

FIRST LIBRARY COMMITTEE MEETING
MINUTES — FALL 1998

November 6, 1998

13:00 at the Library Conference Room

In attendance: Charlotte Christy, Cathy Cobb, Magali Duignan, Bill Nelson, Sankar Sethuraman,
Joey Styron, and Ingrid T. Warden

First, Dr. Nelson introduced the members of the committee and explained its role.

Second, Mr. Styron was nominated chair of the Library Committee (henceforth LC). It was then decided that all the committee members will take turns writing the minutes of the meetings. Dr. Nelson volunteered to provide a list of names of those who must always receive a copy of the minutes.

Third, it was established that the LC will normally not meet more than once a month and that this semester there will be no more meetings because the dates for registration, advisement, Thanksgiving, and final exams are very close.

Fourth, Dr. Nelson reminded the LC members that very soon the SACS committee will be coming to our campus and that LC members should make sure that Reese Library is following its recommendations. A copy of the SACS criteria will be e-mailed to the LC members for their perusal and suggestions. Also, Dr. Nelson will be sending, at a later date, a copy of the suggestions put forward by the SACS committee during its last visit.

Fifth, Dr. Nelson demonstrated briefly how one can find information on the Reese Library new homepage. The LC members were asked to provide feedback and/or suggestions.

Sixth, LC members were asked to read the Mission Statement of our library so as to provide suggestions for revisions.

Seventh, LC members should be considering instruments and methods to conduct an evaluation of the services offered by Reese Library.

Eighth, Dr. Nelson reported that the library is continually reviewing its holdings for obsolete materials. The library requests that Faculty assist in this endeavor as to ensure adequate and updated library materials.

In sum, LC members need to evaluate the library home page, to compare the Mission Statements of the library and of the university, to read the SACS criteria and report, to consider methods to evaluate adequacy of services provided by the library, and to offer suggestions for improvement.

The **next meeting** was scheduled for next year on the second week of classes. By then, the LC members will have a better idea of their schedules. Mr Styron will e-mail LC members and will determine a date. In the future the minutes will be provided via electronic form. If anyone would like to receive a hard copy, please contact Mr. Styron.

The LC meeting was adjourned at 14:10.

P.S. Holly Thornton will be joining our committee next time.

Minutes respectfully submitted by Magali Duignan.