Richmond Academic Library Consortium

James Branch Cabell Library

Virginia Commonwealth University

October 20, 2009

In Attendance:

Virginia Cherry (Richard Bland College), Nell Chenault (Virginia Commonwealth University), Joe Coalter (Union-PSCE), Helen McKann (John Tyler Community College), Suzy Szasz Palmer (Library of Virginia), Paul Porterfield (University of Richmond), Jim Rettig (University of Richmond), John Ulmschneider (Virginia Commonwealth University), Carol Wittig (University of Richmond), Ginger Young (Randolph-Macon College).

Minutes:

Minutes of the April 14, 2009 meeting were accepted as corrected.

Call for Change in Agenda and Determination of a Quorum:

Agenda approved and quorum noted.

Treasurer’s Report:

All dues have been received. The only expenses were the monthly courier fee and refreshments for a Public Services meeting. There are no requests for funds at this time.

Committee Reports:

Technical Services Committee: Virginia Cherry for Irene Handy, Chair:

The Technical Services Committee will hold a Roundtable on Friday, December 4, 2009, at The Boatwright Library, University of Richmond. The Discussion Topic: Digitization Projects Continued! Chris Kemp and other University of Richmond staff will do a web presentation and share their future digital plans and projects. They will have an actual tour of the U of R digital offices where they handle e-reserves and document delivery, electronic ILL, and the digital photographic lab and the Digital Scholarship Lab created by Dr. Ayers. (Refreshments at 9:30 a.m. with Presentation at 10:00 a.m.) RSVP: Jim Gwin at 804-289-8458 or jgwin@richmond.edu.

Public Services Committee: Carol Wittig, Chair

The RALC Pass has been approved and will be posted on the new website currently being developed by Hong Wu and Amanda Hartman. There will be a drop-down list for institutions to select as well as having the ability to print blank forms.

Media Co-op Committee: Nell Chenault, Chair
RALC Annual Statistics Report:

Comments:

- Reported by the Media Cooperative chair, but data from Public Service Committee ILL, circulation and reference staff as well, including ILL lending and RALC pass data.
- Library of Virginia participated in reporting this year, for ILL lending and RALC Pass data. This will impact the numbers for categories for which this is the first year that they reported data.
- "Hard Copy" lending is back in expected parameters, with members not reporting electronic document delivery. Instructions clarified reporting; this is intended to measure use of the shuttle and use of the Media Coop booking service.

Trends:
Books loans increased 2%, 73 items
Media loans decreased 15%, 42 items

Last year there was more DVD lending than video; this year there was 56% more video lending than DVD.

Video lending increased by 15% from last year.

Collections:
Media collection rate:

DVD: increased 25%

Videos decreased by 190%

RALC media collection growth 25%

Expenditures increased by 73%

RALC Pass issuing increased by 27% without the new Library of Virginia data (345).

Nell Chenault reported that the committee is planning a program on digital collections which include licensing, technology and infrastructure.
Paul Porterfield will look at the last 5 years of shuttle deliveries and compile a report on the use of the shuttle. Is usage increasing or decreasing?

Brief discussion on the look of technology in three years; will DVDs still be viable? Because of increased use of YouTube and downloading of films and programs, will DVD usage remain the same?

**Ad hoc Committee on Off-Site Storage: Jim Rettig, Chair**

John Ulmschneider has prepared a draft proposal for Shared Library Materials Repository and Specifications for Off-site Library Materials Repository which was sent to each institution. VCU, Union-PSCE and UR are still interested in shared storage space. They will continue to develop a plan for the future although at this time, libraries are opting for a temporary fix.

**Ad hoc Committee on Disaster Planning: Joe Coalter, Chair**

No action was taken on the suggestion that this committee be changed from ad hoc to Standing Committee since disaster planning is always a concern. A decision was made at the October meeting but will be decided upon at a future meeting. Joe Coalter is rejuvenating this committee and is presently contacting members of the committee. The committee had prepared a list of supplies needed which will be stored and shared at each institution. He expressed the opinion that RALC should have repeat workshops on disaster preservation since constant training is essential.

**Old Business:**

None

**New Business:**

Jim Rettig disseminated a proposal for RALC: “What Color is the Grass Over There?” as a means of staff exchange visits as a form of staff development. This proposal calls for a RALC sanctioned program that facilitates staff exchange visits among RALC libraries. Its purposes would be:

1. To help staff members of RALC libraries learn how other RALC libraries carry out their work
2. To stimulate thinking about how to do common library tasks in new ways
3. To help staff of RALC libraries get to know their counterparts in person

Jim Rettig will incorporate our suggestions and present the final proposal at a future date.

**Proposed Bylaws Change: Suzy Szasz Palmer**

The proposed bylaws change would eliminate the Finance and Nominating Committees and include their duties within the Executive Committee. The suggested changes in the wording of the bylaws will be made and a vote will be taken at a future meeting.
Suzy Palmer also noted that the RALC website needed to be updated. She is serving as chair of an ad hoc committee to look at the updating of committee members, etc. and will work with Hong Wu and Amanda Hartman who manage the website. Ginger Young will send out the URL for the new RALC website for members to provide their suggestions. A Wiki is also included. The members agreed that the Wiki is acceptable and guidelines for usage (Officers and Committee Chairs of RALC) as well as other details will be formulated.

A picture from each institution needs to be sent for inclusion in the website.

**Announcements:**

John Ulmschneider asked everyone to view the new Herman Miller furniture added on the second floor of Cabell Library.

Jim Rettig announced that UR was undergoing a curriculum review.

Joe Coalter announced that Union-PSCE has employed a new tech services individual

**Future Meeting Dates and Locations:**

January 26, 2010 (Tuesday) at John Tyler Community College Midlothian Campus

Meeting adjourned at 12:15

Virginia Cherry
Secretary