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I-Share Acquisitions and Serials Team Minutes for May 16, 2008

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I-Share Acquisitions & Serials Team Minutes

May 16, 2008

The meeting commenced by conference call only at 11:00 a.m.

IACQ Members Present: Ted Schwitzner (ISU, chair IACQ, recorder), Christophe Anderson (COL), Cindy Fuller (MIL), JoAnn Houshell (IIT), Sharon Nelson (NIU), Tammy Schnell (LLC), Michelle Toohey (SIE), Rachel Wightman (NPU); Carlos Melian (NEI, IUG Liaison)

ICAT Members Present: Susan Braxton (UIU), Priscilla Matthews (ISU), Pam Thomas (ICC); Cathy Salika (CARLI), Casey Sutherland (CARLI), Jessica Gibson (CARLI)

IACQ & ICAT Joint Forum Planning

The meeting commenced with both IACQ and ICAT members present to discuss the joint forum on workflow assessment. Conversation focused on development of a proposal to be submitted to the CARLI Program Planning Committee (PPC), that CARLI should engage speakers from R2 Consulting for such a program. Ted reviewed the proposal form area by area to discuss options and strategies for making the proposal successful.

The group agreed that the program should be presented as the fall forum for both teams. Forum costs normally get covered by CARLI, and reducing the number of forums by one should improve the appeal. Regarding the costs from the consultants, Ted learned that R2 would be willing to negotiate a lower rate if needed, in recognition of the exposure they would receive. This will be noted in the proposal.

For a venue, the group decided to exclude spaces at Loyola and UIC as being too large. Preference was given to the Champaign location, the Hilton Garden Inn, since that facility has worked well before. ISU was selected as a backup location in case matching facility dates with speaker dates does not work out.

Ted recommended a timeline for completing the proposal and requested volunteers to work on individual sections of the proposal. Ted accepted responsibility for the sections on whether we were willing to charge attendees, what type of funding we are requesting, and what problem does this program address. Jessica and Priscilla volunteered to send suggestions along for this latter element as well. Tammy volunteered to answer the intended audience section as well as the question of whether similar programs were available elsewhere. Sharon agreed to work with Jen Masciadrelli (who had volunteered previously) to work on the budget section. Ted requested that initial drafts be submitted by May 23, the sections pulled together and reviewed by May 28, and the final proposal reviewed and submitted to PPC by June 1.

Ted also stated that he would contact R2 to let them know of our progress.

ICAT members signed off of the call at this point, and IACQ continued for its regular meeting.

IACQ Minutes

The Team reviewed the minutes of April 18, 2008, and approved them as presented.

Acquisitions/Serials Usage Survey

At Jen's request, Jessica reviewed some brief data discovered in the survey put out by the team. She stated that there were 101 surveys were submitted, of which 58 were fully answered. Responses reflected 49 institutions, and 54 respondents stated use of the Acquisitions client in some way. It was found here that the relationship of

client use to institution was not as clear as it could have been. Ted suggested looking at this topic further in June to see if there are more things we could do with the results.

Annual Report to IUG

Ted requested feedback on the Annual Report draft he distributed by email. Cindy suggested regrouping the accomplishments into sets of related items. Ted asked everyone to check past minutes to see if anything was omitted. The due date for the Annual Review is June 1.

IUG Update

Carlos reported that IUG was finalizing its decisions on volunteers for team openings. IUG will be putting out a call for volunteers for a "Reports and Statistics Task Force," which could conceivably evolve into a permanent team.

CARLI Update

Jessica reported that the CARLI Office move was postponed to the week of June 16. This created a conflict with the team's next meeting location, intended to be either the old or new CARLI Office on June 17. JoAnn, Carlos, and Ted each volunteered their libraries as hosts for the next meeting. In the end, the team decided that meeting at IIT-Chicago Kent School of Law would be a good alternative site.