**UNIVERSITY LIBRARY COMMITTEE MEETING**

Monday, 3 December 2018

12:30 – 1:45 a.m. (Lunch meeting)

Administrative Conference Room, Ground Floor

D. H. Hill Library

**MINUTES**

Ed Sabornie, Chair of the Committee called to order this regular meeting of the University Library Committee.

In attendance: (Members) Maria Adonay, Jen Arthur, Art Cooper, John Gadsby, Maria Gallardo-Williams, Kerry Havner, Sophie Holmes, Michael Hyman, Jamie Larsen, Marilyn McHugh, Emil Polyak, Greg Raschke, Taslin Rashid, Ed Sabornie, Anderson Shumate, Scott Watkins, Paul Williams

(Guests/Presenters) NCSU Libraries – Rob Rucker, Hilary Davis, Emily Lynema, David Goldsmith, Joe White, Wendy Scott

1. [**Student Advisory Forum update**](https://committees.provost.ncsu.edu/library/wp-content/uploads/sites/14/2018/11/S721718112712220.pdf) – Rob Rucker, Chief Strategist for Student Success

The Student Advisory Forum is open to any NC State student with an interest in the Libraries. Rob Rucker serves as coordinator for the group. A student is appointed as chair. The group meets approximately 3 or 4 times per semester to provide input, ideas, suggestions and feedback about the Libraries services to students. This year the group has been advised on upcoming Hill renovations and opening of the Hillsborough Street entrance. Among requests that students have made through the Forum is for more group study rooms in the Hill Library.

1. [**Collections budget, 2018-19**](https://committees.provost.ncsu.edu/library/wp-content/uploads/sites/14/2018/11/ULC_Lib_Reps_Fall_2018_draft11.26.2018.pdf) **–** Hilary Davis, Department Head, Collections & Research Strategy Hilary Davis presented the Libraries plans for collections purchases this year. The plans were approved by the ULC.
2. [**New interface for the Libraries catalog (see attached)**](https://committees.provost.ncsu.edu/library/wp-content/uploads/sites/14/2019/02/Libraries-Catalog.pdf) **–** Emily Lynema, Department Head, Information Technology. Emily Lynema reported on changes that will be made to the Libraries catalog as a result of current software and hardware infrastructure no longer being supported by the vendors. The new version will allow users to toggle between the NCSU Libraries holdings and TRLN collections (those of NC State, Duke, UNC-CH, and NCCU) in a single interface. Implementation is expected early in the Spring semester.
3. **Hillsborough Street entrance and Hill of Beans coffee shop** – Greg Raschke, Vice Provost & Director of Libraries

Greg Raschke gave an update on the status of plans for opening the Hillsborough Street doors at the end of finals in May, and for relocating the coffee shop/service to the Creamery for the duration of the renovation. More details will be shared with the ULC in the Spring.

1. **Changes to materials management rules (fines & bills**) – David Goldsmith, Associate Director for Material Management and Joe White, Director of Finance & Business

Joe White reviewed the Libraries policies regarding overdue materials and explained that we are currently reviewing our overdue fine structure for short-term loans (e.g. technology, text-books, and reserves) with the goal of reducing the number of bills.

He presented a proposed change to the petition process: For non-collection (e.g., non-book) items under $250 and overdue fines (only generated for short-term loans), the Access Services appeals team will make the initial decision and if the borrower appeals the decision it will go to the Associate Director for Materials Management to make the final decision. For petitions on collection items or technology over $250, appeals will go to the ULC appeals committee for resolution. The ULC made a motion and approved the change unanimously.

White also discussed the goal of implementing non-student billing with a goal of implementation in 2019.