

Rutgers University Libraries  
 Standing Advisory Committee on Public Services  
Recommendation Log, AY 1998

Housekeeping	meetings will normally start at 9:30 am	8/28/97	Done; time limits used temporarily
	location will rotate, with one meeting being held in Camden and one in Newark each year		
	coffee, tea, and plain water are needed; bagels are preferred		
	secretarial duties will rotate.		
	will try meeting for 3 hours (9am--12pm) and putting a time limit on discussion of each item	2/26/98	
Geac Shut Down	mid-September is a target date, but a good Lynx display is needed before shut down	8/28/97	Sept notice left in place; access ended
	final date should be no later than the end of September		
Copy Numbers	copy numbers should be assigned within Unicorn but not put on the physical volumes	8/28/97	Done
	books should not be relabeled		
	barcodes will serve as the unique identifier for public service use		
	we will disaggregate our thinking from copy numbers.		
PAC	SACOPS supported Webcat changes suggested by PAC	10/23/97	Done
FAQ	on the libraries home page, within the catalog, and from the universities questions page, all buttons should work the same way	11/25/97	Done
	should begin with the Questions button		
	everyone should enter via the FAQ page		
CD-ROM Work Group Report	agreed with the principle of consistency and not using sublocations or separate bib records for the same title in different formats	11/25/97	AUL/PSC->Chair, CDROM Working Group
	recommended the following designations be used for new and existing materials:	1/22/98	M. B. Weber and R. Schwartz presented topic and received recommendations
	STACKS-COM		
	REF-COM		
	PER-COM		
	DOCUS-COM		
Sublocations for Electronic Versions of Materials (CDPER)	consistency between 930 and holdings is important and should be achieved, but not a high priority project	3/26/98	Harriette Hemmasi to follow up
	recommended changing the 930 display to show the different formats more distinctly (on separate lines)		
Screen Scan (Digiprint)	purchase machine for Alexander or Copy Center for whole system use	11/25/97	Done
Ask a Librarian	preferred scenario - route questions to broad subject clusters	11/25/97	Ask a Librarian Coordinator appointed and librarian and staff teams in place
	use same or similar categories as FAQs		
	route through FAQs		
	need to build a pool of qualified access services staff to handle the many access services questions	3/26/98	
	agreed to revise previous model into three types of questions: library services (such as circulation, self-services, request service, etc.), connecting via computer, and subject research		
	approved that WAC and ERC meet jointly to come up with some models for this service		
Electronic Journal Holdings	accuracy is the most important criteria in determining holdings information in the RUL catalog	12/17/97	AUL/PSC -> AUL/TNIS
	preferred option is a generic availability statement that refers the user to the actual resource		

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Electronic Journals to Catalog	start conservatively and catalog titles that we have purchased or otherwise registered for as an institution	12/17/97	AUL/PSC -> AUL/TNIS and text for cataloging practices web page
Electronic Journals Web Page	should provide guidance by package name with description to the same institutionally acquired titles as in the catalog	12/17/97	AUL/PSC and WAC Chair -> WAC
	should also point to subject pages for wider Internet offerings		
	should give brief guidance for searching e-journals in the catalog.		
Sublocations	no objections to proposed changes to make the East Asian collection a sub-location of ALEX	12/17/97	Ann Montanaro presented topic and received recommendatio n
Workstation Access and Use	agreed that the University policy is sufficient and that RUL should not develop a separate policy or code of conduct	12/17/97	AUL/PSC -> Cabinet and UL
	recommended that the libraries take the high road in provision of access to information at public workstations		
	requested University-level support for such general access in recognition and support of our profession		
Workstation Access and Use:	more important to continue with the current service than impose restrictions	1/22/98	Report from Kilmer received and discussed
	try to raise the awareness of library users about the importance of using the equipment to search library resources		
	waiting for report from Kilmer survey		
PAC Serial Receipts Display	agreed that all serials will be coded to display receipts according to their frequency	1/22/98	Mary Page and Harriette Hemmasi presented topic and received recommendatio ns
	if the frequency is greater than 12, display 12 receipts		
	issues received out-of-order will appear in the sequence received		
Microform Barcoding	serials staff will only change the display if there is an egregious error	1/22/98	
	agreed that it is preferable to display the latest paper copy received for records where both paper and microform are currently subscribed		
	if microfilm were barcoded it would appear in the copy display		
Mediated Searching	felt this was an unnecessary additional workload	2/26/98	PS Admin Memo reissued
	agreed that we will charge a flat fee of \$10 for mediated searching of any database, including IRIS and the OVID files, for which we are not incurring a charge		
	we will not print out results; instead we will download to disc or e-mail the search results		
	we will not charge the patrons for the disc		
	only primary borrowers are eligible for this service		

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Transfer Orientation Programs	Coordinators of Library Instruction, the Electronic Resources Committee, and the Instruction Group for New Brunswick will take the initiative for integrating library instruction and orientation into the transfer student orientation program of the University	2/26/98	Materials distributed to Heads of PS (Camden and Newark) and Instructional Services Group, NB, Chair, ERC alerted at meeting, project incomplete
Reserve Fine	agreed with the proposal to change the maximum fine for overdue reserve items from \$50 to \$25	2/26/98	Done
Interlibrary Loan	strong resistance to limiting ILLs to grad students and above	2/26/98	No action required
	waiting for work group report		
Delivery of ILLs/RRS to Offices	agreed should be done and with systemwide guidelines	3/26/98	Done
	books need to be charged to users before sending		
	use US mail or UPS for books		
	send only to legitimate offices or remote RU research institutes--not to individuals' offices or home addresses		
	incorporate legitimate locations into online request form by adding remote sites to pull-down menu		
	limit service to people who work at these sites - not students		
	use university mail service to send ILL articles		
	agreed this should be done for Rutgers materials as well (via RRS), without \$2.00 charge for copies		
try to move in this direction for ILL for all RU users			
Document Delivery	supported purchase of site license for UnCover Reveal	4/23/98	Document delivery proposal in discussion
	recommended further pilot projects, possibly centered on Camden campus		
	recommended that a full service be provided for such remote Rutgers centers as the experiment stations		
Reference Access to OCLC	necessary for interlibrary loan and area identification	5/28/98	Done

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Free Trials for Electronic Resources	accept trials that offer a substantial period of time for the trial, are essential to the mission and services of the libraries, and most likely to acquire following the trial consider prototypes and beta tests on a case-by-case basis consider faculty requests put on homepage to inform and gather input individual selectors make the decision individual selectors, AUL/CDM, systems, cataloging should be involved in the process item should be marked with "trial" in the index listing in the alphabetical and subject categories use a box under "news" do not catalog the trial item even if the system owns the printed copy arrangements are made: selector ->AUL/CDM->systems and vendor e-mail announcement is sent to faculty and staff comments sent back to selectors, AUL/CDM, and faculty selector responsible for gathering input, analysis, and decision	6/25/98	Mostly done, remaining details in progress by WAC and Webmaster
Long Range Plan Priorities	planning priorities for 1998/99 - see separate document	6/25/98	Strategies completed->budget narrative