COMMITTEE ON LIBRARY
Janice Humphreys, RN, PNP, PhD, Chair

MINUTES
Meeting of January 9, 2002

PRESENT: Chair J. Humphreys, M. London, Librarian K. Butter, L. Mitteness, M. Shetlar, Ida Sim, P. Den Bensten

ABSENT: None

GUESTS: Heidi Schmidt – Director of Academic Information Systems

The meeting of the Committee on Library was called to order by Chair Humphreys on January 9, 2002 at 12:02 p.m. in Room CL 101. A quorum was present.

Minutes

The minutes of the Committee on Library meeting on December 12, 2001 were not approved pending two minor formatting changes.

Chair’s Report

The Committee on Committees informed Chair Humphreys that two additional members would be joining the Library Committee to fill the two vacant positions. Chair Humphreys requested that the committee appoint at least one new member who is knowledgeable about or someone who will be moving to the Mission Bay campus.

Chair Humphreys addressed two of the goals identified to the Committee at its first meeting

- When the Center for Tobacco Control Research and Education approached the library about using library space there were no established guidelines. Chair Humphreys created an Ad Hoc committee to develop guidelines on future allocation of space at the library. The Ad Hoc Committee will meet on January 16, 2002 at 9:00 a.m. in room L-129. Chairs Humphreys would like a draft of the guidelines by the end of the quarter.

- The second Ad Hoc Committee will be convened by Chair Humphreys to discuss space allocation at Mission Bay. One of the issues facing the Committee is the population of students relocating to Mission Bay without an adequate library facility. Chair Humphreys pointed out that the Committee needs to take into consideration that a campus library serves multiple functions for students and faculty (i.e. a meeting place, a place to study, or a place to conduct research and to gather ones thoughts) and that these factors should be taken into consideration with respect to discussions about library space at Mission Bay.
In light of the upcoming Ad Hoc Committee meetings, the next meeting of the Committee on Library, February 13, 2002, will be cancelled.

Dr. Martin London, Academic Computing Committee member, reported that the next meeting of this Committee will take place on January 28th and that he will have more to report after this meeting.

Chair Humphreys announced that she would be chairing a Task Force on Distance Learning charged with reviewing academic issues, resource issues, and copyright issues with regard to distance learning.

**Librarian’s Report**

Karen Butter, UCSF Librarian, reported the following:

- The University is reviewing the system-wide insurance program for tangible property. One of the issues the University is addressing is that formerly, UCOP covered the cost of this insurance but is now passing the cost of insurance along to individual campuses. In valuing the collection the university is looking at the cost to re-open the library with a “working” collection in a reasonable amount of time in the event of a major loss.

- A medical student expressed his concerned with people who sleep and snore in the library while he studies. He recommended that signs be posted. The Committee on Library was asked for suggestions and agreed to take the matter into consideration.

- A team from the University of Texas Health Sciences Center of San Antonio (UTHSCSA) will visit UCSF as part of a self-study involving their institution. They have spent the past two years investigating collections, facilities and technology in order to position their library to meet expectations of users in five years and develop a strategic plan including realistic expectations for required resources. Library Committee members were invited to attend a lunch on Thursday February 7, 2002 between 12 and 1:30 to meet with the delegates from the UTHSCSA.

**Old Business**

None

**New Business**

UCSF Librarian, Karen Butter, introduced Heidi Schmidt, Director of Academic Information Systems, to speak about wireless connections available on campus, including the new loaner laptop program in the Library. Ms. Schmidt reported the following:

- **Wireless Connections**

  Over a year ago the library installed a wireless network with connections on the fifth, third, and second floors. Connectivity on the first floor is in progress. Laptops can be brought from home and configured to work within the library or laptops can be borrowed from the library.

  Requests have been made to extend the wireless network to other campus locations outside the library. The Library’s network was designed as a demonstration project and is not robust enough to support the entire campus. A scalable campus-wide network authentication is being
discussed Campus network administrators. The IT Joint Governance Network Sub Committee has produced a set of recommendations regarding wireless connections on campus which will be presented to the IT Joint Governance Committee this spring.

A consultant, Christine Wong, is available in S-166 for drop in consultations regarding the wireless network, and VPN and proxy questions. Faculty, students and staff are encouraged to call her at 476-5899 or visit for assistance. She is well versed in both Macintosh and PC’s.

Additional information on the UCSF Wireless Network program can be found on the web at http://www.ucsf.edu/wireless/.

- **Loaner Laptops**

  In September of 2001 the Library initiated a loaner laptop program. Students, faculty, and staff can check out one of the five available laptops for a two-hour period for use within the library. Laptops are available on a first come, first serve basis. In the first three months of the program these laptops were checked out 750 times. The program is looking to expand the number of laptops available to minimize wait for students wanting to check them out. The laptops are connected to the wireless network and are equipped with the Microsoft Office Suite and a web browser. External zip drives are also available for checkout. Additional information on the Loaner Laptop program can be found on the web at http://www.library.ucsf.edu/library/laptop.html.

Linda Mitteness announced that the Department of Anthropology, History, and Social Medicine is working to improve the electronic subscription for the Social Sciences. They are polling faculty members for a list of high priority journals.

There being no further business, the meeting was adjourned at 12:50 p.m.