

End of Year Report for Committees, Groups, Task Forces, etc.

Name of Committee: 1998-1999 Library Committee

Number of times met during the year: 5

Committee Chair: W. Joey Styron

List Committee Members: Number of Meetings Each Attended:

Charlotte Christy, 2

Cathy Cobb, 1

Magali Duignan, 5

Bill Nelson, 5

Sankara Sethuraman, 5

W. Joey Styron, 5

Indrid T. Warden, 1

Comments about contributions and attendance of members:

All of the committee members listed above contributed either during the meetings or in discussions outside the committee meetings. The committee members who contributed most heavily in the committee included: Magali Duignan, Bill Nelson, Sankara Sethuraman, and the chair. Other members who were not able to attend as many of the meetings contributed by e-mail to the work of the committee.

Major committee accomplishments:

Preparation for SACS visit. The committee reviewed the relevant portions of the SACS criteria and the last SACS report. As a result, we drafted a letter to departments heads or deans. We asked them to review their library acquisition policies and revise them (or develop them) as needed.

Mrs. Bustos was most helpful in providing the committee with information regarding the acquisitions process. She also provided examples of acquisition policies and guidelines for developing policies.

The committee reviewed the policies that were on file for various departments on campus. We observed that most appeared to need revision.

Reese Library Mission Statement We reviewed drafts and the final version of the Reese Library Mission Statement. After much deliberation, the committee made recommendations for changes in the drafts of the statement.

Library Weeding Policy. We discussed the library's weeding policy for obsolete materials. Committee members were asked to help with weeding in their areas of expertise.

Evaluation of Library Services. We discussed various means of evaluating library services. We determined that some type of surveys might be needed, in addition to the library's ongoing procedures. We decided that any such surveys should be done in conjunction with other preparations for the upcoming SACS review.

Committee Minutes Distribution. We decided that our committee minutes should be made available on the ASU Web. The minutes should be available on Web page under Faculty Committee Minutes, along with other committees. The minutes should also be accessible through a link to appear on the Reese Library Web Page.

Copies of this completed form should be sent to the President, the Vice President for Academic Affairs, the Chair of the Faculty Policies Committee, Reese Library Archives, and each committee member. The school curriculum committees should also send the report to their respective deans.