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LACUNY Interlibrary Loan Roundtable Meeting Minutes, March 2004

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ILL Roundtable Meeting, Spring 2004

The Spring/2004 meeting of the ILL roundtable committee was held on March 22, 2004 in the Baruch College Library Conference Room. In attendance were Nancy Egan (JJ), Richard Hickerson (ME), Rhonda L. Johnson (HO), Gene Laper (LE), Clementine Lewis (LG), Eric Newbacher (BB), Beth Posner (GC), Evelyn Silverman (QC), Raymond Wang (SI).

The meeting was called to order by Clementine Lewis at 2:30 p.m. Since there were several new ILL Librarians attending the meeting, all members were introduced.

The Fall 2003 minutes were approved.

There was some discussion over the various ways that the libraries are using ARIEL. Some libraries are saving the documents on their servers for various lengths of time (longterm) while others are purging documents shortly after delivery. Some libraries are automatically mailing documents to patrons rather than emailing them. It was mentioned that some email accounts do not readily accept the documents. According to Evelyn Silverman, QC will only email documents to QC email addresses.

Raymond Wang asked if any of the members had heard of viruses being transmitted through ARIEL because he thought it may have happened at SI. However, no other college had any experiences of that type. Rhonda Johnson asked if everyone was pleased with ARIEL and there was a unanimously positive response.

There was a discussion over how best to determine allowances for ILL of electronic documents, as per various databases' licensing agreements. It was suggested that each ILL librarian look at certain agreements so that we could then share with others. However, it was pointed out that not all companies provide the same licensing agreements to all clients. It was agreed that we should look into this further.

There was a discussion about paper record retention policies. For copyright compliance, we are supposed to keep 3 years of records (our patrons' records) plus the current year, but some libraries keep more because there is just not enough time to shred or otherwise destroy the records.

The group talked about lending videos and other media via ILL. Many schools do not do this through ILL because these materials are in a separate department. However, a couple of ILL library services will lend videos. A quick survey of the libraries show that BB, BK, GC, QC and SI will lend these materials through ILL, but QC will only lend within CUNY. LE and LG will lend, but it is done through the media departments. ME and JJ will only lend the materials to faculty, but it is done through the media departments.

Clementine Lewis said that there was a request from the Jewish Theological Seminary to join the ILL listserv. She asked the members of the ILL Roundtable, but the consensus was that the listserv was for CUNY ILL librarians only.

It was noted that we have a hard time keeping track of the money that we spend on document delivery because the figures are so far behind. Evelyn Silverman suggested that we should be more verbal in requesting that we get these figures in a more timely manner. At the last chief's meetings, new allocations were given out for the document delivery budget. Some schools got downgraded in terms of how much money they were allotted.

The meeting was adjourned at 4:00 p.m.

Submitted by Nancy Egan,
October 7, 2004