

**University Library Committee Minutes**  
**December 12, 2017**

Present: Megan Bevin, Thomas Burr, SJ Chang, Duleep Delpechitre, Carolyn Hunt, Melissa Johnson, Chad Kahl, Alan Lessoff, Ed Reitz, Kathy Webster, Shari Zeck

Absent: Megan Bevin, Oz Dincer, Chris Dominguez

Meeting was called to order at 3:25pm.

Burr reported out Dincer's findings for how other universities position a link to their libraries on their landing pages. He examined over 100 sites and found the majority position a link to their libraries on the bottom of the page. In this way, the University's landing page is consistent with other universities. In Dincer's opinion, a request to the Office of the Provost to reposition a link to Milner Library to the top of the landing page is not likely to be successful.

Zeck said the University's landing page is designed with external constituents in mind, such as prospective students and their families. Internal stakeholders, such as faculty and staff, should be driven to the University's portal.

A brief discussion ensued about faculty members' strategies for locating University information. Ultimately, Burr recommended that ULC not pursue the approved motion from last month to submit a letter to the Office of the Provost recommending a repositioning of the link to Milner Library on the University landing page.

Zeck provided an update regarding the Plaza construction. One bid was received in the most recent bidding process, but the bid was over budget. The University will have to ask for additional funds at the February Board of Trustees meeting. The master planning process for Milner Library is underway, and the working group committee will meet in person again in January. At that meeting, the committee should receive some basic space planning ideas to review. Each of the focus groups that provided input to the consultants clearly desired dedicated space in the library and wanted reservable spaces. For example, students want space for collaborative work, and faculty want to teach in library spaces and want space for consultations with students.

Burr asked for an update on the harmonization of the collections documents. Kahl said the working group focused on this is making progress. They have decided to go through the IRB process in order to send out a survey to faculty.

Burr returned to the committee's primary agenda item: How to get the information collected in the faculty interviews to the librarians? There was discussion about whether face-to-face meetings or a summary report was the best format. The committee decided a short report will be best.

The committee decided to review the responses again at the January meeting and select three areas in which to focus their report.

Next ULC meeting is 1/17.

The meeting adjourned at 4:45pm.