

Implementing Consolidated Library Model: Functional Teams

Collection Development:

- Don Schnedeker, Chair
- Suzanne Cohen
- Angela Horne

The Collection Development Team will review current licensing and acquisitions policies and practices to identify potential savings and identify opportunities to expand resources and access including electronic reserves and the location of physical collections. The team will also develop a proposal to consolidate the collections budget for the three schools.

Specifically, the team will identify opportunities to extend the conversion of print course reserves to electronic reserves through licensing and digitization. This will include a review of licensing of Harvard Business School cases and articles for course use, a survey of electronic only reserves in other reserves units, and a cost analysis.

The Collection Development team will also work on collection assessments of the three collections with a view toward physical consolidation. We will work with faculty in the three schools to identify materials that should stay on campus or be moved offsite. We will also work with the Collection Management Team to create a timetable for physical moves.

We recognize that these libraries have unique 'sub-collections' and we will incorporate an understanding of how they may or may not interact with the rest of the consolidated collection. The timing of collection moves will also be dependent on external forces including digitization and Annex workflows. It will be useful to recognize that one solution may not fit all areas and that we will realize a higher degree of service and satisfaction if we can customize these decisions to meet individual or subgroup needs. If we can identify and target areas of the collection where we already have agreement on consolidation (e.g. HR,) we may be able to recognize some quick wins.

Collection Management:

- Curtis Lyons, Chair
- Jim Del Rosso
- Susan Kendrick
- Vanessa Ng

The Collection Management Team will be responsible for analyzing collection maintenance, preservation, and digitization issues for the consolidated library. This team will have primary responsibilities for physically consolidating the print collections selected to remain on the central campus; arranging the deployment of other print materials to the library annex; conducting a space analysis of Catherwood Library stacks, public, and staff spaces; reviewing and assessing current and potential digitization and digital library efforts; and reviewing the records management and archival needs across the three schools.

Services and Outreach:

- Angela Horne, Chair
- Ken Bolton
- Deb Lamb-Deans
- Elena MacGurn
- Chris Miller
- Lee Ringland
- Neely Tang
- Jessica Withers

The Services and Outreach Functional Team will be led by a seven member Steering Group that will review services and outreach activities across the three libraries. They will consult widely with all members of the three libraries. By the end of the review process, the team will have evaluated and prioritized the public services impact of our collective and individual service models, as well as our collective and individual outreach activities. The team will develop a comprehensive overview of service and outreach best practices, and create strategic models of service and outreach for the library cluster.

Services included in this review include but are not limited to: circulation/access services, reference/research, instruction, consultations, and website/web project development/maintenance.

The S&O Team's success will depend upon active consultation with the other two functional teams, as well as steady two-way communication with the staff of the three libraries.