

**Minutes of ARC Steering Committee Meeting
February 28, 2007
Goddard Exhibit Room, First Floor
Goddard Library, Clark University**

Present: Anne Pound, Irena Bond, Debby Aframe, Carolyn Noah, Jim Douglas, Helen Shuster, Dawn Thistle, Jim Hogan, Margaret Branschofsky, Gwen Arthur, Bob Foley, Christine Drew, Nancy Singleton, Jean Collins, Keith Vezeau.

1. Call to order, introductions, and approval of minutes

The meeting was called to order by Debby Aframe at 9:00 a.m. On a motion duly made and seconded, the minutes from the previous meeting held on Dec. 13, 2006 were approved.

2. Advisory group and IG reports

Collection Management Group

The group is still working on compiling a JSTOR list of journal titles, interested member libraries, and libraries' holdings. The ARC members agreed that one library only will keep a complete run of a specific title in print since there will be an e-version of that title as well. Some other issues that need attention are:

- Two different considerations should be made: one for old volumes and one for ongoing subscriptions
- Agreement should clearly spell out interlibrary loan policies and how many years of current print subscription each library will collect (possibly 5)
- Agreement should carefully discuss the ongoing responsibility of each participating library to maintain the full run in print of the title for which they are responsible
- Responsibilities of libraries that have the full run of a title but are unable to continue to maintain them should be shared by the other member libraries. We should investigate if we all need to contribute to the funds and distribute subscription cost

We should investigate the NELINET depository if they have the volumes in storage, what is the access to their collection for interlibrary loan purposes. This opportunity might be less risky than the JSTOR's project.

The Collection Management Group will come up with a list of titles and will assign a library that will maintain the full runs of each title in print. Also the group will look into the issue of binding print journals.

Reference/Information Literacy Group

Next Wednesday, March 7, L. Robinson Hanlon from WPI will talk about some of her experiences in training staff for interlibrary loan.

Communication Group

The group has not met since the fall of 2006 but plans to meet in the spring.

Archives/Special Collections Group

Fourteen people attended a workshop at the Colleges of the Holy Cross on archival standards for pdf for the purposes of migrating theses and dissertations into e-archives. WPI has a repository where students submit their dissertations electronically into one database. Students will need to learn the pdf standards at some point.

Governance/Advisory Group

ARC's strategic planning group should meet and pick a chair.

Professional Development Group

Do we need promotional materials with ARC's logo? We need to decide on what will their purpose and audience be. To be discussed at next meeting.

3. CMRLS Updates

Delivery is going well. CMRLS will purchase a two wheeler if necessary.

Legislative breakfasts are coming and ARC members are encourage to attend.

Librarians are invited to attend the House and Senate lawmakers meeting on March 6 at MCPHS in support for the state library budget as part of Gov. Deval L. Patrick's first fiscal year budget.

Delivery volume has expanded. CMRLS is looking into implementing automatic sorting as part of the best practices document of MBLC. CMRLS might recommend uniformity in putting barcodes on books to speed sorting and delivery. More information will follow.

BiblioTemps has made \$80,000 which promises success for this program.

Digital Commonwealth will survey needs of members. The 25 members will have a portal to reveal collections. Digital Day for everyone is being planned for October 25 at Holy Cross.

4. New Business

We need to plan for our June 13 Annual Meeting at Tower Hill. Carolyn Noah will invite John Trexler to be the speaker, either by way of a tour or a slideshow if the weather's bad.

5. Old Business

Scenario 1 and scenario 2 for the WorldCat fee structure were discussed. Scenario 1 takes MCPHS and WAM out of the subscription; scenario 2 keeps MCPHS and WAM as subscribers. Open WorldCat was discussed compared with OCLC WorldCat. The MCPHS library and WAM library are unable to participate since they get the database from their parent organizations. Implications

from Scenario 1 are higher prices for small ARC libraries for subscribing to WorldCat. The group will investigate pricing from NELINET before voting on a scenario and will present the numbers on the next ARC meeting.

6. Adjourn

The meeting adjourned at 10:30am.

Minutes submitted by,

Irena Bond, Secretary

