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LACUNY Interlibrary Loan Roundtable Meeting Minutes, April 2006

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UUPILL Roundtable Meeting

April 25, 2006

Attendance: Jay Bernstein (KB), Barbara Bonous-Smit (QB), Dorothea Coiffe (BM), Nancy Egan (JJ), Geraldine Herbert (BX), Rhonda Johnson (HO), Richard Hickerson (ME), Jeffrey Kroessler (JJ), Gene Laper (LE), Anne Leonard (NYT), Clementine Lewis (LG), Eric Neubacher (BB), Beth Posner (GC), Evelyn Silverman (QC), and Sherry Warman (BC), Judith Wild (BC), Amy Wolfe (CC).

The meeting was called to order at 2:30 p.m. by Clementine.

The minutes were accepted with minor revisions.

One of the agenda items from the minutes led to further discussion about lending electronic materials via ILL. Beth indicated that SUNY reviewed all of their license agreements (as part of the IDS project) and it might be helpful to use this as a model for CUNY. Because CUNY’s license agreements may be different from SUNY’s, we have to review our documents and establish a central program for CUNY. Judith suggested that this issue be brought up to ERAC or the Chief Librarians. Clementine said that she spoke to her ERAC representative who indicated ERAC was aware of ILL’s concern about this issue. Evelyn agreed to draft a letter for the next meeting on behalf of the ILL Roundtable for the Council of Chief Librarians. Judith said that the letter should be framed in a way that the Roundtable could ask for specific information about each database. Since EBSCOhost could be used to fill many of the requests to outside institutions, Jay suggested that we ask specifically about the license agreement for EBSCOhost.

There was a brief discussion about the METRO delivery service. Since Beth, Eric and Judith will have separate meetings with METRO, they asked members to give them concerns about the service. Geraldine said that the delivery schedule at Bronx Community College is constantly changing. Clementine said that for a while LaGuardia received deliveries daily, not the scheduled three days a week. Amy had to tell the drivers to bring the hand truck daily to City College. Without the hand truck, they could not take the boxes of books waiting to be picked up. Evelyn said that tracking was better at Queens College, but there were a few minor problems. Judith said that METRO indicated a new tracking system will be available soon. Gene said it would be helpful to Lehman College if METRO made separate stops at HC Health Science and HC Social Work Libraries. Judith said that Hunter would have to request the additional stop when they re-negotiate their contract.

Clementine asked if anyone was interested in being a Co-chair, Chair or Secretary for the ILL Roundtable. Evelyn expressed interest, but she said it was probably something everyone should think about before the next meeting.

There were several demonstrations of ILL web and online services:
Beth demonstrated search techniques for several Document Delivery Services—Ingenta, CISTI, and British Library. The demonstrations led to a discussion of the CONTU Guidelines [Rule of five].

Evelyn demonstrated searching for OCLC statistics and the NAD. She also distributed handouts on these features.

Amy demonstrated procedures for setting up Constant Data and creating Custom Holdings Groups in the WorldCat Resource Sharing Module. She also distributed handouts on these features.

Beth, Evelyn and Amy were all thanked for their presentations and the wealth of information that they provided on the services.

Judith wanted to know if any CUNY library borrowed textbooks for their students. Most agreed that they did not. Evelyn stated that borrowing textbooks for students has created problems at Queens College in the past. Since students do not mine paying the overdue fees, they often keep the textbook the entire semester.

For CUNY patrons requesting items owned by their library, Judith asked if the ILL Service sent a detailed message to the patron with the exact location for the item or suggest they consult with a Reference Librarian. Most agreed that they sent the generic message, “the library owns this material.” However, some members indicated that they send a link for articles available in CUNY’s full text databases. This link is sent with a note that indicates they can use this database to locate articles for this specific title (e.g. magazine, journal or newspaper).

The next meeting was scheduled for Tuesday, June 13th, at Baruch.

The meeting was adjourned at 5:00 p.m.

Respectfully Submitted by,

Nancy Egan
June 13, 2006