

**Faculty Senate Library Committee**  
**October 5, 2016**

**Minutes**

*Approved on (November 2, 2016)*

**Present:** Annette Besnilian, Lauren Byler, Lorenz Gamma, Ellis Godard, Tim Karels, Terri Lisagor, Roxanne Moschetti, Mario Ontiveros, Kourosh Sedghisigarchi, Mark Stover, Mary Wahl, Sung Wook Yoon, Jim Lunsford (recording secretary)

**Excused:** Kathy Dabbour, Rachel Friedman-Narr

**Call to Order**

The committee chair called the meeting to order at 2:05 p.m. The meeting was held in the Administration Conference Room in the Oviatt Library.

**The minutes from the September 7, 2016 meeting were approved.**

**General Announcements**

- Mario Ontiveros is collaborating with Deaf Studies to present, [Justice Can't Wait: Deaf People of Color Seeking Change](#). The exhibit will run from Sunday, October 23, 2016 through Wednesday, November 2, 2016.

**Dean's Report**

- The Dean shared information about a number of upcoming Library events.
  - October 6-21 – [Oviatt Innovation Week\(s\)](#)
  - October 11 – [8<sup>th</sup> Annual Research Fellows Colloquium](#)
  - October 11 – [Election 2016 Wikipedia Edit-a-thon](#)
  - October 13 – [WISE Career Networking Event](#)
  - October 18 – Library Portico Used Book Sale
  - October 21 – [The Proposition on Porn \(Plus Pizza\)](#)
  - October 25 – [Open Access: A day of Data](#)

**Minimal Expectations Resolutions**

- The Faculty Senate requested that all standing committees draft and adopt a Minimal Expectations Resolution to help clarify basic service requirements for members serving on committees.
- The committee agreed to adopt the senate's example resolution with the following changes:

The Faculty Senate Library Committee resolves that the following constitutes the minimum expectations of each of its members: ~~in the 2016-2017 academic year:~~

- (1) ~~Attend the entirety of every meeting.~~ Regularly attend meetings.
- (2) Thoroughly and thoughtfully read all distributed materials prior to the meeting.
- (3) Volunteer for subcommittees or other tasks as the need arises so that the workload may be spread fairly amongst members of the committee.
- (4) Ensure that the climate of the committee is conducive to all viewpoints receiving a full and fair hearing.

**Interlibrary Loan (ILL) and resource sharing among libraries with ILL Supervisor, Felicia Cousin**

- Information was shared that will help faculty and students to maximize ILL services.
- Methods of submission were reviewed.
- Library subsidies were outlined and clarified.
- It was suggested that requests to use a subsidy should be included in the notes section of the request.
- Rather than starting a new request for an order that has been cancelled by ILL for some reason, it is better to simply resubmit the cancelled request.
- The top 5 reasons that requests are cancelled include: the item is available on the internet, the request is a duplicate, ILL is unable to verify the request, the Library owns an electronic version of the resource, or the Library owns the resource in a physical format.
- Due dates and renewals are dictated by the lending institutions.
- Various ILL usage statistics and average turnaround times were shared.
- It was noted that including ISBN or ISSN numbers will expedite the processing of requests.
- It was noted that ILL information can influence resource purchasing for Library collections.
- There was some concern expressed regarding the interfacing of Library services with Disability Resources and Educational Services (DRES).

**The meeting was adjourned at 3:20 p.m.**

Prepared by Jim Lunsford