University Libraries

Dean’s Advisory Committee

September 10, 2013

MINUTES

**Present:** Michael Lorenzen, Felix Chu, Mary Day, Chet Derry, Jeff Hancks, Ann Patridge, Tammy Sayles, Tom Finley

**Absent:** Linda Zellmer

**Policy for External Collections:** Michael passed out a copy of the new Policy for External Collections for our review. It was recommended that the first paragraph be rewritten as such:

This policy governs the procedures to be followed for approval, establishment, maintenance and review in the event that University Libraries be asked to provide financial assistance, expertise, or to become a partner in any way to an external collection (a library housed within a WIU entity that is not part of University Libraries or other non-WIU partner). In order to provide better access to print and non-print materials, these materials are processed for inclusion in the integrated library system and incorporated into the State I-Share system. They are subject to the State I-Share lending practices for circulation on and off campus.

**Composition of DAC:** Michael discussed the composition of the Dean’s Advisory Committee suggesting that he would like to have a few unit coordinators on the committee. As it stands, the committee will be composed of the Archives Unit Coordinator, Government Information Unit Coordinator, Information Systems Unit Coordinator, WIU Quad Cities Unit Coordinator, Access Services Unit Coordinator, Acquisitions/Cataloging Unit Coordinator, Reference Unit Coordinator, Library Computer Services Unit Coordinator, 1 elected Civil Service, the Dean of Libraries, Associate Dean and Administrative Assistant.

**Other Business:** Felix reported that he is looking at policies on study spaces. He is working on rewriting some of the policies and the policy on large groups reserving study space is going to be eliminated.

Jeff Hancks reported that the memorial service for Gordana Rezab, a former Library employee, was very nice.

Meeting adjourned at 8:55 a.m.

Respectfully submitted,

Mary Day

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