**Collection Development Meeting, April 18, 2013, 2pm**

**In attendance: Heidi Swanson, Chris Ludvigsen, Peggy Phetterplace, Bill Shuluk, Jane Bigelow, Tim Bishop, Cindy Campbell, & Arenthia Herrin**

* Arenthia and Tim’s proposal to present on library tutorials at an upcoming SACS Conference was rejected because faculty and staff who work for colleges that are on probation are prohibited from presenting at SACS Conferences.
* We discussed the scheduling of the Lee Library Instruction Lab (IL). **First**, any librarian can schedule an RI or other event in the IL; *Frank is only in charge of assigning a librarian to already scheduled RIs/events*. **Second,** we shouldn’t close the IL to all non-Library related requests; rather, we should use common sense when considering such requests. Any librarian can schedule the IL for non-RI sessions, but we should do so on a case-by-case basis, and only schedule the IL for non-RIs during periods of light library use, i.e., intersessions, weekends, evenings, or Fridays. Although space is scarce on campus, scheduling RIs in the IL, and opening the IL for overflow student computer use, remains our priority. **Third**, scheduling events/classes in the library before or after normal operating hours poses safety, theft, and public relations issues, particularly if the faculty and staff on duty are not informed of a session arranged outside of normal operating hours. **Fourth**, the librarians need to let each other know when we schedule the IL for an event that is outside of the norm, i.e., non-RIs/non-research related sessions. We also need to meet as a group more regularly to facilitate communication.
* We need to meet the commitment we made to Academic Advising to use the IL for orientations during the summer, but we will communicate to the Academic Advising staff that they must find another space for the Fall and thereafter. If they cannot find an alternative space, we can try to accommodate them on a case by case basis.
* Jane is organizing a librarian retreat for the summer, when all campus/center librarians will meet to organize to discuss database acquisitions and organization, the libraries website, the new Research Tutorial, and the fee structure. No date is set yet.
* Bill said we did a good job and accomplished our goals for last year’s Lee Library unit plan. Next year we should focus on print or eBooks. Cindy mentioned patron-driven acquisitions. Bill suggested that all Rush Library faculty and staff should attend at least five TLC cornerstone workshops as part of the new Lee Library unit plan. All agreed. Bill said we should ask Dr. Pendleton about the Division’s Unit Plan.
* The meeting concluded shortly after 3pm.