the Museum Director and FacMan representatives about new digs for the Museum. They will prepare a letter to be signed by the VC for Research, the Dean of A&S, the Dean of the Graduate School, and Jim, recommending this redo of the Museum footprint as well as adding extra space to our new cube for extra Colorado Treasures storage. The cube is a different structure, for different materials and use, than PASCAL. (NCAR is also going to partner with us in PASCAL). The new Museum Director has been a very successful fund-raiser in the past (though it helped to have a well-known, fabulous, architect on board as well).

Upcoming meetings
August 20 – proposal that UCB lend CDs to GWLA and Prospector
September 3

Management team minutes are available online: http://ucblibraries.colorado.edu/adminservices/management/index.htm