

**ACTS Library Council Meeting Minutes**  
**April 2, 2007**  
**Catholic Theological Union**  
*(Approved, 10/9/07)*

**PRESENT** Salley Anderson (NP), Rob Krapohl (TIU), Mary Ocasek (CTU), Lorraine Olley (USML), Norma Sutton (NP), Blake Walter (NS), Christine Wenderoth (JKM)

**ABSENT** Al Caldwell (United), Neil Gerdes (CTS/ML), Gregory Morrison (Wheaton), Newland Smith (United)

**OPENING** The meeting began at 10:35am.

**MINUTES** **MSP** to approve the 2/22/07 minutes.

**CCDTF** Newland is, with much regret, resigning from his leadership of the Cooperative Collection Development Task Force. Norma agreed to lead the task force for one year or until Christ returns, whichever comes first. The purpose of the task force needs to be reevaluated—our universally tight budgets do not give us a lot of options even when we identify subject areas that are not being well represented. Norma would also like to explore whether there are any ways that we can better coordinate our monographic orders; a common order file would be great to have if it would be possible.

**WEB SITE & BROCHURES** Christine reviewed her findings concerning the possibilities for a Library Council web site: The existing ACTS site is designed to be an online version of the ACTS catalog. The Common Council is still exploring possibilities for getting the main ACTS site hosted somewhere other than North Park. There is no support for adding Library Council material to the main ACTS site, especially material that would need to be updated or expanded.

Gregory had contacted ATLA to see if they would be willing to provide us server space like they do for CATLA. If ATLA is not able to help us, then we should look into securing our own hosting service; we would be able to do so for around \$30 - \$80 per year, something that is well within our budget. Blake volunteered to set up the initial pages—it would be pretty simple, text-based content until someone else with more skills and time takes it over to make it pretty. There was general consensus that we do not want to post actual library hours or staff listings on the Library Council web pages—we only want links to that information on all the local library web sites.

The question was raised whether everyone is receiving the new Library Council listserv emails. Blake will check with Gregory to verify the listserv members.

Lorraine is working on putting together a tri-fold brochure that could be used to replace our traditional “booklet” brochure. Everyone should email digital versions of their institutional logos to her for inclusion in the brochure.

**REFERENCE SERVICE ISSUES** The question was raised how reference services are handled for distance students from other ACTS institutions; that is—what is the best way to handle a student who is enrolled as a distance student at another ACTS institution but who expects to be able to receive reference help on a regular basis from your library? Current practice is to provide the reference assistance to the distance student, but there is concern that this could become

unmanageable should demand increase.

Two principles surfaced out of our conversation:

We as librarians have a responsibility to communicate clearly to our administrators that the ACTS reciprocal circulation policy does *not* include reference support. ACTS standards make it clear that distance students are supposed to have access to library services equivalent to those provided for local students; it is each institution's responsibility to provide reference and research support for its own students. When another school provides reference services for distance students from another institution, that outside assistance is usually contractual and often involves payment for the services rendered.

Each of our libraries is free to refuse to provide research assistance that prevents us from attending to the needs of our own patrons. It is acceptable practice to refer the distance students back to their own institution for research assistance.

## **INSTITUTION REPORTS**

**Northern:** Life at Northern Seminary continues to be unpredictable. Northern's ATIS/NCA accreditation visit is set for November 2007, but the seminary still has an interim president, and no presidential search has been started yet. There are plans to start both online courses and satellite sites in the Chicago area, though faculty (and the library) have had minimal input into any of these plans. Bob Webber's ongoing battle with pancreatic cancer has prevented him from teaching. On a positive note, Northern is looking forward to the arrival of Dr. Michael Thomas as the new director of the D.Min. program this summer.

**TIU:** Trinity has joined CARLI and will become part of the I-Share network of libraries. So far, the transition is going smoothly and library staff have been happy with the support from CARLI staff. Trinity will be starting a presidential search in the near future. Rebecca Miller is the new Reference and Instructional Librarian.

**North Park:** North Park is also getting ready for a fall 2007 accreditation visit. The university has created a position for a Provost, and this will change (again) the administrative reporting structure for the library. The library is anticipating the arrival of Anne Jenner, the new archivist.

**JKM:** McCormick is still working through accreditation issues—NCA was not happy with the self-study report and is requesting a further review of report material. The library is now included in the campus renovation plan; construction could begin sometime between 2009-2011. Library renovation could include the addition of compact shelving and the possible relocation of rare books to Newberry on an "irrevocable deposit". JKM is considering joining CARLI and I-Share. Talks are continuing about possible CTS/Hyde Park ongoing collaboration.

**CTU:** There have been a few kinks to work out with the new building, including some leaks. The library is starting a digital scanning project.

**USML:** The recent suicide of an international student has been difficult for everyone on campus. The recent lectures by N.T. Wright were very well attended. The budgeting process for FY2008 offers some hope of being able to create an additional staff position in the library.

**NEXT  
MEETING**

No date was set for the next meeting—Chris will circulate an email to check for possible dates (and someone willing to host the meeting). Chris will also circulate the Library Council budget for 2007-2008. May 23 will be the farewell luncheon for Al Caldwell and Newland Smith.

Respectfully submitted, Blake Walter, Secretary pro tem.