In Attendance:

Ginger Young, presiding (R-MC); Joe Coalter (Union-PSCE); Helen McKann (JTCC); Suzy Szasz Palmer (LVA); Delores Pretlow (VUU); Jim Rettig (UR); John Ulmschneider (VCU); Elsie Weatherington (VSU); Carol Wittig (UR)

Call to Order:

President Ginger Young called the meeting to order at 10:02 AM.

Minutes:

Minutes of the October 20, 2009 meeting were approved as submitted.

Approval of Agenda:

Agenda approved as proposed.

Treasurer’s Report:

a. Paul Porterfield submitted a written report. There have been no significant budget transactions since the last RALC meeting.
b. Budget for FY11 needs to be approved at April meeting.
c. Paul will meet with Iria Jones about an audit of RALC’s books.

Committee Reports:

Technical Services Committee:

Irene Hardy (not present, report submitted in writing)

Committee met in December at UR. Chris Kemp began the meeting with a presentation on several completed and current digitization projects of the University of Richmond, including both library and faculty projects (15-20%). These included a behind the scenes look at some World War II documents, Confederate sheet music, the correspondence of Dr. Frederic Boatwright, The Collegian, the Richmond Daily Dispatch and Tokyo War Crimes Trials documents. He discussed outsourcing problems, University of Michigan DLXS, preservation of tiff files from photographs, marking up the documents, OCR software and other related issues with lessons learned, some the hard way! We then divided up into smaller groups and rotated between three different locations. Andy Morton showed us Omeka, a free web based content management system software for web display of digital images which uses Dublin Core and jpg files. Chris took us to see their
digital photo studio and the $67,000 state of the art camera. Crista LaPrade showed us the Digital Production Services Office where we saw the 2 Bookeye 3 overhead scanners, several flatbed scanners and other computers and equipment.

Next meeting will be at Virginia Commonwealth University in the spring where we will continue our "show and tell" of digitization with the help of Sam Byrd and Mary Ann Dyer, hoping to focus more on cataloging.

Public Services Committee:

Carol Wittig

a. New RALC website – Amanda Hartman showed features and discussed rotating images – but she needs access to PhotoShop – which she doesn’t have to add photo montages. Committee made minimal suggestions to Amanda and approved for roll-out – new URL [http://library.reynolds.edu/ralc](http://library.reynolds.edu/ralc) - she’ll include a redirect from old site – plans to make live this week.
b. Course Reserves workflow sharing – VCU showed their process form – and will plan a time for others to visit/view later in term.
c. Follow-up on RALC Borrower’s Pass – Positive responses – varied usage among institutions.
d. Suggestions for Revisions to RALC - ILL Shuttle Form (Nell Chenault): Action Needed – Travis Smith from UR will coordinate suggestions and work with Nell to revise form.
e. Working on updating circulation/ILL contacts – name, email, and phone #
f. Next meeting in spring will be at JTCC in Midlothian.

Media Cooperative Committee:

Nell Chenault, Chair (not present, report submitted in writing)

Ginger welcomed Nell to her new position and thanked her for serving. Since Nell is newly appointed to the position, her committee has not met. Previously the committee reviewed and revised the RALC Bylaws and planned a SOLINET online training in Media Preservation with representatives from RBC, UR and VCU attending. RALC paid for half of the registration fee for RALC members.

a. The group will meet again mid or late spring, when we hope to have a training session about digital media collections or library equipment/technology infrastructure for online media collections.
b. We are also working on a new issue with the Public Services Committee. ILL staff at VCU suggested a review of the RALC Shuttle Slip prior to the next printing, to address their needs. ILL deliveries now account for 93% of shuttle deliveries. The Media Coop members have been asked for input as to their use of the current slip. Then a Media Coop member will work with some ILL members from Public Services and the UR Shuttle coordinators (UR MRC staff) to develop a draft slip.
c. The annual statistics <reviewed last meeting> have been posted to the RALC web site [http://library.reynolds.edu/ralc/statistics/excel/ralcstats200809.xls](http://library.reynolds.edu/ralc/statistics/excel/ralcstats200809.xls)

Ad hoc Committee on Off-Site Storage:

Jim Rettig, Chair
Jim Rettig reported that there really isn’t such a committee and that John Ulmschneider has taken the lead on this issue.

**Shared Book Repository Initiative:**

John Ulmschneider, Chair

John Ulmschneider gave an overview of his planning paper and raised the question: Is this ready to present to the university presidents to get their collective approval to begin exploration of this initiative. Each institution should provide information on their needs for off-site storage to John Ulmschneider.

**Ad hoc Committee on Disaster Planning:**

Joe Coalter, Chair

The committee met in the fall. It is collecting data on the stock of disaster relief supplies at the libraries. There is some interest in another training program. The group discussed ways in which RALC institutions can help a member institution that has suffered a disaster

**Old Business:**

*Proposed bylaws change—Suzy Palmer*

A draft revision of the Bylaws was distributed. Members should send comments and recommendations about the draft to Suzy. The revision will come up for a vote at the April meeting.

*RALC Web site—Suzy Palmer*

There was general discussion and comments on the new RALC website.

*Reciprocal staff visits—Jim Rettig*

Questions about reporting will be taken up when the Web discussion takes place.

**New Business:**

*UR's "5 Minute Madness" program—Jim Rettig*

Jim Rettig described a program that UR did internally. The group would like to replicate it RALC-wide. Carol Wittig offered to take the lead on that project.

*ALA Library Support Staff Certification program (http://www.alaapa.org/lsscp)—Jim Rettig*

Jim Rettig introduced the new paraprofessional certification program. He raised the question about funding a LSSC scholarship next year.

**Future Meeting Dates and Locations:**
April 27 at Virginia Union University (tentative)