University Libraries Management Team
Agenda – October 21, 2014
Location: N210
Present: Reynolds, Williams, Maness, Weiss, Fong, Knievel, Hayworth, Montgomery, Moeller, Austin

1. Association of Research Libraries’ Elliot Shore
 Elliot Shore, Director of the Association of Research Libraries (ARL) visited the Libraries on October 21 as part of his ARL listening tour to connect with ARL libraries across the country. Please see http://www.arl.org/ for information about ARL and the work they do for libraries. If you have more questions about the discussion between Elliot and the team feel free to speak with your Department Director.

Elliot discussed several issues that impact all of higher education institutions (including libraries) related to national policies and changes in higher education.

ARL is going through a strategic planning and design process. They are working toward leveraging folks from different institutions to move toward opening up the organization for other institutions—they are looking at the question “what is a research library” to determine if more organizations could be included in ARL. For example, could an exclusively digital library be considered a research library? They’re also considering including international libraries (they already include Canadian libraries).

Georgia State issue (See http://www.arl.org/news/community-updates/3416):
ARL: although it looks like we lost this case, some of the issues the court accepted are more important than the fact that we lost the case. If a whole item such as a book has pedagogical value, it should be available to users by reaffirming that libraries are non-profit free use institutions so the information should be readily availability. When the Association of American Universities (AAU) sues us they’re suing their customers, they’re suing themselves. The issue is that faculty don’t understand the implications of making publications available to their students. Perhaps they don’t understand that if it comes to a lawsuit the institution will be sued, not the individual.

Even though University Libraries doesn’t have e-reserves anymore copyright is still an issue. Circulation deals with this issue frequently. The court case could still go the other way, and you don’t know what’s going to happen, so we need to keep abreast of the cases and the changes in the law as we move forward with open access.

Institutional stories could be useful in moving our open access agenda forward in a lot of different places.

2. Gear replacement impact
 MT discussed the impact of the upcoming gear replacement that will affect power in Norlin in late December – early January. The information below is from an email Leslie sent to all staff and faculty on October 22. Please look for another email with up-to-date details about this project in the near future.

FacMan has been planning to replace three switch gears (main electrical inputs) in Norlin for some time. It is now tentatively scheduled for December 21-31 and will require significant power outages throughout the building. As we are not allowed to occupy any portion of the building without power and for safety reasons, Library Administration has decided to close Norlin during this period.
Impact on Access to Norlin and Branch Libraries

- According to the preliminary schedule, Norlin will be closed from Saturday, December 20th through Saturday, January 3rd. This includes seven working days (December 22, 23, 26, 29, 30, and 31).
- During the closure, Norlin library faculty and staff, building tenants, patrons (includes the UCB student/faculty community and the general public), and any other non-library affiliates (e.g., custodians) will not be able to enter any parts of the building, including the Information Commons.
- Branch libraries are not impacted by the power outage and should maintain published schedules. Employees housed in branch libraries are not eligible for administrative leave (see leave info below).
- It is possible that the days of this outage will change and we will need to adjust the days that Norlin will be closed. Stay tuned for confirmed dates.

Impact on Employee Work and Leave

- Employees should work with their supervisors to identify any possible work that can be done remotely or in an alternate location. Keep in mind that remote access to workstations may not be available (see section on Technology Considerations).
- Any work that can be completed should be marked as work on an employee’s work record.
- After possible work has been exhausted, employees will take administrative leave for the remainder of the closure period.
- Any work materials you need for your work left inside Norlin during this timeframe will NOT be accessible to you so please plan accordingly.

Technology Considerations

- If critical work needs to be completed during this time frame and you must have access to YOUR PC or specific applications, you must request an alternative arrangement via a WebHelpDesk ticket no later than Tuesday, December 2nd (the sooner the better so LIT can prepare accordingly).
- Please don’t hesitate to contact LIT sooner with questions about options which may involve moving your PC to an alternate location (possibly in one of our branch facilities). Please keep in mind that if your PC is relocated, LIT will need to move it prior to December 19th and may not be able to return it to your normal work location until after January 2nd.

Other Considerations

- All refrigerators and freezers in the building should be cleaned out and turned off. If there is a problem doing this with any equipment, please let Building Management (Carl or Alicia) know via Webhelp.
- Plants may need to be taken home.
- Please consider how the closure will impact your processes, and plan within your department for appropriate response and communication to patrons, services, etc. Review your contingency ideas with LIT and Building Management via a lib-help ticket.

Details may change and some specifics are still under discussion. Management Team is discussing which services are critical and how this closure may impact routine activities.
If you have questions related to the closure or to this administrative decision, please contact Lucile Zellar.

**Upcoming meetings**

November 4 – Strategic Planning Plan with Susan Skjei

November 18 – Mini Documentary about library, CMCI Support, Susan Skjei?

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

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