Richmond Academic Library Consortium

Boatwright Library, The University of Richmond

April 19, 1996

In Attendance:

Leon Bazemore (Virginia Union University), Theresa Byrd (J. Sargeant Reynolds Community College), Virginia Cherry (Richard Bland College), John Duke (Virginia Commonwealth University), Gary Graham (John Tyler Community College), Jim Gwin (University of Richmond), Ann Knox (Union Theological Seminary), Nancy Newins (Randolph-Macon College), Paul Porterfield (University of Richmond), Elsie Stephens Weatherington (Virginia State University), Elizabeth Sudduth (Randolph-Macon College).

Session

Elsie Stephens Weatherington, President, opened the RALC Board Meeting at 10:00 A.M. with a brief moment of silence on the anniversary of the bombing in Oklahoma City.

Elsie reported that Gay Neale had resigned due to other obligations and that according to the bylaws of RALC, the President can appoint a secretary. Virginia Cherry was appointed and approved to be secretary until June 1997 to fill the unexpired term.

The minutes of the February 1st meeting were approved.

Paul Porterfield, Treasurer, gave a full report. See attached.

Theresa Byrd moved and Leon Bazemore seconded a motion that the Finance Committee make an assessment of the fee schedules next year and report back to the Board. The motion was carried.

Kip Campbell is the representative from The Library of Virginia and Elsie will notify him of future meeting dates and sites. It was a consensus of the members that participation by The Library of Virginia is important and beneficial to RALC.

Committee Reports:

Technical Services: Elizabeth Sudduth, Chair

There are 8 additional slots for the SOLINET workshop on Friday, June 7th at Randolph-Macon College. The workshop is limited to 25 participants. Elizabeth asked that she be notified as soon as possible for any additional persons who would like to attend the workshop before opening to outside participation. SOLINET has contracted for this workshop. Passport for Windows will be offered in the morning and Format Integration will be offered in the afternoon. The Technical Services Committee will hold its Spring meeting during lunch that day. Box lunches will be ordered for all participants. The RALC Directors voted to appropriate funds to cover the workshop registration for two staff members from each RALC institution and all members were encouraged to send representatives for the workshop. Elizabeth strongly suggested that institutions should send representatives who have experience using a Windows environment.
Randolph Macon College does not have a lab that can accommodate the software specifications needed for Passport for Windows. There are three options available for the workshop:

1. Continue full day at either VCU or The University of Richmond where a lab is available for loading software.

2. Presentation only of Passport for Windows and Format Integration at Randolph-Macon College without lab.

3. Present Format Integration only at Randolph-Macon College.

The first option is a hands-on workshop. John and Paul will check if there labs are available for the workshop.

**Public Services: Nancy Newins, Chair**

Nancy distributed the minutes of the RALC Public Services Committee meeting on April 5, 1996 at Boatwright Library, The University of Richmond. She distributed a current RALC Public Services Committee Directory/1996 and asked for corrections/missing information. Nancy announced that her co-convener, Sarah Watstein (VCU) had moved to a new position in Academic Computing at VCU and would not be continuing as co-convener of the Public Services Committee. Shirley Thomas (VCU) will work with Nancy as co-convener.

At the Public Services meeting, Steve Hinckley, Director of the UR Law Library, presented an excellent program on copyright, specifically focusing on copyright issues in the electronic world.

There was discussion on topics for future workshops. A workshop on effective communication was suggested. Also, the Committee will explore The University of Richmond as a source of speakers. John Duke suggested that CAPCON has many relevant workshops and should be explored as a workshop resource. There is a workshop on electronic text references that many would find beneficial. CAPCON workshops can be considered in Spring and Fall of next year. Paul Porterfield suggested that we consider using some of our surplus money for staff development.

Homepage for RALC. The initial purpose of developing the homepage was as an alternative for maintaining a list of the Film Coop collection thereby eliminating the printed copy which has become increasingly expensive to maintain. Elsie suggested that we need to look at other options for maintaining and distributing the film catalog, including the option suggested by John Duke at the February meeting.

