

Rutgers University Libraries Public Services Council

**Recommendation Log, AY 2000**

Housekeeping	Minutes will be taken on a rotating basis and meetings can be held at different locations if any unit/site is willing to host	7/22/99	Ongoing
	Minutes will be sent to Council members before being distributed	9/23/99	Ongoing
IRIS Display	Accepted recommendation of LIS-Public Access Catalog Committee to display all electronic materials (be it ejournal, e-dictionary, e-encyclopedia) as ELECTRONIC RESOURCES on IRIS	7/22/99	Done
IRIS Links	Agreed to make direct access to indexes within IRIS without going through additional RUL web pages	7/22/99	Done
Serials	Requested that complete 930 tags be updated for print resources.	9/23/99	Referred to AUL/TAS
	Recommended IRIS journal entries be closed as soon as the cancellation decision is made		On hold
Current Contents / Web of Science	Recommended dropping OVID's Current Contents when Web of Science is available	9/23/99	Done
Web of Science	Reviewed ISI training options and decided that ISI should provide:	10/28/99	Done
	Train the trainer for librarians on each campus at the end of December or early January		Done
	Open workshops for faculty and students in February		Done
	General publicity should be distributed at the beginning of the spring semester		Done
	Questions about the use of Web of Science should be sent through Ask a Librarian		Done
	AAL will forward questions to ISI, as needed		Done
Government Documents	Recommended that the Government Documents Special Interest Group be organizationally associated with the Technical Services Council	10/28/99	Done
Work Plan	Agreed to embrace the current work plan and to revise the plan as new challenges are encountered throughout the year	10/28/99	Done
	Concluded a mechanism is needed to grant librarians blocks of time away from their regular job assignments to work on projects with systemwide application	3/30/00	JEB->revise / MIG ->Coord. Com.
	J. Boyle to draft paper, circulate via email, take to Cabinet		
Appointment	Agreed with appointment of Jane Sloan to the Council	10/28/99	Done
Book Labels	Asked to review the total list of library location codes	12/10/99	Done
Authority Control	Librarian training will be handled by Natalie B. in Newark, Jeris C. in New Brunswick, and Susan B. in Camden	12/10/99	On hold

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IRIS	For planned downtime, recommended:	1/27/00	
	Posting visible sign at the front doors of library to alert users		
	Web page publicity		
	Letter to faculty		
	Use of campus listserv		
	Loading the patron file into the test catalog so PINs could be issued		
	Switching to paper forms for RRS after 48 hours		
	Agreed Library has to have an emergency plan in place		Done
Interlibrary Loan Proposal	Recommended including dissertations in the proposal	1/27/00	Done
	Approved pilot project		In progress
Encyclopedia Britannica Online	Recommended switching to free version	1/27/00	Done
Finding Aids	Recommended publishing a recommended list of candidate collections and inviting librarians who express interest to an information session that demonstrates what is involved in creating finding aids as alternative solution for un-cataloged materials	1/27/00	Unassigned
Indexes Web Page	Council agreed that Rutgers-created indexes that are institutional efforts, as opposed to individual faculty projects, should be placed on the Indexes page. Currently, these include: Alcohol Studies Database, CRESPE, Eagleton Public Opinion Polls, Medieval Early Modern Data Bank, and New Jersey Environmental Research Record.	2/24/00	AUL/PSC -> WAC
UnCover on Indexes Page	Recommended we plan to link only to our new UnCover Gateway and provide a link to generic UnCover from user documentation	3/30/00	In progress -> JG
PSPM 1 and 2: Access...	Approved in concept	3/30/00	Cabinet approved
	J. Boyle and J. Gardner to redraft and combine the sections on access to collections, services, and electronic resources, and share with PSC via email		
PSPM 2: Reference Services	Approved with corrections	4/27/00	Cabinet approved
Unrestricted Databases	Allow primary databases that are freely available on the Web to be on the Indexes Web page and cataloged in IRIS.	5/25/00	JEB to relay to WAC and review online forms
	Use indicator to show if not restricted		
	Titles that are not primary should continue to be placed on research guide pages.		
	Change "Indexes" to "Indexes and Databases" and include "elective reference tools"		

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Ovid Databases	Maintain indexes cancelled from Ovid and not available from another vendor	5/25/00	JEB to relay to WAC
	Remove Ovid indexes available from another source		
	Offer indexes in both Web and Telnet versions.		
	Remove Current contents and Dissertation Abstracts after July 1		
Document Delivery	Directed Jeanne Boyle to go to the Collection Development Council to review the recommendations made in the Report of the User-Initiated Document Delivery Task Force available at <a href="http://www.libraries.rutgers.edu/rul/staff/staff.html">http://www.libraries.rutgers.edu/rul/staff/staff.html</a> , which refers to the need to strengthen core collections for undergraduate materials	6/22/00	JEB requested to be on agenda
NBL Centralized Telephone Service	Some members strongly urged that telephone numbers be available for librarians to reach a person at the reference desk	6/22/00	M. Wilson received information