The group discussed the importance of promoting RALC. It is not and should not be in competition with VIVA but that the consortium has many services available to the RALC members.

**Film Cooperative: Ann Knox, Chair**
Ann distributed the Richmond Area Film Video Cooperative Circulation/Budget Obligation Analysis prepared by Nell Chenault, VCU Media Resources. All members are reminded that the Film/Video budget obligation formula is: # of titles borrowed from the Coop x $20.00 and this amount needs to be included in the budget of each institution. One of the requirements for belonging to the Film Coop is adherence to the obligation formula (By-laws).

Paul Porterfield discussed the Film Coop courier service. He thanked Bob Pillow from VCU for his assistance as well as Ann Knox and Nell Chenault. Paul reported that he has talked extensively with Professional Courier as the provider for the Film Coop. Professional Courier has had ten years experience in the Richmond area, good references and reported to be reliable and agreeable working relationships. The contract is for one year from July 1, 1996 to June 30, 1997. There will be two deliveries per week to each institution with the exception of The Library of Virginia which VCU will deliver. Once again, John Duke will check to determine if The Library of Virginia is on their courier route. The cost of the courier service will be $200 per week for 50 weeks. The price will remain the same unless gasoline costs increase more than 30 cents per gallon and if the routing is changed. In the event of these changes, the contract must be renegotiated.

Ann reported that buckets will be purchased and paid for by RALC and will be labeled for each school. This will cost about $100.00. The courier service will sort.

Gary Graham moved and John Duke seconded the motion that the contract be awarded to Professional Courier and authorized Paul to proceed providing that no substantial changes were needed. It was approved.

Ann encouraged and emphasized the importance of a meeting on May 29th from 1:00-3:00. This is the organizational meeting for discussing the procedures for the new courier service. Everyone must send a representative to this meeting in order for the courier service to begin smoothly. RALC is spending $10,000 for this service and it is important to have everyone's cooperation. Ann requested that institutions send their fax numbers to her and that all booking of films be via FAX beginning July 1st.

Gary Graham asked and Elsie agreed to send a letter to all directors about the importance of the organizational meeting for the courier service and the importance of sending FAX numbers to Ann for the directory.

Ann stated that the same label will be used for films as for ILL. These labels will be provided at the May 29th meeting.

Old Business:

None.

New Business

John Duke distributed a CAPCON continuing education workshop flyer: Managing Electronic Serials in the library, April 23rd. John contacted the workshop presenter to determine costs involved in RALC having a similar workshop. The cost would be $500 honorarium, travel expenses from Boston and the duplication costs of handouts. The presenter would be available in the Fall, 1996.
Elizabeth Sudduth reported that on Friday, October 27th is the Potomac Technical Processing Librarians Annual Meeting. PTPL is an ALA, ALCTS Division, regional group. The Conference will be held at the NLM Campus. The title of this year's Conference is "The Information Wave: Sink, Swim, or Surf." Keynote speaker, Liz Bishoff of OCLC. Another speaker from CAPCON will cover Electronic Serials and there will be two additional speakers in the afternoon. Cost for registration and membership is $35.00. Elizabeth is the Vice Chair/Chair Elect for 1996. Elizabeth encouraged everyone to attend.

**Announcements:**

Jim Gwin handed out Judith Lin Hunt's address and expressed that Judith wanted to hear from everyone.

Elsie announced that she recently married.

Theresa Byrd reminded everyone to vote for Barbara Ford for ALA President.

Paul Porterfield invited everyone to view Persuasion by Jane Austen as part of their Film Festival at the University of Richmond and in celebration of National Library Week. It will be shown at 12:00 and 3:00 today and on Sunday.

There was a question concerning whether faculty are required to pay for any books they lose. Members responded in the affirmative.

The next meeting will be July 19th at 10:00 A.M. at John Tyler Community College.

Virginia Cherry  
Secretary, RALC Board

5/6/96

Note: The University of Richmond can host the June 7, 1996 SOLINET workshop.